

Senate – in person
Fort Garry Campus:
Room E3-262 Engineering Building
Bannatyne Campus:
Room A106 Chown Building
Wednesday, April 5, 2023
1:30 p.m.

A G E N D A

I MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. **Appointment of Member-at-Large to Senate** Page 6
2. **Reports of the Faculty of Graduate Studies Executive Committee**
 - a) **RE: Department of Environment and Geography** Page 7
 - b) **RE: Department of Physiology and Pathophysiology** Page 8
3. **Reports of the Faculty Council of the Faculty of Graduate Studies**
 - a) **RE: Asper School of Business** Page 9
 - b) **RE: Biochemistry and Medical Genetics** Page 12
 - c) **RE: Faculty of Education** Page 18
 - d) **RE: Department of Educational Administration, Foundations and Psychology** Page 38
 - e) **RE: Department of German and Slavic Studies** Page 51
 - f) **RE: Department of Philosophy** Page 53

II MATTERS FORWARDED FOR INFORMATION

1. **Reports of the Senate Committee on Awards**
 - a) **[January 17, 2023]** Page 56
 - b) **[February 21, 2023]** Page 64
2. **In Memoriam**
 - a) **Dr. Fernando De Toro** Page 75
 - b) **Dr. Peter Zetner** Page 76

3.	<u>Correspondence from President and Vice-Chancellor</u>	
a)	<u>RE: Requests for Admission Target Increases</u> (for consultation)	
(i)	<u>Healthcare Programs, Rady Faculty of Health Sciences</u>	Page 77
	• <u>Master of Nursing, Nurse Practitioner Stream, College of Nursing</u>	Page 80
	• <u>Master of Physician Assistant Studies, Max Rady College of Medicine</u>	Page 120
	• <u>Doctor of Medicine (Undergraduate Medical Education), Max Rady College of Medicine</u>	Page 145
	• <u>RE: Master of Occupational Therapy, College of Rehabilitation Sciences</u>	Page 172
	• <u>RE: Master of Physical Therapy, College of Rehabilitation Sciences</u>	Page 198
	• Comments of Senate Planning and Priorities Committee	Page 231
(ii)	<u>Temporary Increase to Admission Targets, Fine Arts and Jazz Studies Programs</u>	Page 233
	• <u>Bachelor of Fine Arts, School of Art</u>	Page 235
	• <u>Bachelor of Jazz Studies, Desautels Faculty of Music</u>	Page 237
b)	<u>RE: Temporary Suspension of Admissions, President's Approval</u>	
(i)	<u>Post-Baccalaureate Diploma in Engineering, Price Faculty of Engineering</u>	Page 239
(ii)	<u>Bachelor of Commerce (Honours) Majors in International Business, Leadership and Organization, and Management Information Systems, Asper School of Business</u>	Page 240
4.	<u>Correspondence from Provost and Vice-President (Academic)</u> <u>RE: Implementation of New Programs</u>	
a)	<u>Master of Applied Human Nutrition, Department of Food and Human Nutritional Sciences</u>	Page 241

b)	<u>Micro-Certificate in Governance in Canadian Universities, Division of Extended Education</u>	Page 244
5.	Correspondence from Vice-Provost (Academic Planning and Programs) RE: Temporary Suspension of Admissions, <u>Master of Dentistry in Pediatric Dentistry, Provincial Approval</u>	Page 245
6.	Report of the Faculty Council of the Faculty of Arts RE: <u>Letter of Participation in Summer Latin Reading Group</u>	Page 247
7.	Report of the Senate Committee on Instruction and Evaluation RE: <u>Generative Artificial Intelligence</u>	Page 250
8.	Report of the Senate Committee on Libraries RE: <u>Copyright Advisory Committee</u>	Page 251
9.	Items Approved by the Board of Governors <u>[January 31, 2023]</u>	Page 254
10.	Items Approved by the Board Executive Committee <u>[February 21, 2023]</u>	Page 255

III REPORT OF THE PRESIDENT

IV QUESTION PERIOD

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

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

V CONSIDERATION OF THE MINUTES OF THE MEETING OF FEBRUARY 1, 2023

VI BUSINESS ARISING FROM THE MINUTES - none

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

1.	<u>Reports of the Senate Executive Committee</u>	
a)	<u>February 15, 2023</u>	Page 256
b)	<u>March 22, 2023</u>	Page 257
2.	<u>Report of the Senate Planning and Priorities Committee</u>	

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

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

1. **Reports of the Faculty Council of the Faculty of Graduate
Studies on Course, Curriculum, and Regulation Changes**
 - a) **RE: Department of Landscape Architecture** Page 258
 - b) **RE: Faculty of Law, Master of Laws** Page 265
 - c) **RE: Natural Resources Institute** Page 272
 - d) **RE: Department of Psychology, M.A. and Ph.D.,
Revised Admission Requirements and Process** Page 274
2. **Reports of the Senate Committee on Admissions**
 - a) **RE: Revised Admission Requirements for Programs
in the Dr. Gerald Niznick College of Dentistry**
 - (i) **Doctor of Dental Medicine** Page 289
 - (ii) **International Dentist Degree Program (D.M.D.)** Page 293
 - b) **RE: Revised Admission Requirements, Interdisciplinary
Health Program, Rady Faculty of Health Sciences** Page 297
3. **Reports of the Senate Committee on Instruction and Evaluation**
 - a) **RE: Revised Regulation on Voluntary Minor,
Interdisciplinary Health Program, Rady Faculty of
Health Sciences** Page 301
 - b) **RE: Academic Regulations, Juris Doctor,
Faculty of Law** Page 305
4. **Report of the Senate Committee on Rules and Procedures** Page 330
 **RE: Revisions to Senate Meeting Rules concerning Election
Process for Senators to Board of Governors and Senate
Executive Committee**
5. **Report of the Senate Committee on University Research** Page 333
 RE: Periodic Review of Manitoba Institute for Materials

IX ADDITIONAL BUSINESS

1. **Report of the Senate Committee and Process Review Working** Page 369
 Group RE: Appeals Committees and Processes

X MATTERS TO BE CONSIDERED IN CLOSED SESSION

- 1. Report of the Senate Committee on Honorary Degrees
 [February 10, 2023]**

The report will be provided to members of Senate at the meeting.

XI ADJOURNMENT

Please send regrets to shannon.coyston@umanitoba.ca.



Office of the
University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
P: 204-474-9593
F: 204-474-7511

Date: March 6, 2023
To: Dr. Michael Benarroch, President and Chair of Senate Executive
From: Jeff M. Leclerc, University Secretary
Subject: Election of Board of Governors Member-At-Large

Board of Governors Members-at-Large

According to Section 27(4) of *The University of Manitoba Act* (the “Act”), a member of Senate elected by a faculty or school council who has subsequently been elected by Senate to the Board and whose term of office on Senate expires before his or her term of office on the Board, shall be appointed by Senate to be a member-at-large of Senate for the remainder of his or her term on the Board unless re-elected to Senate.

Professor J. Anderson’s membership on Senate as a representative of the Faculty of Science will expire on May 31, 2023. Professor Anderson has indicated, however, that he would like the opportunity to complete his term as a Senate representative on the Board of Governors. It would be appropriate to adopt a motion to appoint Professor Anderson as member-at-large for the remainder of his term on the Board of Governors which expires May 31, 2024.

Recommendation:

THAT Senate appoint Professor J. Anderson as member-at-large for Senate for the remainder of his term on the Board of Governors which expires May 31, 2024.

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

umanitoba.ca/governance

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

Preamble

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

Observations

1. The **Dept. of Environment & Geography** proposes (2) course introductions, GEOG 7750 and GEOG 7800, to expand the offerings of its graduate programs. The introductions are aligned with new faculty members and areas of growth in the department. Both courses will be offered as electives and do not affect the supplementary regulations.

Course Introductions

GEOG 7750 Understanding Contemporary Environmentalism: Power and Discourse +3

This course will provide students with an advanced understanding of the relationships between nature and society by examining the rise of environmentalism through the past 50 years. Special attention will be paid to recent developments within the field of environmentalism and to theoretical work in the field of political ecology. Pre-requisite: Permission of Instructor.

GEOG 7800 Climate and Society +3

This course explores the causes, impacts, and responses to climate change. It identifies key concepts and analytic approaches to understand the social-ecological processes that drive climate change and influence responses. It engages with inequalities and the role of diverse relationships, values, identities, and knowledge systems. Pre-requisite: Permission of Instructor.

<u>NET CREDIT HOUR CHANGE</u>	+6
--------------------------------------	-----------

Recommendations

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

Dept. of Environment & Geography

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

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

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

Preamble

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

Observations

1. The **Dept. of Physiology & Pathophysiology** proposes (2) course introductions, PHGY 7262 and PHGY 7282, to fill gaps in current PHGY offerings. Both courses will be offered as electives and do not affect the supplementary regulations.

Course Introductions

PHGY 7262 Gastrointestinal and Renal Physiology & Pathophysiology **+1.5**

This course will provide graduate students with basic understanding of physiology and pathophysiology of the gastrointestinal and renal systems.

PHGY 7282 Neonatal and Fetal Physiology **+3**

Lecture course examining developmental changes in lung / heart / brain, in the context of fetal environment, normal neonatal physiology, physiology of perinatal hypoxia and related neonatal disease. Pre-requisite PHGY 7252 (minimum grade of B), or consent of instructor.

NET CREDIT HOUR CHANGE **+4.5**

Recommendations

The Executive Committee recommends **THAT: the course change(s) from the unit listed below be approved by Senate:**

Dept. of Physiology & Pathophysiology

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

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

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 Asper School of Business.

Observations

1. The **Asper School of Business** proposes (1) course introduction: GMGT 7230 Negotiations and M.S.C.M. supplementary regulation changes. The Asper School of Business proposes to create a permanent offering of the course "Negotiations" that has been offered as a topics course for many years. The change affects the M.S.C.M. supplementary regulations as it is a required course. The course is an elective in the M.B.A. which does not necessitate a change to the M.B.A. supplementary regulations.

Course Introduction

GMGT 7230 Negotiations

+3

This course helps familiarize students with the principles of integrative and distributive bargaining as a tool for decision-making and conflict resolution. It draws on theory and research from psychology, economics, and conflict management, and allows students to apply these principles in simulated negotiation contexts.

NET CREDIT HOUR CHANGE

+3

Recommendations

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

Asper School of Business

Respectfully submitted,

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

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

/ak

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	The Master in Supply Chain Management and Logistics is a 48-credit hour program that includes the following mandatory courses: 1 - GMGT7220 - Managing People in Organizations (3 credit hours) 2 - IDM7120 - Executive Leadership and Responsibilities (3 credit hours) 3 - GMGT 7230359 - Negotiations (3 credit hours) 4 - MSCI 7140 - Quantitative Analysis (3 credit hours) 5 - OPM 7300 - Business Processes Management (3 credit hours) 6 - OPM 7170 - Project Management (3 credit hours) 7 - OPM 7120 - Operations and Supply Chain Management (3 credit hours) 8 – SCM 7012 - Global Transportation Principles (3 credit hours) 9 - OPM 7180 - Sustainable Lean Management (3 credit hours) 10 - SCM 7040 - Logistics Management (3 credit hours) 11 - SCM 7042 - Purchasing and Procurement in Supply Chains (3 credit hours) 12 - SCM 7044 - Supply Relationship Management (3 credit hours) 13 – OPM 7300 - Recent Development in Supply Chain Management (3 credit hours) 14 - SCM 7046 - Sustainable Supply Chain Management (3 credit hours) 15 - SCM 7048 - Advanced Supply Chain Management (3 credit hours) 16A - SCM 7050 - Co-op in Supply Chain Management and Logistics (3 credit hours) OR 16B - SCM 7052 - Applied Project in Supply Chain Management and Logistics (3 credit hours) Master in Supply Chain Management and Logistics students will take either SCM7050 (Co-op Option) or SCM7052 (Applied Project Option). Students will receive individualized mentoring from expert Faculty members within the subject matter (i.e., Department of Supply Chain Management) during their entire Co-op and Applied Project courses. The Co-op work term (SCM 7050) will normally take place following completion of all courses (after 45 credit hours). In exceptional cases and when feasible and approved by the Associate Dean (Professional Programs) and agreed upon by the student (with full understanding of the timing and graduation implications for the student), this requirement may be completed after the student has completed 24 credit hours of courses. Students can apply to the Co-op work term (SCM 7050) at the Asper School of Business Co-operative Education Program's online portal.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	Entrance into the Co-op stream is competitive and not all applicants are guaranteed to participate. Criteria for admission to the Co-op stream include GPA (minimum 3.25), and evaluation of a written application and interview to ensure applicants possess motivation, communication skills, commitment, and the potential to represent the Asper School of Business in a mature and professional manner. If a Co-op student is unsuccessful in securing a job, the student's contribution to and continuance in the Co-op Program will be discussed on an individual basis between the student and the Co-op Program Director. All courses are required, unless the student is eligible for an exemption as per the exemption policy below. This determination is made by the Associate Dean Professional Programs after consultation with relevant faculty. Exemptions are available only to students who have graduated from the Asper B.Comm. (Hons.) program and/or the Asper MBA program. A maximum of six (6) credit hours of exemptions are possible for the following courses if the equivalent course(s) were completed with a grade of B+ or higher in the Asper B.Comm. (Hons.) program within five years of starting the Master in Supply Chain Management and Logistics program: -MSCI 2150 (Introduction to Management Sciences – 3 credit hours) equivalent to MSCI 7140 (Quantitative Analysis – 3 credit hours) -SCM 3360 (Supply Chain Logistics – 3 credit hours) equivalent to SCM 7040 (Logistics Management – 3 credit hours) Asper School of Business MBA program graduates with a non-Supply Chain major are eligible for a maximum of nine (9) credit hours of exemptions for the following courses if completed with a grade of B or higher within five years of starting the Master in Supply Chain Management and Logistics program: -MGMT7220 (Managing People in Organizations – 3 credit hours) -IDM7120 (Exec. Leadership and Responsibilities – 3 credit hours) -MGMT7230<u>350</u> (Negotiations – 3 credit hours) Master in Supply Chain Management and Logistics students who choose to take additional courses outside of their program must register for them as an occasional student (OS) and pay the assessed fees. These OS courses will not be counted for credit towards the completion of the

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 Biochemistry & Medical Genetics.

Observations

1. The **Dept. of Biochemistry & Medical Genetics** proposes five M.Sc., M.Sc. Genetic Counselling, and Ph.D. supplementary regulation changes, most of which clarify or update the language or description of time/length of significant events or milestones such as the annual review presentation, Master's thesis proposal, and doctoral seminar presentation. In addition, the supplementary regulations explicitly state that the Chair of the doctoral candidacy exam does not have voting privileges.

Recommendations

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

Dept. of Biochemistry & Medical Genetics

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
course content. If FGS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated Course Currency form may be required. Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree. In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.	
6.6.3 Academic Performance Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "<u>Progress Report</u>" form. Performance that remains "Satisfactory" throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".	Student progress shall be evaluated at least twice annually. Annual Faculty of Graduate Studies Reviews will involve the student and their advisory committee. The student must complete and email the BMG Academic Progress Report form (from BMG website) to their committee at least 7 days prior to the meeting. For Annual Faculty of Graduate Studies Reviews, students must submit a 3-page progress report (12 point Times New Roman font, single-spaced, 1" margins), plus references and figures, to each committee member at least 7 days prior to the anticipated date of the Annual Faculty of Graduate Studies Review. The student will present a 520-minute oral summary of their academic and research progress at that meeting and will be questioned by the committee members. Presentation software will be allowed and is encouraged. Exception: Students starting in January or May, the 3-page report is not required for their first Annual Faculty of Graduate Studies Review; however, all other elements are required. Each examiner will complete the BMG Internal Student Evaluation form (from BMG website), assessing the student's knowledge, verbal skills, ability to use and organize facts, 'think on their feet,' and answer questions directly. Areas of perceived strengths and weaknesses, as well as recommendations for improvement will also be noted. These original reports will be given to the Chair of the Graduate Student Affairs Committee and the student may retain a copy. The advisory committee will assess the student's progress and will indicate their assessment on the Faculty of Graduate Studies Progress Report Form and on the BMG Internal Student Evaluation form (from BMG website). Goals for the coming year, strengths, and areas requiring improvement will be indicated. The student may be asked to

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	i. Telegraf presentations (bimonthly Royal College training sessions via Telehealth) ii. Pediatric, Internal Medicine, Fetal Medicine Grand Rounds iii. Pan-Can Genetic Counselling Rounds • a support group meeting (Fall First Year) 5. Community Outreach– Complete at least one presentation to a school, support group, etc., and provide a written summary to the program director 6. attend Cytogenetics Reviews attend a Professional Educational Conference (Fall Second year).
6.7 Academic Requirements for Graduation All students must: • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete <u>GRAD 7500</u> • complete <u>GRAD 7300</u> • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses). Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements.	
6.7.1 Thesis/Practicum Route 6.7.1.1 Thesis vs. Practicum Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis/practicum will normally be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French. The thesis must be written according to a standard style acknowledged within the student's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types. The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and Department/Unit Head; students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research. A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the	Thesis proposals will typically be examined as part of the student's second Fall BMG Review and will typically be examined within 15 months of starting the program, with the exception of GCP students (see below) A 3-page written proposal (<u>up to 5 pages for GCP students) plus relevant appendices is required</u> (12 point Times New Roman font, 1" margins, single-spaced) plus relevant appendices is required. The proposal must contain (in the following order): Introduction/Background, Preliminary Data & Rationale, Hypothesis/<u>Research question</u>, Research Aims, Significance, Figures & Tables, and Supplementary Information. The appendices should include relevant figures and/or tables. The proposal must be distributed to the committee members at least 7-days prior to the meeting. It will be discussed during the meeting, with the student expected to answer questions related to the written document. Normally, the examination will not be more than 60 minutes in length.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Graduate Studies on the “<u>Program of Study and Appointment of Advisory Committee</u>” form and should include: • information about the minimum or expected time for completion of the degree; • coursework to be taken along with course classification (“S”, “X”, “A” or “O”); • any additional language requirement; • the research area in which the thesis will be written. The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being Required to Withdraw from the Faculty of Graduate Studies.	The student and committee will complete the Ph.D. Program of Study and Appointment of Advisory Committee form (from the Faculty of Graduate Studies website) within one month of the student initiating the Ph.D. program. A copy of this form will be kept on file and the original will be forwarded to the Faculty of Graduate Studies.
7.4 Program Requirements All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations: • Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.¹ • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.	1) A written thesis is required for the Doctoral degree. 2) Students must enroll in BGEN 8000 – Research Seminar for Doctoral Students in each Fall and Winter term they are registered in the program (until their thesis is submitted). Students will present one seminar approximately 45-5020-25 minutes in duration, plus approximately 10-155-10 minutes of questions on their research topic each academic year. Students must attend at least 80% of the seminars in the Research Seminar course unless they have the written consent of the course coordinator (consent only given in exceptional cases; for example, student is out of town; student has started a new program or job and is only awaiting completion of their thesis). The course coordinator will monitor attendance and give the student (and their advisor) a single written warning if they are missing too many seminars. Students who do not have 80% attendance at the end of that year's seminar program will receive an F grade in the course and will be required to withdraw from the program. 3). In addition to BGEN 8000 Research Seminar for Doctoral Students, students who transition from the M.Sc. program are required to take 6.0 credit hours (in addition to the 10.0 credit hours required in fulfillment of the MSc program). 4) In addition to BGEN 8000 Research Seminar for Doctoral Students, students holding a thesis-based M.Sc. degree who enter directly into the Ph.D. program must take a minimum of 9.0 credit hours. Coursework may include IMED.7120 Medical Biochemistry (3.0 credits), and/or IMED.7170 Medical Genetics (3.0 credits), and/or IMED.7280 Medical Computational Biology. The

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
7.6 Academic Performance Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the “<u>Progress Report</u>” form. Performance that remains “Satisfactory” throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or Department/Unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Students who receive two (2) consecutive “in need of improvement” or one (1) “unsatisfactory” rating will normally be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to Withdraw”.	Student progress shall be evaluated at least twice annually for students in the Department of Biochemistry and Medical Genetics. Annual Faculty of Graduate Studies Review: The Annual Faculty of Graduate Studies Review will involve the student, and their advisory committee. The student must complete, and email the BMG Academic Progress Report form (from BMG website) to their committee at least 7 days prior to the meeting. For Annual Faculty of Graduate Studies Reviews, students must submit a 3-page progress report (12 point Times New Roman font, single-spaced, 1” margins), plus references and figures, to each committee member at least 7 days prior to the anticipated date of the Annual Faculty of Graduate Studies Review. The student will present a 520-minute oral summary of their academic and research progress at that meeting, and will be questioned by the committee members. Presentation software will be allowed and is encouraged. For students that enter directly into the Ph.D. program starting in January or May, the 3-page report is not required for their first Annual Faculty of Graduate Studies Review; however, all other elements are required. The advisory committee will assess the student’s progress, and will indicate their assessment on the Faculty of Graduate Studies Progress Report Form, and on the BMG Internal Student Evaluation form (from BMG website). Goals for the coming year, strengths, and areas requiring improvement will be indicated. The student may be asked to leave the room while the committee determines the student rating. It is the student’s and advisor’s responsibility to ensure that the Annual Faculty of Graduate Studies Review is completed prior to the May 31st departmental deadline. Normally students are expected to schedule the review meeting at a time when all committee members, and the Chair of the Graduate Student Affairs Committee, or designate, are able to attend. The Chair of the Graduate Student Affairs Committee, or designate, will chair the meeting. The Faculty of Graduate Studies Progress Report Form must be signed by all advisory committee members, and by the Head of the department, or designate, and submitted to the Faculty of Graduate Studies prior to their June 1st deadline. Failure to complete, and submit the Faculty of Graduate Studies Progress Report Form by the

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	the next day. Students will have an additional two weeks to revise the document. In the evaluation, the committee will normally be allowed one week to decide "pass" or "fail". One dissenting vote or fewer constitutes a "pass". Two or more dissenting votes constitute a "fail". <u>The Chair does not vote.</u> If the student passes, then the oral examination normally occurs the next day. If the student fails on the first attempt, they will be allowed one additional attempt on a different topic, and a new Examining Committee will be struck. Failure on the second attempt will mean that the student will be required to withdraw from the program.
7.9 Thesis Proposal Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary regulations. The thesis proposal must be independent from the candidacy examination. The proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.	The purpose of the thesis proposal is to examine the student's understanding of their research area, and to demonstrate competence in formulating, and communicating a proposal for the research that is planned for the thesis. The thesis proposals will typically be examined as part of the student's second fall review for students who start in September, and will typically be examined within 15 months of starting the program for students who start in January, May, or July. A 5-page written proposal (12 point Times New Roman font, 1" margins, single-spaced) plus relevant appendices is required. The proposal should contain (in the following order): Introduction/Background, Preliminary Data & Rationale, Hypothesis, Research Aims, Significance, Figures & Tables, and Supplementary Information. The appendices should include relevant figures and/or tables. There must be enough detail so that the committee can provide the student, and the advisor with an assessment of the approach, feasibility, and significance of the thesis proposal. The proposal should be distributed to the committee Members at least 7 days prior to the meeting. It will be discussed during the meeting, with the student expected to answer questions related to the written document. If the committee unanimously agrees that the thesis proposal is acceptable as written, they will indicate their approval (with or without reservations) by signing the Ph.D. Thesis Proposal form (from the Faculty of Graduate Studies website). If the committee members do not approve the proposal, they will provide the student with written feedback regarding improvements. The student will revise the proposal, and arrange a second meeting with the committee to discuss and defend the document, to

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 Faculty of Education.

Observations

1. The **Faculty of Education** proposes changes affecting the M.Ed. and Ph.D. programs; (1) course introduction, (4) course modifications, (1) course deletion and supplementary regulation changes.

The Faculty of Education proposes to introduce a research methods course (EDUA 7830) exclusively for its Master's programs. The course presently used by M.Ed. students (EDUA 5800) is designed for post-baccalaureate diploma students and doesn't accurately serve the needs of Master's students. This change also prompts course description changes in four courses.

In addition, the M.Ed. (CTL & EAF&P) supplementary regulations have replaced the term "specialization" with "concentration" to align with Banner terminology.

The Faculty of Education also proposes one course deletion, EDUC 7030, affecting the Ph.D. in Education. This course acted as a placeholder for students completing their candidacy exams. Because FGS already requires doctoral students to register in GRAD 8010 Doctoral Candidacy Examination, EDUC 7030 is redundant and can be deleted.

Course Introduction

EDUA 7830 Engaging with Research in Education

+3

This research course is intended to prepare graduate students to locate and critically read various genres of empirical research studies in the field of education. Students will identify and consider the quality of key elements of published empirical studies including: theoretical and conceptual frameworks, literature review, research methodology and methods, findings, significance, and limitations.

Course Modifications

EDUA 7840 Qualitative Research Methods in Education

3

An introduction to qualitative research methods. While the theoretical underpinnings of qualitative research will be discussed, emphasis is placed on learning to conduct a study including design, collecting and analyzing data, and research ethics. May not be held with EDUA 7841. Prerequisite: EDUA 7830 (C+).

EDUA 7850 Design and Analysis of Educational Research (Quantitative)

3

A study of the use of quantitative methods of analyzing educational research data. Descriptive and inferential procedures commonly used in educational research will be discussed and students will learn to use statistical packages. The course will also address when it is appropriate to employ quantitative designs and present common designs and their associated analyses. Prerequisite: EDUA 7830 (C+).

EDUA 7860 Advanced Topics in Educational Research 3

An advanced study of special topics in educational research with an in-depth study of specific topics which will change from year to year. Prerequisite: EDUA 7830 (C+).

EDUA 7600 Action Research in Education 3

The study of the theory and practice of action and participatory action research in education including models, principles and practices, criteria for assessing quality, ethics, and modes of representation. Prerequisite: EDUA 7830 (C+).

Course Deletion (PhD)

EDUC 7030 Doctoral Tutorial in Education -3

NET CREDIT HOUR CHANGE 0

Recommendations

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

Faculty of Education

Respectfully submitted,

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

/ak

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



Faculty of Education

Associate Dean Graduate Programs & Research Office (ADGR)
203 Education Building
Winnipeg MB Canada R3T 2N2
Email adgr.education@umanitoba.ca

DATE: October 26, 2022

TO: Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

FROM: Dr. Melanie Janzen, Associate Dean (Graduate Programs and Research) & Chair of the Graduate Studies Committee of the Faculty of Education

RE: Motions: Education Graduate Programs

The following motions are being presented for consideration.

1. Changes to supplemental regulations resulting from introduction of EDUA 7830.

The following motions have been approved at the Faculty's Graduate Programs Committee (April 4, 2022), at the EAF&P Department Council (May 9, 2022) at the CTL Department Council (May 9, 2022), and at Faculty Council (June 13, 2022).

THAT *EDUA 7830 Engaging with Education Research* be introduced as a new course with the first term offering to be scheduled in Fall 2023

THAT effective Fall 2023, *EDUA 5800 Introduction to Education Research* be replaced by *EDUA 7830 Engaging with Education Research* as a required research course in all MEd programs and as the pre-requisite or concurrent course to most Education 7000 level research courses.

RATIONALE: Currently, *EDUA 5800 Introduction to Education Research* is a required course for students in both the Post Baccalaureate Diploma in Education (PBDE) and the Masters of Education (MEd) programs. Yet, the students in the different programs have different needs, which creates problems in regards to content, pedagogy and assessment. Whereas PBDE students are in a practice-oriented program where they will not be conducting research, MEd students are in a more theoretically and methodologically robust program in which all students are required to engage with empirical research and those in the thesis program route will conduct a study. These differing student audiences and their respective needs cannot be met within one three credit-hour course. The needs of MEd students are not fully met by *EDUA 5800*.

In addition, whereas the current *EDUA 5800* course provides students with opportunities to read and learn about different genres of educational research that may be relevant to practitioners, the proposed 7000-level course will focus more on skills relevant to novice researchers, such as learning about bibliographic systems, learning about different types of literature searches, critically interpreting research, and identifying research gaps.

The purpose of the proposed 7000-level research course will be to replace the current *EDUA 5800* with a graduate-level specific course for novice researchers in the MEd program. *EDUA 5800* will continue to be offered to ensure students in the PBDE program have an opportunity to

deepen their understanding of educational research for practitioners.

Implications: Approving this motion will result in modifications to prerequisites on current research courses, specifically EDUA 7840, EDUA 7850, EDUA 7860, and EDUB 7600. Moving forward, these courses will now require EDUA 7830 instead of EDUA 5800 as the prerequisite. The course modification forms are attached.

These motions also require resulting modifications to the EAF&P, CTL and Ph.D supplemental regulations.

In addition, we have sought and received a Letter of Support from Université de Saint-Boniface (attached).

2. Response to memo from Todd Duhamel, Associate Dean, FGS

In response to a memo received from Todd Duhamel (October 11, 2022), the Faculty of Education is making changes to wording within our supplementary regulations in both departments. The memo (attached) reads:

In an effort to maintain consistency across graduate programs and align with the terminology of Aurora Student (Banner), I am writing to encourage all graduate programs in the Faculty of Education to utilize the term “concentration” in place of “specialization” or “program area.”

These changes are reflected in the attached supplementary regulations.

credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

(Thesis-Based)

Typically students complete a set of *core* courses, *research* courses, and some courses that along with the thesis constitute a *concentration*. In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's program.

Coursework

All programs consist of a minimum of 18 credit hours of coursework. At least 12 credit hours must be at the 7000 level or equivalent. The remaining 6 credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties.

Required Research Courses (6 credit hours)

EDUA 7830 Engaging with Educational Research ~~5800 Introduction to Educational Research~~ (3 credit hours), or its equivalent, is a requirement of all M.Ed. programs in the Faculty of Education. In addition, thesis-based students must take 3 credit hours of research methods at the 7000 level in Education. In special circumstances research courses at the 3000 level or above in other Faculties may be approved as an appropriate alternative to this requirement.

Specific Course Requirements

In addition to the two 3 credit hour research courses, specific course requirements for each ~~program area/ specialization~~ concentration are as follows:

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	*Advisors may decide that EDUB 5580 is a necessary component for the programs of students who have minimal second/foreign language teaching experience or for other reasons. This course will be added to a student's program as an auxiliary course above and beyond the minimum 18 credit hours.
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	Note: The number of credit hours required in the M.Ed. Program (Course-Based/Comprehensive Route) differs from that required by Faculty of Graduate Studies. Coursework and Comprehensive Examination Route (Course-Based) Typically students complete a set of <i>core</i> courses, a <i>research</i> course, and a set of <i>concentration</i> courses in this program route. The culminating activity is a comprehensive exam which can take a variety of forms. In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with the permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's program. <i>Coursework</i> The course-based route to the M.Ed. in the Department of Curriculum, Teaching and Learning involves a minimum of 30 credit hours of approved courses. At least 18 credit hours must be at the 7000 level; the remaining 12 credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties. <i>Required Research Course</i> EDUA 7830 Engaging with Educational Research 5800 Introduction to Educational Research (3-credit hours) or its equivalent, is a requirement of all M.Ed. programs in the Department. In addition, all students must complete 9 credit hours of core courses and 18 credit hours of concentration. <i>The Capstone Course Option</i> Course-based route students have the option of including a capstone course [EDUB 7540 Final Seminar in Curriculum, Teaching and Learning (3 credit hours)] as part of their 30 credit hours of required coursework. Normally, the capstone

DATE: October 26, 2022

TO: Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

FROM: Dr. Melanie Janzen, Associate Dean (Graduate Programs and Research) & Chair of the Graduate Studies Committee of the Faculty of Education

RE: Motions: Education PhD. Program

The following motions are being presented for consideration.

1. EDUC 7030: Doctoral Tutorial in Education

The following motions have been approved at the Faculty of Education's Graduate Programs Committee (April 4, 2022) and subsequently at Faculty Council (June 13, 2022).

Motion 1: *THAT* EDUC 7030 Doctoral Tutorial in Education be deleted from the PhD in Education program, with the last term offering in Winter 2023.

Motion 2: *THAT* resulting from the deletion of EDUC 7030, the number of required credit hours in the PhD in Education program be reduced from 24 credit hours to 21 credit hours.

Background: EDUC 7030 Doctoral Tutorial in Education is a 3-credit hour required course for all PhD in Education students. It is described in the Academic calendar as: A course of directed independent study relevant to a student's area of doctoral specialization. Typically, students register in EDUC 7030 after they have completed their candidacy exam and as they prepare their thesis proposal. The Supplemental Regulations (Section 7.8) state:

"The Candidacy Examination [GRAD 8010] normally must be taken only after successful completion of all coursework (except for EDUC 7030 Doctoral Tutorial Course (3 credit hours), which is taken after the candidacy examination)."

"After successful completion of the candidacy examination, students must register for the Doctoral Tutorial [EDUC 7030] which is normally used to prepare for the thesis."

Rationale: EDUC 7030 serves no current re-registration or program purpose. There is no course outline, objectives, assignments, or assessment. Moreover, students receive an arbitrary grade, usually when the student successfully passes their thesis proposal (which is a required part of the program and is graded as pass/fail), which is then calculated as part of their GPA.

Historically, EDUC 7030 served as a placeholder in order to retain the student's graduate program status. The Faculty of Graduate Studies has a mandatory re-registration course, GRAD

8020 Doctoral Re-registration, making registration in EDUC 7030 redundant for the purpose of students retaining program status.

The PhD in Education requires 24 credits of coursework, well above the FGS requirement of 12 credit hours plus a thesis (Reg. 7.4). Removing EDUC 7030 as a required course and thereby reducing the required program credit hours from 24 to 21 would still meet FGS program requirements.

2. Supp Regs Section 7.2.1 and 7.2.4 Advisory Approval

The following motions have been approved at the Graduate Programs Committee (April 4, 2022) and subsequently at Education Faculty Council (June 13, 2022).

Motion 1: *THAT* the Education PhD supplementary regulations sections 7.2.4 be revised so that all tenured and tenure-track members in the Faculty of Education with an earned doctorate can serve as Advisory Committee members for PhD students.

Motion 2: *THAT* when a faculty member is supervising their first doctoral student, they will normally work with a mentor, who will serve as either a co-advisor or as a member of the Advisory Committee.

Motion 3: *THAT* the Education PhD supplementary regulations be revised to reflect these revisions and to reflect other minor revisions related to Advising PhD students as shown in the accompanying supplementary regulations chart.

Rationale: In the past, the Faculty of Education had many faculty members who were adjuncts, full- time instructors and others who did not have PhDs, and thus, did not necessarily have research experience. Therefore, faculty supplemental regulations were in place to ensure that faculty members who were taking on the role of PhD student Advisors were experienced in research. Currently, all of our faculty members are hired as tenure-track, have a demonstrated research experience, and have ongoing research agendas. Therefore, the additional step of having faculty members apply to be a PhD student Advisor is redundant (i.e., tenure-track faculty have already applied for and received a position that requires research experience and a research agenda). It is also inequitable; in that it privileges some faculty members over others in being able to take on these teaching roles. It is also cumbersome, in that the applying faculty member has to put together an extensive application package. The current supplementary regulations imply that there is a vetting/application process for current tenure track and tenured faculty to be eligible to Advise PhD students.

That said, the DSC also recognizes the need for new faculty to have support and mentorship as they take on the role of PhD student Advising. Therefore, DSC proposes revisions to the supplementary regulations that remove the requirement that Advisors be approved by DSC to be an Advisor, while maintaining some guidance around new faculty Advisors being provided with mentorship when they take on an Advising role.

Supplementary Regulations Faculty of Graduate Studies (FGS)

Name of Unit/Program: Education (Ph.D.)

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
PREFACE The Faculty of Graduate Studies is a pan-University faculty responsible for overseeing the administration of all graduate programs at The University of Manitoba. The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. These regulations apply to all graduate students in all programs in all academic units. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein. All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. Supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and be kept on record by the Faculty of Graduate Studies Office. For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e., Department Head becomes Unit Head.) Definitions The "Dean, Faculty of Graduate Studies" shall be taken to mean the Dean, Faculty of Graduate Studies or designate. "Unit" shall be taken to mean the academic unit where the graduate student is pursuing their studies. Generally, this is the department. For Faculty-based programs, the Dean or Director is the <i>de facto</i> Head of the unit. The term "unit" shall also include School(s) or College(s) of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of their responsibilities in this policy to another member of the unit (e.g., Graduate Chair).	
1.1 Application and Admission Procedures The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application. Contact information for each department/unit can be found on the Graduate programs of study website. 1.1.1 Process: 1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies in time to meet the application deadline in place for a particular department/unit. Deadlines vary depending on the program to which the applicant is applying and whether the	Graduate Programs and Research Office Faculty of Education University of Manitoba Winnipeg, Manitoba -R3T 2N2 Telephone: (204) 474-7886/9004 E-mail: edgradpr@umanitoba.ca GradPrograms.Education@umanitoba.ca Application information for Faculty of Education doctoral programs can be obtained from the website www.umanitoba.ca/education Completed applications, together with all supporting documents, should be submitted online to The Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/admissions/)

applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the [Graduate programs of study website](#).

Note: International students must pay special attention to transcript requirements (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

Admission to the Ph.D. program is competitive. A number of factors are taken into consideration in arriving at an admission decision including:

1. the capacity of the Faculty to provide the program of study requested by the applicant;
2. the applicant's previous academic background;
3. the referees' assessments of the applicant;
4. the capacity of the Faculty to provide the applicant with an advisor and advisory committee;
5. the applicant's occupational experience;
6. the applicant's research capability; and
7. the applicant's academic and/or professional goals.

This document provides the regulations and procedures for doctoral programs in the Faculty of Education. These are supplementary to the regulations and procedures of the Faculty of Graduate Studies, which govern all graduate programs at the University of Manitoba. This document should be read in conjunction with the Faculty of Graduate Studies' complete Graduate Studies Calendar and Academic Guide: http://umanitoba.ca/faculties/graduate_studies/publications/index.html

Application Procedures

All applications for doctoral studies in Education are made to either a specific *cohort* or the *individualized* program (<http://umanitoba.ca/education>).

Each application for admission must include:

- a. a completed application form and application fee;
- b. official transcripts from all post-secondary institutions attended other than the University of Manitoba;
- c. two [completed University of Manitoba reference forms-letters of recommendation](#) from individuals familiar with the applicant's academic and/or professional work. (Where possible, one of these recommendations must be from the supervisor of the work submitted as evidence of appropriate research capability, i.e.: the Master's thesis advisor);
- d. evidence of appropriate research capability;
- e. evidence of appropriate occupational experience in an educational setting;
- f. a [research proposal statement of intent](#), of not more than 1000 words, outlining the applicant's research focus;
- g. a statement indicating the preference ordering of (at least two) faculty members under whose supervision the applicant would like to work (~~see appendices~~); and
- h. any additional information including awards, scholarships, abilities, or authorships.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	article published in a refereed journal plus a successfully completed 3 credit-hour 7000-level (or equivalent) research methods course; or iv. a research/scholarly/creative product and coursework equivalent to one of the above (ci. to ciii). d. normally, appropriate occupational or service experience, such as: i. educational or administrative work or service in a school, post-secondary or similar setting; ii. practice in school counseling, psychology, or related profession; work, service, or practice equivalent to (di) or (dii). work, service, or practice equivalent to (di) or (dii).
1.1.11 Eligibility of University of Manitoba Staff Members A staff member at The University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and above, is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.	
1.2 Registration Procedures 1.2.1 Undergraduate Student Registration in Graduate Level Courses Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below. - Undergraduate students must obtain permission from the Department/Unit Head and course instructor before registering for a graduate course. - Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course (i.e., undergraduate students from other institutions and those completing courses without registration in a degree program are ineligible for registration in graduate courses). - Undergraduate students are not eligible for enrollment in any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. - Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students. Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.	
1.2.2 Initial Program Registration On admission to a graduate program at the University of Manitoba, students may submit a formal request to the Faculty of Graduate Studies to apply any previously completed graduate courses toward their graduate program requirements, subject to the restrictions listed below. No more than 50% of the coursework required in a graduate program may be imported from credit hours completed during an undergraduate program.	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the website), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.	
7.1 Admission 7.1.1 General criteria Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.	Please see Section 1.1.11 for minimum admission criteria to this program. The Ph.D. Program in Education is Faculty-based and is under the general supervision of the Doctoral Studies Committee. In essence, the Doctoral Studies Committee exercises the responsibilities assigned to a Department Head by the Faculty of Graduate Studies in the case of department-based graduate programs. The Doctoral Studies Committee is comprised of the Associate Dean (Graduate Programs in Education and Research) as Chair, the Coordinator of Student Services (Graduate Programs), and academic members of the Faculty of Education, as defined by the Faculty's Terms of Reference for this committee. The Doctoral Studies Committee is responsible for the general administration of the Ph.D. Program, in accordance with the policy guidelines approved by the Faculty of Education Council and, where applicable, the Faculty of Graduate Studies.
7.1.2 Direct Admission from the Bachelor's Honours or Equivalent With special recommendation of the department/unit, applicants without a Master's degree who have an honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years (60 credit hours) of undergraduate study). Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.	
7.1.3 Transfer from the Master's to the Ph.D. Program Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the	The Ph.D. in Education does not allow a student to transfer from the Master's program, as a completed Master's degree is an admission requirement.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program. The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application. The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship. Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2-year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.	
7.1.4 Provisional Admission to the Ph.D. Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12-month period commencing with the first registration in the Ph.D. program. Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form in the Master's and Ph.D. program simultaneously.	Dual registration does not apply to the Ph.D. in Education, as a completed Master's thesis is required for admission into the Program.
7.2 Student's Advisor, Co-advisor and Advisory Committee 7.2.1 Student's Advisor Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies. The advisor must: • hold an appointment in the student's department/unit. • be a member of the Faculty of Graduate Studies (see the FGS website for details); • hold a Ph.D. or equivalent (see note below); • be active in research; and • have expertise in a discipline related to the student's program.	At the time of admission, each student will be assigned an advisor by the program area to which s/he has they have been admitted in consultation with the Doctoral Studies Committee. The a A d v i s o r, in consultation with the student and the Doctoral Studies Committee, is responsible for the formation of the Advisory Committee. The Advisor. The Advisor assists the student with academic questions, such as the process of refining a research topic, selecting members for the Advisory Committee, designing the thesis proposal, developing realistic timelines, and completion of the thesis. Normally, when a faculty member is supervising their first doctoral student, they will work with a mentor, who will serve as either a co-advisor or as a member of the Advisory Committee. Change of Advisor. The change of an A d v i s o r may occur for various reasons. Where these changes are sought by mutual agreement they can be resolved through the mandatory completion of the "Ph.D. Advisory Committee Change" form, which the Advisor must forward to the Doctoral Studies Committee for approval. This form is available from the Graduate and Professional Programs and Research Office. Such changes

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D. Usually the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.	must be approved by the Faculty of Graduate Studies. Should the Advisor retire during the time they are supervising they can continue to advise or find an adequate replacement (requiring approval from the Doctoral Studies Committee).
7.2.2 Student's Co-advisor In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must: • be a member of the Faculty of Graduate Studies (see the FGS website for details); • hold a Ph.D. or equivalent (see note below); • be active in research; and • have expertise in a discipline related to the student's program. Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D. The co-advisor may be identified either at the beginning of, or midway through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor-Student Guidelines must be completed. When an advisor and co-advisor are assigned, together they fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.	
7.2.3 Student's Advisor/Co-advisor A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and above cannot have an advisor or co-advisor with an appointment in the same department/unit. The advisor, co-advisor (if applicable) and student must discuss and complete the Faculty of Graduate Studies Advisor-Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the Advisor Student Guidelines, the matter should be referred to the Department/Unit Graduate Chair, the Department/Unit Head, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed if there is a change in advisor/co-advisor or when a co-advisor is added midway through the student's program. Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Department/Unit Head, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the department/unit	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
offering the program in which the student is studying to arrange an alternate advisor/co-advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.	
7.2.4 Advisory Committee The Department/Unit Head is responsible for recommending the advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their program. The advisor/co-advisor is the Chair of the advisory committee The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be <u>members of the Faculty of Graduate Studies</u>. It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate. In addition, individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Ph.D. degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate Studies or designate. Advisory committees may <u>alternatively</u> include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. Committees may include a Knowledge Expert or invited member, not both. Under no circumstances should graduate students, Post-Doctoral Fellows, and Research Assistants or Associates serve on graduate student advisory committees, regardless if they hold a rank of Adjunct Professor. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "<u>Program of Study and Appointment of Advisory Committee</u>" form. Advisory committee meetings must be held at least annually and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.	The primary responsibilities of the Advisory Committee are to guide the student through the program of studies, and to prepare for the candidacy examination and thesis defence. The Ph.D. Advisory Committee, which typically forms the basis of the Thesis Examining Committee, must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom is the student's advisor, who must be a member of the major department within the Faculty of Education. The Advisory Committee may include one guest member who has expertise in a related discipline, and in exceptional circumstances, two (i.e.: an Elder). Guest members are not members of the Faculty of Graduate Studies, and may only advise and have no evaluative role and will not adjudicate the final thesis that is submitted for examination. A rationale for the inclusion of the guest member should be submitted for review to the Doctoral Studies Committee. If possible, a curriculum vitae to support the rationale should be included in the submission. All members of the Advisory Committee must be approved by the Doctoral Studies Committee. The Advisor acts as Chair of the Advisory Committee. The initial composition of the Advisory Committee and any subsequent changes to the composition must be approved by the Doctoral Studies Committee through the Chair of the Doctoral Studies Committee. All tenured and tenure-track members in the Faculty of Education with an earned doctorate can serve as members on doctoral advisory committees. In order to serve as advisors of doctoral committees, members of the Doctoral Faculty of Education will normally have: a well articulated and current program of research, as evidenced by an appropriate related record of referred publications/conference papers/monographs; experience in teaching graduate courses; advised Master of Education theses students to completion; and served on Ph.D. committees.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	Senior scholars may act as an additional voting member of the Advisory Committee. Academic staff members who retire during the time they are supervising or are on advisory committees are expected to fulfill their obligations as either advisors or advising committee members.
7.2.5 Conflict of Interest There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted. In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.	
7.3 Program of Study As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form and should include: • information about the minimum or expected time for completion of the degree; • coursework to be taken along with course classification ("S", "X", "A" or "O"); • any additional language requirement; • the research area in which the thesis will be written. The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being Required to Withdraw from the Faculty of Graduate Studies.	The program of study and any subsequent changes to the program of the student must be approved by the student's advisor, the Advisory Committee, and the Doctoral Studies Committee. As soon as the entire program of study is decided on by student and advisor, the program forms must be completed and submitted, ideally within the first term, to the Chair of the Doctoral Studies Committee for approval. These forms are available online: http://umanitoba.ca/faculties/graduate_studies/forms/index.html → https://umanitoba.ca/graduate-studies/forms And www.umanitoba.ca/faculties/education/directory/faculty-staff-resources.html Please refer to the Faculty of Education web site for current Ph.D. program areas, and a listing of faculty members with their research interests. Changes in a program of study may occur for various reasons. Where these changes are sought by mutual agreement they can be resolved through the mandatory completion of the "Ph.D. Program Add and Delete" form, which must be forwarded to Doctoral Studies Committee for approval.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
7.4 Program Requirements All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations: - Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.¹ - Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.	Twenty-four (24) Twenty-one (21) credit hours of coursework are subject to the following regulations: a. Twelve (12) Nine (9) credit hours of coursework at the 7000-level must be in the student's program area and must include the program core coursework common to all students in the program area (See the Education web site for specifics www.umanitoba.ca/education). For students admitted to study in an <i>individualized</i> program rather than to a specific <i>cohort</i>, the program area coursework is specific to the individual student and is defined by the Advisory Committee in consultation with the student rather than by members of a defined program area; b. Six (6) credit hours must be in a cognate area(s); and c. Six (6) credit hours must be in research methods/analysis. NOTE: EDUA 5800 Introduction to Educational Research (3 credit hours) EDUA 7830 Engaging with Educational Research (3 credit hours) or an equivalent course is a pre-requisite or concurrent course to most Education 7000-level research courses. Applicants without this course will be required to take the course as an Occasional Student (O) and pay the appropriate course fee. This will be in addition to Ph.D. course requirements. Where necessary, the student may be required to complete additional background coursework, as an auxiliary course or as an Occasional (O) student. If the latter, the student must pay the appropriate course fee. A minimum of eighteen (18) credit hours of coursework must be at the 7000-level. All courses taken in the Faculty of Education must be at the 7000-level or above. Courses taken outside the Faculty of Education must be at the 3000-level or above. A minimum of twelve (12) credit hours of coursework must be taken in the Faculty of Education. When relevant to the student's area of research and study, students are encouraged to take courses outside of the Faculty of Education of the University of Manitoba.
7.4.1 Language Requirements Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.	
7.4.2 Advance Credit	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Advance credit for courses completed prior to admission to a Ph.D. program will be considered on a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit-Transfer of Courses" form. • Application for advance credit must be made within the first year of the program (please refer to Lapse or Expiration of Credit of Courses) • No more than 50% of the required coursework for the program can be achieved using advance credit. • A course may not be used for credit toward more than one degree, diploma, micro-diploma or certificate. • The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of advance credit received, all students are required to pay applicable program fees.	
7.4.3 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses: • 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; • cannot be used for credit towards another degree, diploma, micro-diploma or certificate; • may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba. 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 official transcript, and course equivalency must be provided.	On the recommendation of the Advisory Committee and with the approval of the Doctoral Studies Committee, a maximum of twelve (12) nine (9) credit hours may be transferred into the program from other approved institutions.
7.4.4 Lapse or Expiration of Credit of Courses Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the "Course Currency" form and accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content. If FGS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated "Course Currency" form may be required. Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree. In the event that coursework is no longer considered current or has expired, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.	
7.5 Time in Program	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
satisfactory performance may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate Studies. Students are normally expected to complete remedial action by the end of the subsequent term.	
7.7 Academic Requirement for Graduation All students must: - maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; - complete GRAD 7500; - complete GRAD 7300; - complete the Candidacy Examination (GRAD 8010); - meet the minimum and not exceed the maximum course requirements; and - meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses). Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation from the Faculty of Graduate Studies.	
7.8 Candidacy Examination The candidacy examination is a 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 department/unit to department/unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth. At the time specified by the advisory committee, normally within the first year after the completion of the Ph.D. program coursework, but in no case later than one year prior to expected graduation, the student must successfully complete the formal candidacy examination. The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination may be held virtually. If it is held in-person, it must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must participate in-person or virtually. A "pass" decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail. The Dean of the Faculty of Graduate Studies must be informed of the results of the examination via the "Report on Ph.D. Candidacy Examination" form.	The Candidacy Examination [GRAD 8010] normally must be taken only after successful completion of all coursework, (except for EDUC 7030 Doctoral Tutorial Course (3 credit hours), which is taken after the candidacy examination). The purpose of the written candidacy examination is to assess the student's preparedness in: - the major program area (which normally constitutes the major or field of specialization); - the support area(s) of study; and - research methods, which requires the study of methodology suitable to the proposed research and/or discipline. The examination is set by the student's Advisory Committee and approved by the Doctoral Studies Committee. The examination will consist of a series of questions based on completed coursework provided to the student. The actual content of the questions must not be discussed with the student prior to the examination. Other members of the Faculty of Graduate Studies may be used as additional non-voting examiners at the discretion of the Advisory Committee and with the approval of the Doctoral Studies Committee. The final evaluation of the candidacy examination, however, rests exclusively with the Advisory Committee, which typically is also referred to as the "Candidacy Examination Committee" during the candidacy examination process.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	After successful completion of the candidacy examination, students must register for the Doctoral Tutorial [EDUC 7030] which is normally used to prepare for the thesis.
7.9 Thesis Proposal Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary regulations. The thesis proposal must be independent from the candidacy examination. The proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.	Under the supervision of the aAdvisor, the student must prepare a written thesis proposal which is submitted to the internal members of the Advisory Committee. The thesis proposal written by the student must include: - a sound rationale of the study; - clearly stated objectives of the research study; - the proposed methodologies; - the expected significance or outcome of the study; and - a preliminary review of resources that informs the study/research. Normally the written proposal would be approximately 50 to 100 pages in length, written in a coherent manner. The thesis proposal is reviewed independently by all members of the Advisory Committee and they must come to unanimous agreement that it is ready to be defended. The student is required to defend the thesis proposal orally. The thesis proposal defence shall be chaired by the Head of the Doctoral Studies Committee or his/her designate. All members of the Advisory Committee shall be present at the proposal defence, unless specifically exempted by the Chair of the Doctoral Studies Committee. The thesis proposal defence shall be scheduled through the Chair of the Doctoral Studies Committee; therefore meetings not scheduled by the Chair of the Doctoral Studies Committee will not be officially recognized by the Faculty. The oral defence of the thesis proposal is held on the University of Manitoba campus during daytime business hours, Monday through Friday. The student must be physically present at his/her thesis proposal defence. The thesis proposal oral defence must be open to all members of the Faculty. At least one week prior to the defence itself, a notice of the defence including an abstract of the thesis proposal shall be distributed by the Chair of the Doctoral Studies Committee to faculty members and graduate students. In addition, the complete thesis proposal shall be deposited with the Chair of the Doctoral Studies Committee for review by interested faculty and students prior to the defence. The thesis proposal (including both the written proposal and the oral presentation) must receive

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 Educational Administration, Foundations & Psychology.

Observations

1. The **Dept. of Educational Administration, Foundations & Psychology** proposes changes affecting the M.Ed., (1) course deletion, (1) course introduction, and supplementary regulation changes. The Dept. of Educational Administration, Foundations & Psychology proposes to create a permanent offering of an Indigenous content course that was previously offered as a topics course. In addition, the department proposes the deletion of a research course elective that has not been offered since 2007. Finally, the supplementary regulations reflect an elective course change that aligns with a change made at the undergraduate level.

Course Deletion

EDUA 7800 Methods of Educational Research

-3

Course Introduction

EDUA 7082 Indigenous Instructional Leadership

+3

This course will provide students with extended academic knowledge of Canadian indigenous education in the context of educational administration. With a focus upon the responsibilities for instructional leadership that are borne by school and school district administrators in indigenous school contexts, this course will explore topics that are relevant to in-service teacher development and school improvement. May not be held with EDUA 7100 when titled "Indigenous Instructional Leadership".

NET CREDIT HOUR CHANGE

0

Recommendations

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

Dept. of Educational Administration, Foundations & Psychology

Respectfully submitted,

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

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



Faculty of Education

Associate Dean Graduate Programs & Research Office (ADGR)

203 Education Building
Winnipeg MB Canada R3T 2N2
Email adgr.education@umanitoba.ca

DATE: October 26, 2022

TO: Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

FROM: Dr. Melanie Janzen, Associate Dean (Graduate Programs and Research) & Chair of the Graduate Studies Committee of the Faculty of Education

RE: Motions from the Department of Educational Administration, Foundations & Psychology

The following motions have been approved in the Faculty of Education and are being presented to the Faculty of Graduate Studies for consideration.

1. Inclusive Education Motions

The following motions have been approved at the EAF&P Department Council (October 25, 2021), Graduate Programs Committee (November 1, 2021) and subsequently at Education Faculty Council (February 7, 2022).

Motion 1: *THAT* EDUA 5614 Working with Vulnerable Children: An Introduction to Trauma Care be added to the list of courses that meet the requirements of admission and concentration courses for the M.Ed in Inclusive Education, and that the EAF&P supplemental regulations be updated as found in the attached table.

Rationale: This course was introduced at the undergraduate level, effective Fall 2022. This course will complement the existing courses in inclusive education, and it will strengthen and broaden skill sets available to graduate students.

Motion 2: *THAT* EDUA 5612 Field Experience in Inclusive Education be deleted from the EAF&P supplemental regulations.

Rationale: This course has been deleted at the undergraduate level, effective Fall 2023, and therefore it follows that it should be deleted from the supplemental regulations.

2. Introduction of EDUA 7082 Indigenous Instructional Leadership

These motions were approved by the EAF&P Department Council (May 09, 2022), the Graduate Programs Committee meeting (May 16, 2022), and Education Faculty Council (June 13, 2022).

Motion 1: *THAT* EDUA 7082 Indigenous Instructional Leadership be introduced as a new course with the first term offering to be scheduled in Fall 2023.

Rationale: This course, Indigenous Instructional Leadership, is being introduced as a permanent course in order to provide students with the opportunity to explore Indigenous content within the Educational Administration area of study. This course has previously been

offered as a topics course. In accordance with the strategic priorities of the University of Manitoba and those of the Faculty of Education, this course will be offered as a means of addressing Indigenous engagement and reconciliation.

Motion 2: THAT EDUA 7082 Indigenous Instructional Leadership be included in the Concentration course list for the Educational Administration specialization of the MEd program effective Fall 2023.

Rationale: This course, Indigenous Instructional Leadership, is being introduced as a permanent course in order to provide students with the opportunity to explore Indigenous content within the Educational Administration area of study.

3. **Deletion of EDUA 7800 Methods of Educational Research**

This motion was previously approved by the EAFP Department Council (May 09, 2022) and the Graduate Programs Committee meeting (May 16, 2022), and Education Faculty Council (June 13, 2022).

Motion1: THAT EDUA 7800 Methods of Educational Research be deleted from Faculty of Education course offerings.

Course description: EDUA 7800 Methods of Educational Research (3 credit hour). A study of design and data collection techniques for educational research in field settings. Topics covered include quasi experimentation, survey and observational techniques, simulation, content analysis, and sociometry.

Rationale: EDUA 7800 is a research elective. Our records indicate that it was offered in 2007 to one student as a Student Initiated Course and has not been offered since. We do not have access to records of offerings before 2007 (that was before the Aurora system). This course does not appear to be relevant for any of our graduate programs.

The Faculty of Education at Université of St. Boniface has been made aware of this motion and they have provided their support (see letter attached).

Supplementary Regulations Faculty of Graduate Studies (FGS)

Name of Unit/Program:
Educational Administration, Foundations & Psychology (M.Ed.)

FGS Academic Guide Regulation 2022/23

Supplementary Regulation

PREFACE

The Faculty of Graduate Studies is a pan-University faculty responsible for overseeing the administration of all graduate programs at The University of Manitoba. The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. These regulations apply to all graduate students in all programs in all academic units. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. Supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and be kept on record by the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e., Department Head becomes Unit Head.)

Definitions

The "Dean, Faculty of Graduate Studies" shall be taken to mean the Dean, Faculty of Graduate Studies or designate.

"Unit" shall be taken to mean the academic unit where the graduate student is pursuing their studies. Generally, this is the department. For Faculty-based programs, the Dean or Director is the *de facto* Head of the unit. The term "unit" shall also include School(s) or College(s) of Faculties within the University. The Dean of the Faculty of Graduate Studies is the *de facto* Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of their responsibilities in this policy to another member of the unit (e.g., Graduate Chair).

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. **Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application.** Contact information for each department/unit can be found on the [Graduate programs of study website](#).

1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies in time to meet the application deadline in place for a particular department/unit. Deadlines

Contact information:

Graduate ~~& Professional~~ Programs, and Research Office
Faculty of Education
University of Manitoba
Winnipeg, Manitoba R3T 2N2
Telephone: 204-474-~~7886~~9004 or
1-800-432-1960 (Extension ~~7886~~ 9004)
Fax: 204-474-7551
E-mail: edgradpr@umanitoba.ca
GradPrograms.Education@umanitoba.ca
Internet: www.umanitoba.ca/education

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Faculty of Graduate Studies; an original transcript and course equivalency must be provided.	
5.6 Recognition for Credit Graduate-level courses completed as part of a Graduate Diploma may be recognized toward a graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into graduate degree programs in same or related fields of study.	
SECTION 6: General Regulations: Master's 6.1 General Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following link), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following: • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Major research paper.	Admission/Selection Committee Composition and Procedures: • Admission committees are comprised of faculty members representing program specializations/concentrations. The Department Head, in consultation with admission committees, reviews applications and makes recommendations to Faculty of Graduate Studies for admission. The Department offers the following M.Ed. specializations/concentrations: • Adult/Postsecondary Post-Secondary Education • Educational Administration • Cross-Cultural, Sociological and Philosophical Foundations in Education • Counselling Psychology • Inclusive Education
6.2 Admission Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include: • Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: - o Canadian institutions empowered by law to grant degrees; or - o 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: - o The University of Manitoba (see General Regulations - Pre-Master's); or - o Canadian institutions empowered by law to grant degrees; or - o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). 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.	Applicants must possess: • a four-year Bachelor of Education degree, or two-year After Degree Bachelor of Education, or a four-year bachelor's degree (or academically equivalent degree/program) from an academic institution recognized by the Faculty of Graduate Studies, or a three-year undergraduate degree, plus a Post Baccalaureate Diploma in Education (PBDE) with a minimum of eighteen (18) credit hours at the 5000 level. • A grade point average of 3.0 in the last sixty (60) credit hours of university coursework; • Normally two years of relevant work experience; and • Appropriate academic and/or professional background for the program—area—and concentration. Individuals who graduate from the Certificate in Adult and Continuing Education (CACE), University of Manitoba, must complete the following courses: • EDUA 1560 Adult Learning and Development (3 credit hours);

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	- And; 6 credit hours from: EDUA 5612 Field Experience in Inclusive Education (6 credit hours) EDUA 5614 Working with Vulnerable Children: An Introduction to Trauma Care - EDUA 5620 Teaching Children through Alternative and Augmented Communication (3 credit hours) - EDUA 5642 IE: Transition from School to Adult Life (3 credit hours) - EDUA 5662 Delivering Supports for Inclusive Education - EDUA 5680 Promoting Responsible Behaviour in Educational Settings (3 credit hours) - EDUA 573/4 Recent Developments in Educational Psychology (3 credit hours) [NB. Where content is specific to IE.] - Or equivalent courses from other universities.
6.3 Program Requirements In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations. Any single course cannot be used for credit toward more than one degree.	
6.3.1 Thesis/Practicum Route A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.	The Coursework and Thesis Route (Thesis-Based): Typically students complete a set of <i>core</i> courses, <i>research</i> courses, and some courses that, along with the thesis constitute a <i>concentration</i>. Coursework: All programs consist of a minimum of eighteen (18) credit hours of coursework. At least twelve (12) credit hours must be at the 7000-—level or equivalent. The remaining six (6) credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties. Required Research Courses: - EDUA 58007830 Engaging with Introduction to Educational Research (3 credit hours), or its equivalent, is a requirement of all M.Ed. programs in the Faculty of Education. In addition, tIn addition, thesis students must take an additional three (3) credit hours of research methods at the 7000-—level. In special circumstances research courses at the 3000 level or above in other Faculties may be approved as an appropriate alternative to this requirement. Specific Course Requirements:

Educational Administration

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<i>Core Courses:</i> • EDUA 7010 Educational Administration as a Field of Study and Practice (3 Credit hours); • EDUA 7050 Theoretical Perspectives in Educational Administration (3 credit hours) <i>Concentration <u>Courses</u>:</i> Students select six (6) credit hours of coursework in consultation with the advisor, at least 3 credit hours of which must be at the 7000-level. The courses are normally selected from EDUA 5040, EDUA 5100, EDUA 7020, EDUA 7030, EDUA 7040, EDUA 7060, EDUA 7070, EDUA 7082, or other courses approved by the advisor and department head. <u>Inclusive Education</u> <i>Core Courses:</i> • EDUA 7602 Seminar in Inclusive Education (6 credit hours). <i>Concentration <u>Courses</u>:</i> Students select six (6) credit hours, with a minimum of 3 credit hours at the 7000-level, from EDUA 7610, EDUA 7630, EDUA 7652, EDUA 7740, EDUA 7750, EDUA 56125614, EDUA 5620, EDUA 5642, EDUA 5662, EDUA 5680, or other courses approved by the advisor and department head.
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	Coursework and Comprehensive Examination Route (Course-Based) This program route consists of four elements: 1. <i>core</i> (or specific required) courses; 2. <i>concentration <u>courses</u></i> (or courses related closely to the core); 3. a <i>research methods</i> course; and 4. approved <i>elective</i> courses. The culminating activity is a comprehensive examination. <i>Coursework:</i> The coursework and comprehensive examination route to the M.Ed. in the Department of Educational Administration, Foundations and Psychology involves a minimum of thirty (30) credit hours of approved courses. At least eighteen (18) credit hours must be at the 7000-level; the remaining twelve (12) credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties. <i>Required Research Course:</i> EDUA 58007830 Engaging with Introduction to Educational Research (3 credit hours), or

equivalent, is a requirement of all M.Ed. programs in the department.

Specific course requirements for each [program area/specialization/concentration](#) are as follows:

Adult ~~and~~ Post-Secondary Education

Core Courses:

- EDUA 7402 Development of Adult and Post-Secondary Education (institutional) (3 credit hours);
- EDUA 7404 Lifelong Learning in Educational Settings (3 credit hours); and
- EDUA 7408 Seminar in Adult and Post-Secondary Education (3 credit hours)

Concentration Courses:

Students select nine (9) credit hours of coursework from EDUA 7406, EDUA 7412, EDUA 7414, EDUB 7416, EDUA 7420, EDUA 7810, EDUB 7390, EDUB 7420, EDUB 7430, EDUB 7450, EDUB 7460, EDUB 7560, or other courses approved by the advisor and department head.

Electives:

Students are required to take nine (9) credit hours of approved elective courses.

Counselling Psychology

Core Courses:

- EDUA 7520 Practicum Seminar in Counseling (6 credit hours). *A 3-hour weekly seminar offered over fall and winter terms taken concurrently with a minimum of 180 hours of supervised practicum experience in a selected placement. Students are required to be available September to April during the day for a minimum of one to one-and-a-half days per week for the practicum component; and
- EDUA 7550 Theories in Counseling (3 credit hours)

Concentration Courses:

Students select eighteen (18) credit hours from EDUA 7510, EDUA 7530, EDUA 7540, EDUA 7750, EDUA 7760 or other courses, such as 5000 level Guidance and Counseling courses or courses from other Faculties, approved by the program advisor and department head.

Cross Cultural, Sociological, and Philosophical Foundations in Education

Core Courses:

- EDUA 7200 Philosophy of Education (3 credit hours);
- EDUA 7210 Educational Sociology (3 credit hours);
- EDUA 7270 Seminar in Cross Cultural Education 1 (3 credit hours); ~~and~~
- ~~Education 1 (3 credit hours)~~

Concentration Courses:

Students select eighteen (18) credit hours from EDUA 7230 Social Criticism in Education (~~3 credit hours~~), EDUA 7240 Values in Education (~~3 credit hours~~), EDUA 7250 Comparative Education (~~3 credit hours~~), EDUA 7280 Seminar in Cross Cultural Education 2 (~~3 credit hours~~), EDUA 7300 History of Canadian Education since 1867 (~~3 credit hours~~), EDUA 7340 Seminar in Educational Thought (~~3 credit hours~~), or other courses selected from the Department of Curriculum, Teaching and Learning, Faculty of Arts at the University of Manitoba, or elsewhere, and approved by the program advisor and the department head.

Educational AdministrationCore Courses:

- EDUA 7010 Educational Administration as a Field of Study and Practice (3 credit hours);
 - EDUA 7050 Theoretical Perspectives in Educational Administration (3 credit hours);
- and one of:**
- o EDUA 7200 Philosophy of Education (3 credit hours)
 - o EDUA 7210 Education Sociology (3 credit hours)
 - o EDUA 7270 Seminar in Cross Cultural Education 1 (3 credit hours).

Concentration Courses:

Students select twelve (12) credit hours of coursework in consultation with the advisor. The courses are normally selected from EDUA 5040, EDUA 5100, EDUA 7020, EDUA 7030, EDUA 7040, EDUA 7060, EDUA 7070, [EDUA 7082](#), or other courses approved by the program advisor and department head.

Electives:

Students are required to take six (6) credit hours of approved elective courses.

Inclusive EducationCore Courses:

EDUA 7602 Seminar in Inclusive Education (6 credit hours)

Concentration Courses:

Students select twenty-one (21) credit hours with a minimum of (12) credit hours at the 7000-level from EDUA 7610, EDUA 7630, EDUA 7652, EDUA 7740, EDUA 7750, EDUA ~~5612~~[5614](#), EDUA 5620, EDUA 5642, EDUA 5662, EDUA 5680, or other courses approved by the program advisor and department head.

Please note that all of the courses listed in the concentration are not regularly offered by the

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see Student Status/Categories of Students for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit. A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".	
6.4 Student's Advisor and Co-Advisor 6.4.1 Student's Advisor Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies. The advisor must: • hold an appointment in the student's department/unit; • be a member of the Faculty of Graduate Studies (see the FGS website for details); • hold at least a Master's degree or equivalent (see note below); • be active in their field; • have expertise in a discipline related to the student's program. <u>Note</u> Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D. It is the responsibility of the Department/Unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of	<i>The Program Advisor:</i> All Master's students in either Thesis or Comprehensive Routes are assigned a Program Advisor on acceptance into the program. While new students will be asked about their preference for an advisor, the actual appointment will be made by the Department Head in consultation with professors representing the program specialization/concentration and individual faculty members requested by the student. The Program Advisor's role is to guide the student through his or her program. This includes: • assisting students in the initial months of their program with their academic questions; • assisting them with deciding between the thesis-based and course-based routes; • drawing up a program of study prior to beginning coursework that meets program requirements and is approved by the advisor and the Department Head; • sequencing and planning a schedule of courses; • approving any changes to the program as may be necessary; and, • completing, at minimum annually, a Progress Report form with the student. <i>The Thesis Advisor:</i> Normally in the thesis-based route the Program Advisor continues as the Thesis Advisor; however in some instances a new Thesis Advisor may be assigned if deemed appropriate. The Thesis Advisor assists the student with the process of refining a research topic, selecting members for the thesis advisory committee, designing the thesis proposal, developing realistic timelines, and the completion of the thesis. Some degree of clarity about the thesis topic is helpful before a Thesis Advisor whose knowledge and interests support the research can be identified. <i>Change of Advisor:</i>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<i>The Final Report:</i> Following the oral defence, the Thesis Examining Committee completes a "Master's Thesis/Practicum Final Report" form available from: http://umanitoba.ca/faculties/graduate_studies/forms/index.html. The student must pass both the written thesis examination and the oral defence of the thesis. The written thesis must be assessed as either: (i) acceptable without modification or with minor revision(s); (ii) acceptable with modification and/or revision (s); or, (iii) not acceptable. The advisor is normally responsible for ensuring that all revisions are completed according to the instructions of the committee. The final report of the examiners to the Faculty of Graduate Studies allows for one dissenting voice, however, all remaining examiners must pass the written thesis and thesis examination. <i>Student's Responsibility:</i> It is the student's responsibility to ensure that the thesis is presented to the Faculty of Graduate Studies, that all of the requirements of the Faculty of Graduate Studies are adhered to, and the deadline dates for graduation set by the Faculty of Graduate Studies are met.
6.7.1.4 Failure In the case of a failure of the thesis/practicum at the Master's level, the student may be allowed to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed report, the student may not defend the thesis the second time. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence. A student will be Required to Withdraw when the thesis/practicum has been rejected twice at the stage where: • The examining committee reports on the merits of the written thesis/practicum; • The oral examination; or • A combination of both stages.	If the student fails the written thesis and/or oral defence, he/she is entitled to a second attempt. It is the responsibility of the Chair, normally the Advisor, to prepare a detailed written report that includes feedback on the how the deficiencies in the first failure will be addressed and a timeline for completion of the second attempt.
6.7.2 Course-based, Major Research Paper, or Comprehensive Examination Route Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.	<u><i>The Comprehensive Examination</i></u> Students in the coursework and comprehensive examination route must successfully complete a culminating activity that fulfills the requirements of the comprehensive examination. The purpose of the activity is to assess a student's ability to demonstrate breadth of understanding about their program specialization<u>concentration</u>, to describe

In those departments/units where comprehensive examinations are required, students should consult the department/unit's supplementary regulations for specific requirements.

The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "[Report on Comprehensive Examination](#)" form as either "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be Required to Withdraw from the Faculty of Graduate Studies.

how areas interrelate, and to synthesize and apply knowledge ascertained from a variety of courses. These requirements of breadth, interrelation, and synthesis across different areas of study make the comprehensive examination distinct from term papers and theses, which require depth of understanding of relatively narrow areas of knowledge. The comprehensive examination is also different from a thesis in terms of course equivalency. While the thesis is equivalent to a 12 credit hour undertaking, there are no credit hours awarded to the comprehensive examination.

The Comprehensive Examination Process

Intention to Write:

A student should signify in writing to their Advisor his/her intention to write the comprehensive examination at least 30 days before the start of the term (fall, winter, spring/summer) in which the examination will be completed; and then should register in the appropriate section (term) of GRAD 7010, the Master's Comprehensive Examination course number. The comprehensive examination is normally written after all of a student's coursework is completed. Occasionally students may register for the comprehensive examination in the same term that they are completing their coursework.

The topic to be addressed in the Comprehensive Examination is determined by the Examining Committee in consultation with the student.

Submission deadlines:

In order that the required graduation deadlines of the Faculty of Graduate Studies are met, the deadline dates for submission of the examination to the Program Advisor are as follows:

- November 1st (for convocation in February)
- February 1st (for convocation in May)
- July 15th (for convocation in October)

Examining Committee for Comprehensive Examination:

The Comprehensive Examining Committee will consist of a minimum of two faculty members who are members of the Faculty of Graduate Studies familiar with the student's [program specializationconcentration](#). The maximum size of the committee will be three members. A three-member committee may include a member from another unit at the University or a colleague from the field familiar with the student's [program specializationconcentration](#). The student's Program Advisor will normally be a member of the examining committee.

Final Approval of the Written Component of the Comprehensive Examination:

Each member of the Comprehensive Examining Committee will read the paper(s) independently

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 German & Slavic Studies.

Observations

1. The **Dept. of German & Slavic Studies** proposes supplementary regulation (program) changes concerning its M.A. programs in German Studies and Slavic Studies.

GRMN 7210 and SLAV 7210 are presently listed as required courses, respectively, in each program. They are proposed to shift to elective courses and may fulfil part of the required 6 credit hours of electives, respectively, in each program. The reason they are shifting to elective courses is that in recent years students have focused primarily on literary and cultural studies and so a mandatory course on second language acquisition no longer makes sense. Total credit hour requirements in each program remain 15 CH.

In addition, GRMN 4210 and GRMN 7210 are not mutually exclusive courses, and so if a student already has completed GRMN 4210, they may also take GRMN 7210.

Recommendations

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

Dept. of German & Slavic Studies

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.	
6.3 Program Requirements In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations. Any single course cannot be used for credit toward more than one degree.	
6.3.1 Thesis/Practicum Route A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.	Students fulfill the requirements for the Master's degree by completing a combination of coursework and a thesis. A minimum of 15 credit hours of course-work is required, including: • GRMN 7200 / SLAV 7200 (3 Credit hours); <u>and</u> • GRMN 7210 / SLAV 7210 (3 credit hours); and • <u>36</u> additional credit hours at the 7000 level in the student's major discipline. The remaining 6 credit hours, designated as ancillary credit, may be taken at the 7000, 4000, 3000 (or in exceptional circumstances the 2000) level and may be in courses in the student's major discipline, or in another program or department, at the discretion of the Chair of the Graduate Studies Committee. Students in the M.A. in German who received credit for the course GRMN 4200 have already fulfilled the requirement for GRMN 7200 and <u>must can</u> replace GRMN 7200 with 3 other credit hours at the 7000 level. Students in the M.A. in German who received credit for the course GRMN 4210 have already fulfilled the requirement for GRMN 7210 and must replace GRMN 7210 with 3 other credit hours at the 7000 level.
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	German & Slavic does not offer these program routes.
6.3.3 Language Requirements Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.	The language reading requirement is not needed for successful completion of the M.A. in German or Slavic Studies.

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 Philosophy.

Observations

1. The **Dept. of Philosophy** proposes supplementary regulation (program) changes concerning its M.A. program, specifically pertaining to the competency requirement for formal logic. Course *PHIL 2430 Modern Logic and the Philosophy of Logic* (6) was deleted some time ago and was replaced with *PHIL 2200 Intermediate Logic* (3). In addition, the supplementary regulations make clear that this course is classified as auxiliary ("X") on a student's record, meaning that the credit hours do not form part of the standard (core) course requirements of the degree.

Recommendations

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

Dept. of Philosophy

Respectfully submitted,

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

/ak

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



UNIVERSITY
OF MANITOBA

Department of Philosophy

Winnipeg, Manitoba
Canada R3T 2M8
Telephone (204) 474-6878
Fax (204) 474-7586

April 4, 2022

Dear Committee,

Attached is a revised version of the Faculty of Graduate Studies (FGS) Supplemental Regulations for Philosophy for your review and approval. The changes were approved by Philosophy's department council on March 15, 2022.

Summary of changes: The Department of Philosophy Supplemental Regulation pertaining to the competency requirement for formal logic (*6.3 Program Requirements*) has been amended, by replacing the obsolete course PHIL 2430 *Modern Logic and the Philosophy of Logic* with PHIL 2200 *Intermediate Logic*.

Rationale for changes: The philosophy department replaced the 6 credit-hour PHIL 2430 with the 3 credit-hour PHIL 2200 a few years ago. The new and updated intermediate logic course offers more flexibility to students. The change in supplemental regulations simply applies the course change, leaving all other options of obtaining the logic competency requirement as they were.

Thank you for considering this request. Please do not hesitate to reach out if there are questions or concerns

Sincerely,

Dimitrios Dentsoras

Associate Professor (CPAC representative)
Department of Philosophy
University of Manitoba

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Any single course cannot be used for credit toward more than one degree.	the balance of the coursework at the 3000 level or above, and two research papers; Option 3: 24 hours of credit in Philosophy with a minimum of 18 credit hours at the 7000 level with the balance of the coursework at the 3000 level or above. Every candidate for the Master's degree in philosophy must satisfy a competency requirement in formal logic. The requirement may be satisfied in either of two ways: 1. By completing course PHIL 2200 Intermediate Logic (3)PHIL 2430 Modern Logic and the Philosophy of Logic, or an equivalent course, with a grade of B+ or better. <u>The course will be classified as "auxiliary" (indicated as "X" on the student's transcript)</u>; or 2. By passing a logic competency examination, which normally will be scheduled in December, March and August.
6.3.1 Thesis/Practicum Route A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.	
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	
6.3.3 Language Requirements Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.	
6.3.4 Advance Credit Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form. • Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses).	

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

Observations

At its meeting of January 17, 2023, the Senate Committee on Awards approved 5 new offers, 4 revised offers and 5 withdrawals as set out in the *Report of the Senate Committee on Awards (January 17, 2023)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers, 4 revised offers and 5 withdrawals as set out in the *Report of the Senate Committee on Awards (January 17, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

January 17, 2023

1. NEW OFFERS

Bette (Brown) MacDiarmid Family Bursary Endowment

Bette Nell MacDiarmid established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2022. The purpose of the fund is to provide financial support to Indigenous students at the University of Manitoba. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) have self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) are either:
 - (a) direct entry or advanced entry students, enrolled full-time (minimum 60% course load) in any program in any faculty, college, or school; or
 - (b) current students, was admitted as a mature student and have enrolled in any year of any degree program or diploma program in any faculty, college, or school with a direct entry option;
- (3) are mature students 21 years of age and older; and
- (4) have demonstrated financial need on the standard University of Manitoba general bursary application form.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above. In the event that there are no students who meet all of the numbered criteria, the scholarship will be offered to a student who meets criteria (1), (2), and (4).

The award is not renewable but previous recipients can hold the award more than once.

The Associate Registrar and Director, Financial Aid & Awards will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Elizabeth Galbraith (Black) Scholarship

Dr. Paul Galbraith (M.D./'56, B.Sc.(Med)/'56, M.Sc./'59) established the Elizabeth Galbraith (Black) Scholarship at The Winnipeg Foundation for students who pursue studies in the College of Nursing, at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. Each year, beginning in 2023-2024, one or more scholarships will be offered to graduate students who:

- (1) are registered nurses (RN);

- (2) are enrolled part-time or full-time in the Faculty of Graduate Studies in any Master of Nursing program (including the Nurse Practitioner stream) or the PhD in Nursing program delivered by the College of Nursing at the University of Manitoba;
- (3) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (4) in the opinion of the selection committee, best demonstrate clinical promise.

Faculty Advisors will be invited to nominate students for this award by submitting a letter of support (maximum 250 words) outlining how the nominee meets criterion (4). Candidates are also invited to submit a letter of application (maximum 250 words) outlining how they meet the requirements set out in criterion (4).

In the event that there are no students who meet all of the numbered criteria outlined above, after consultation with The Winnipeg Foundation, and the Dean of Nursing (or designate), the funds may be used to cover expenses for a visiting speaker at the College.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the College of Nursing (or designate) to name the selection committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

George and Valsa Daniels Indigenous Prize

George and Valsa Daniels established an endowment fund at The Winnipeg Foundation to provide a scholarship for students who pursue studies in any faculty, school or college at the University of Manitoba. Each year, beginning in 2023-2024 academic year, one prize valued at \$2,500 will be offered to an undergraduate student who:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is enrolled full-time (minimum 80% course load) in the final year of study in any undergraduate degree program offered by any faculty, school, or college at the University of Manitoba in the year in which the prize was tenable; and
- (3) has achieved a minimum degree grade point average of 3.5.

The Associate Registrar and Director, Financial Aid & Awards will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

Nick and Pauline Kulachok Bursary

Through a testamentary gift, Nick and Pauline Kulachok established an endowment fund with a gift of \$10,000 at the University of Manitoba in 2014. The purpose of the bursary is to support undergraduate students pursuing studies in the Faculty of Education. Beginning in 2023-2024, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in any year of study in any undergraduate degree program offered by the Faculty of Education;
- (2) has either:
 - (a) as an entering student, met the minimum admission requirements for entrance to the Faculty of Education; or
 - (b) as a continuing student, achieved a minimum degree grade point average of 2.5; and
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Dean of the Faculty of Education (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Nursing Students' Association General Scholarship

The Nursing Students' Association (NSA), with support from the Nursing Endowment Fund, established annually funded scholarships. The purpose of these scholarships is to academically reward and support nursing and midwifery students in their pursuit of advanced education by providing financial assistance. Each year, the Nursing Students' Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Bachelor of Nursing or Bachelor of Midwifery program;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has excelled in the field of Nursing or Midwifery

Candidates must submit an application to be considered. Students will only be allowed to receive one Nursing Students' Association funded award in any given year.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all of the Nursing Students' Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the Senior Stick of the Nursing Students' Association (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Canadian Society of Hospital Pharmacists –Manitoba Branch Convocation Prize

The following amendments were made to the terms of reference for the Canadian Society of Hospital Pharmacists –Manitoba Branch Convocation Prize:

- The preamble was revised to:
In memory of Miss Patricia E. McDowell, Chief Pharmacist at the St. Boniface Hospital (1955-1961) and a graduate of the School of Pharmacy (1955) at the University of Manitoba, the Manitoba Branch of the Canadian Society of Hospital Pharmacists offers a convocation prize to recognize a graduating student who has excelled in a clinical pharmacy setting and demonstrated a propensity toward practice in a hospital or related health care setting. Each year, the Canadian Society of Hospital Pharmacists will provide one prize valued at \$300, a framed certificate, and a 1 year membership, to a graduating student who:
- The numbered criteria were revised to:
 - (1) *has completed the degree requirements for the PharmD program offered by the College of Pharmacy at the University of Manitoba in the year in which the award was tenable;*
 - (2) *has achieved outstanding merit in the Advanced Clinical Therapeutics course (currently numbered PHMD 3006)*
 - (3) *have completed an institutional, primary care or ambulatory care based rotation with excellence.*
- The following paragraphs after the numbered criteria were revised to:
Preceptors will be asked to nominate an exceptional student by submitting a brief statement (maximum 350 words) describing why the student completed the institutional, primary care or ambulatory care based rotation with excellence..
Recipients will be asked to contact the Canadian Society of Hospital Pharmacists – Manitoba Branch to claim their one year membership to the Canadian Society of Hospital Pharmacists immediately after graduation.
- The selection committee paragraph was revised to:
The selection committee will be the College of Pharmacy Professional Program Awards Committee.
- The standard Board of Governors statement was added.

Nursing Students' Association Scholarship - Indigenous

The following amendments were made to the terms of reference for the Nursing Students' Association Scholarship - Indigenous:

- The preamble was revised to:
The Nursing Students' Association (NSA), with support from the Nursing Endowment Fund, has established annually funded scholarships. The purpose of these scholarships is to academically reward and support nursing and midwifery students in their pursuit of advanced education by providing financial assistance. Each year, the Nursing Students' Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:
- The numbered criteria were revised to:
 - (1) *have self-declared as a First Nations, Métis or Inuit person from Canada.*
 - (2) *is enrolled full-time (minimum 80% course load) in the Bachelor of Nursing or Bachelor of Midwifery program;*
 - (3) *has achieved a minimum degree grade point average of 3.0 ;*
 - (4) *has excelled in the field of Nursing or Midwifery*
- The following paragraphs after the numbered criteria were revised to:
Candidates must submit an application to be considered. Students will only be allowed to receive one Nursing Students' Association funded award in any given year. In any given year that there are no applications submitted, the award value will be allocated to the Nursing Students' Association General Scholarship .
The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all of the Nursing Students' Association Scholarships cannot exceed the reported amount available for spending.
- The standard Board of Governors statement was updated.

Nursing Students' Association Scholarship - International

The following amendments were made to the terms of reference for the Nursing Students' Association Scholarship - International:

- The preamble was revised to:
The Nursing Students' Association (NSA), with support from the Nursing Endowment Fund, has established annually funded scholarships. The purpose of these scholarships is to academically reward and support nursing and midwifery students in their pursuit of advanced education by providing financial assistance. Each year, the Nursing Students' Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 80% course load) in the Bachelor of Nursing program;*

(2) *has achieved a minimum degree grade point average of 3.0;*

(3) *is an international student;*

(4) *has excelled in the field of Nursing.*

- The following paragraphs after the numbered criteria were revised to:

Candidates must submit an application to be considered. Students will only be allowed to receive one Nursing Students Association funded award in a given year.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for the Nursing Students' Association Scholarships cannot exceed the reported amount available for spending.

- The standard Board of Governors statement was updated.

Nursing Students' Association Scholarship - Single Parent

The following amendments were made to the terms of reference for the Nursing Students' Association Scholarship – Single Parent:

- The preamble was revised to:

The Nursing Students' Association (NSA), with support from the Nursing Endowment Fund, has established annually funded scholarships. The purpose of these scholarships is to academically reward and support nursing and midwifery students in their pursuit of advanced education by providing financial assistance. Each year, the Nursing Students' Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- The numbered criteria were revised to:

(1) *is enrolled full-time (minimum 80% course load) in the Bachelor of Nursing or Bachelor of Midwifery program;*

(2) *has achieved a minimum degree grade point average of 3.0;*

(3) *is a single custodial parent;*

(4) *has excelled in the field of Nursing or Midwifery.*

- The following paragraphs after the numbered criteria were revised to:

Candidates must submit an application to be considered. Students will only be allowed to receive one Nursing Students' Association funded award in a given year.

In any given year that there are no applications submitted, the award value will be allocated to the Nursing Students' Association General Scholarship.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all of the Nursing Students' Association Scholarships cannot exceed the reported amount available for spending.

- The standard Board of Governors statement was updated.

3. WITHDRAWALS

Nursing Students' Association Scholarship (Clinical Performance)

At the request of the donor.

Nursing Students' Association Scholarship (Clinical Practicum)

At the request of the donor.

Nursing Students' Association Scholarship (NSA)

At the request of the donor.

The Penman Mondor Bursary

At the request of the donor.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

Observations

At its meeting of February 21, 2023, the Senate Committee on Awards approved 5 new offers and 8 revised offers as set out in the *Report of the Senate Committee on Awards (February 21, 2023)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers and 8 revised offers as set out in the *Report of the Senate Committee on Awards (February 21, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

February 21, 2023

1. NEW OFFERS

Ann Jason Scholarship

Through a generous bequest, Mrs. Ann Jason made a gift of \$6,000, to offer two renewable scholarships valued at \$1,000 each year for three years beginning in 2023-2024 and ending in 2025-2026. The purpose of the gift is to provide financial support to undergraduate medical students to aid with tuition, fees, books, and study materials. Beginning in 2023-2024, two scholarships valued at \$1,000 each will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the first year of study in the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (2) have achieved a minimum Adjusted Grade Point Average (AGPA) of 3.5 used for admission to the Max Rady College of Medicine; and
- (3) are in good standing.

The scholarship is renewable for a maximum of two years provided the recipients continue to meet the numbered criteria outlined above for each subsequent year of their undergraduate medical education degree program. If in any year one or more of the recipients do not meet the renewal criteria, the remaining funds will be offered to a new student who meets the above criteria with a reduced period of renewal to exhaust the fund.

Only two Ann Jason Scholarships can be awarded in any given year.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Dr. Hirokazu Morita Bursary in Chemistry

In honour of Dr. Hirokazu Morita (B.Sc./'49), an endowment fund was established at the University of Manitoba with an initial gift of \$260,000 in 2023. The purpose of the fund is to provide financial support to students in the Faculty of Science with a passion for chemical science. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer two bursaries of equal value, with a minimum value of \$5,000 each, to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the second year or higher of study in any Major, Honours, or Joint Honours Chemistry program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 2.0; and
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application form.

In any given year preference will be given as follows, the first of the two bursaries will be awarded to a second year Faculty of Science student majoring in any Chemistry program and the second of the two bursaries will be awarded to a third year Faculty of Science student majoring in any Chemistry program.

The award is not renewable but previous recipients can hold the award more than once.

The Dean of the Faculty of Science (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Indigenous and Black Engineering Technology (IBET) Momentum Fellowship

The Price Faculty of Engineering established an annually funded award as part of its commitment to increasing the diversity of the Canadian workforce by increasing the diversity of the engineering professoriate and practitioners in the industry. As part of the faculty's efforts to encourage, mentor, support and enhance the preparation of tomorrow's diverse leaders, the Price Faculty of Engineering joined the network of Canadian universities that have created the **Indigenous and Black Engineering and Technology Momentum Fellowship** (www.ibetphd.ca) to support the career success in graduate studies of domestic applicants who identify as Indigenous or Black. The Price Faculty of Engineering will contribute \$25,000 each year and the candidates' advisor will contribute \$5,000 each year to the award. The number of awards at any given time will match the available funds.

Each year, beginning 2023-2024, one or more fellowships valued at \$30,000 will be offered to graduate students who:

- (1) are Canadian citizens or permanent residents;
- (2) have self-declared as a First Nations, Métis or Inuit person from Canada or are Black persons from Canada;
- (3) are enrolled full-time in the Faculty of Graduate Studies in a Ph.D. program offered through any department in the Price Faculty of Engineering; and
- (4) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.

Candidates must submit an application that includes a brief description of their research (maximum 250 words), a current *curriculum vitae*, and a nomination from their faculty advisor (research supervisor).

The Indigenous and Black Engineering Technology (IBET) Momentum Fellowship is renewable for up to four (4) years, provided the recipients continue to meet the numbered criteria outlined above. Candidates can apply in any of the first three (3) years of their Ph.D. program. The award is not renewable beyond the fourth (4th) year of the Ph.D. program.

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

In order to maximize the Price Faculty of Engineering's ability to support the greatest number of students, the value of the IBET Fellowship may be reduced if candidates hold another major

award valued at \$18,000 or greater in the year in which the IBET Momentum Fellowship is tenable, including but not limited to the Vanier, Tri-Agency Doctoral CGS and PGS, and UMGF. The total combined funding a candidate will retain will never be less than the original value of the IBET Fellowship. The Price Faculty of Engineering Graduate Awards committee will review this condition at the time of the annual renewal of this fellowship.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Awards Committee of the Price Faculty of Engineering to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

The Alan and Doreen Thompson Charitable Foundation Bursary

The Alan and Doreen Thompson Charitable Foundation generously established an endowment fund at the University of Manitoba with a gift of \$25,000. The purpose of the fund is to provide financial support to medical students in the Max Rady College of Medicine. Each year, beginning in 2024-2025, the available annual income will be used to offer one bursary to an undergraduate student who:

- (1) is a Canadian citizen or permanent resident;
- (2) is enrolled full-time in any year of study of the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (3) is in good standing; and
- (4) has demonstrated financial need on the standard University of Manitoba general bursary application form.

To maximize the reach of the bursary, a new student will be selected to receive The Alan and Doreen Thompson Charitable Foundation Bursary each year.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award, if because of changed conditions it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

University of Manitoba Statistics Students' Scholarship

In collaboration with the Faculty of Science, the Statistics Students' Club (UMS²) established an endowment fund at the University of Manitoba in 2019. The purpose of the fund is to reward and support undergraduate students pursuing studies in Statistics including all related joint programs. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in any year of study in any Statistics program or joint Statistics program (Major, Major Co-op, Honours, and Honours Co-op) in the Faculty of Science; and
- (2) have achieved a minimum degree grade point average of 3.5.

Statistics Students' Club executive members are not eligible to receive this scholarship.

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

The Dean of the Faculty of Science (or designate) will ask the Head of the Department of Statistics (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Association of Regulated Nurses Medals of Excellence

The following amendments were made to the terms of reference for the Association of Regulated Nurses Medals of Excellence:

- The preamble was revised to:
The Association of Regulated Nurses of Manitoba (ARNM) offers five convocation medals to nursing students at the University of Manitoba, recognizing academic achievement and clinical excellence. The medals are to be presented annually at the spring convocation, and the recipients will be recognized at the ARNM awards banquet.
- The numbered criteria were revised to:
(Baccalaureate of Nursing Program for Regulated Nurses- Award # TBA)
 - (1) *has successfully completed the degree requirements of the Baccalaureate of Nursing program for Regulated Nurses as either a full-time or part-time student in the College of Nursing in the year in which the award is tenable;*
 - (2) *has achieved a minimum grade of B+ in all Nursing courses; and*
 - (3) *has achieved the highest degree grade point average (minimum 3.75) among all graduating students outlined in criterion (1).*(Four-Year Baccalaureate Nursing Program- Award # 36136)
 - (1) *has successfully completed the degree requirements of the Four-Year Baccalaureate Nursing Program as either a full-time or part-time student in the College of Nursing in the year in which the award is tenable;*
 - (2) *has never failed a clinical course; and*
 - (3) *has achieved the highest degree grade point average (minimum 3.75) among all graduating students outlined in criterion (1).*(Master of Nursing Program- Award # 36133)

- (1) *has successfully completed the Master of Nursing Program as either a full-time or part-time student in the Faculty of Graduate Studies offered by the College of Nursing in the year in which the award is tenable;*
- (2) *has demonstrated strong leadership throughout their program; and*
- (3) *has achieved the highest degree grade point average (minimum 4.0) among all graduating students outlined in criterion (1)*
- The following paragraph was added:

Master of Nursing- Nurse Practitioner Program

Award # TBD

One medal will be offered to a graduate student who:

- (1) *has successfully completed the Master of Nursing- Nurse Practitioner Program as either a full-time or part-time student in the Faculty of Graduate Studies offered by the College of Nursing in the year in which the award is tenable;*
- (2) *has demonstrated strong leadership throughout their program; and*
- (3) *has achieved the highest degree grade point average (minimum 3.8) among all graduating students outlined in criterion (1)*

Candidates will be required to submit a letter of application (no more than 250 words) and a letter of support from an academic advisor outlining how they meet criterion (2).

The selection committee will be the Graduate Studies Committee of the College of Nursing.

- The numbered criteria were revised to:
(PhD in Nursing Program- Award # 36134)
 - *has successfully completed the PhD in Nursing Program as either a full-time or part-time student in the Faculty of Graduate Studies offered by the College of Nursing in the year in which the award is tenable;*
 - *has demonstrated strong leadership throughout their program; and*
 - *has achieved the highest degree grade point average (minimum 4.0) among all graduating students outlined in criterion (1).*
- The standard Board of Governors statement was added.

Canadian Society of Hospital Pharmacists –Manitoba Branch Convocation Prize

The following amendments were made to the terms of reference for the Canadian Society of Hospital Pharmacists –Manitoba Branch Convocation Prize:

- The preamble was revised to:
In memory of Miss Patricia E. McDowell, Chief Pharmacist at the St. Boniface Hospital (1955-1961) and a graduate of the School of Pharmacy (1955) at the University of Manitoba, the Manitoba Branch of the Canadian Society of Hospital Pharmacists offers a convocation prize to recognize a graduating student who has excelled in a clinical pharmacy setting and demonstrated a propensity toward practice in a hospital or related health care setting. Each year, the Canadian Society of Hospital Pharmacists will provide one prize valued at \$300, a framed certificate, and a 1 year membership, to a graduating student who:
- The numbered criteria were revised to:

- (1) *has completed the degree requirements for the PharmD program offered by the College of Pharmacy at the University of Manitoba in the year in which the award was tenable;*
- (2) *has achieved outstanding merit in the Advanced Clinical Therapeutics course (currently numbered PHMD 3006)*
- (3) *have completed an institutional, primary care or ambulatory care based rotation with excellence.*
- The following paragraphs after the numbered criteria were revised to:
Preceptors will be asked to nominate an exceptional student by submitting a brief statement (maximum 350 words) describing why the student completed the institutional, primary care or ambulatory care based rotation with excellence..
Recipients will be asked to contact the Canadian Society of Hospital Pharmacists – Manitoba Branch to claim their one year membership to the Canadian Society of Hospital Pharmacists immediately after graduation.
- The selection committee paragraph was revised to:
The selection committee will be the College of Pharmacy Professional Program Awards Committee.
- The standard Board of Governors statement was added.

Douglas and Isabelle Southam Bursary in Agriculture

The following amendments were made to the terms of reference for Douglas and Isabelle Southam Bursary in Agriculture:

- The preamble was revised to:
 Mr. Douglas Southam (B.S.A./'56, B.Ed./'71) and Mrs. Isabelle Southam (B.Sc.H.Ec./'55) established an endowment fund at the University of Manitoba, with an initial gift of \$14,200 in 2008. Each year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 60% course load) in any degree program in the Faculty of Agricultural and Food Sciences;*
 - (2) *has achieved a minimum degree grade point average of 2.5; and*
 - (3) *has demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The standard Board of Governors statement was added.

Dr. Elaine Sigurdson Memorial Scholarship

The following amendments were made to the terms of reference for Dr. Elaine Sigurdson Memorial Scholarship:

- The preamble was revised to:
A fund has been established at the Westshore Community Foundation in honour of Dr. Elaine Sigurdson . This award was established to encourage and support students who

have graduated from the Evergreen School Division of Manitoba. Each year, beginning in 2018-2019, the Westshore Community Foundation will report the available annual earnings from the fund, which will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:
 - (4) has graduated from a high school in the Evergreen School Division of Manitoba;*
 - (5) has been admitted to or is currently enrolled in the Undergraduate Medical Education program in the Max Rady College of Medicine;*
 - (6) has achieved either:*
 - (a) as a current entering student, a minimum Adjusted Grade Point Average (AGPA) of 3.5 used for admission to the Max Rady College of Medicine; or*
 - (b) as a current continuing student, is in good standing in the program.*
- The paragraphs following the numbered criteria were revised to:

If there is no suitable candidate who meets the above criteria, the scholarship will then be offered to a graduate student who:

- (1) has graduated from a high school in the Evergreen School Division of Manitoba;*
- (2) are enrolled full-time in the Faculty of Graduate Studies in any year of the Master of Physician Assistant Studies (MPAS) program at the University of Manitoba;*
- (3) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study.*

This scholarship is not renewable but previous recipients can hold the award more than once. Preference will be given to the following students, in priority order:

- (i) students in the UGME program who are in their first year of study who have not received this award previously;*
 - (ii) students in the MPAS program who are in their first year of study who have not received this award previously;*
 - (iii) students in the UGME program who are in any year of study who have not received this award previously;*
 - (iv) students in the MPAS program who are in any year of study who have not received this award previously;*
 - (v) students in the UGME program who are in any year of study who have received this award previously;*
 - (vi) students in the MPAS program who are in any year of study who have received this award previously;*
- The selection committee paragraph was revised to:

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award. If a graduate student from the MPAS program is selected, the results will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate)..

Grimsdick Family Memorial Prizes

The following amendments were made to the terms of reference for the Grimsdick Family Memorial Prizes:

- The preamble was revised to:
An endowment fund was established at the University of Manitoba in 1974 in the name of Edward Oliver Grimsdick. The purpose of the fund is to reward the academic achievements of students in the Asper School of Business and the Price Faculty of Engineering. Each year, 50% of the available annual income from the fund will be used to offer one prize to an undergraduate student who:
- The numbered criteria were revised to:
(1) was enrolled full-time (minimum 80% course load) in the first year of study in the Asper School of Business in the year in which the award was tenable;
(2) has achieved a minimum degree grade point average of 3.5; and
(3) has achieved the highest degree grade point average among all eligible students.
- The paragraph following the numbered criteria was revised to:
Each year, 50% of the available annual income from the fund will be used to offer one prize to an undergraduate student who:
- The numbered criteria were revised to:
(1) was enrolled full-time (minimum 80% course load) in the first year of study in any undergraduate degree program in the Price Faculty of Engineering in the year in which the award was tenable;
(2) has achieved a minimum degree grade point average of 3.5; and
(3) has achieved the highest degree grade point average among all eligible students.
- The tiebreaking paragraph was revised to:
Ties are to be broken using the following criteria, in priority sequence: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.
- The selection committee paragraph was revised to:
The Dean of the Asper School of Business (or designate) will name the selection committee for the Asper School of Business portion of this award.
The selection committee for the Price Faculty of Engineering portion of the award will be the Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.
- The standard Board of Governors statement was added.

Science Classes of '43 and '68 Reunion Scholarship

The following amendments were made to the terms of reference for Science Classes of '43 and '68 Reunion Scholarship:

- The preamble was revised to:

Faculty of Science alumni who graduated in the years 1943 and 1968 established a fund of approximately \$8,000 at the University of Manitoba on the occasion of their 50th and 25th anniversaries of graduation. This fund will be used to support and encourage the academic achievement of undergraduate students in the Faculty of Science. Each year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:
 - (1) is enrolled full-time (minimum 80% course load) in the second year of study in any honour or major degree program in the Faculty of Science; and*
 - (2) has achieved a minimum degree grade point average of 3.5.*
- The preference statement was added:

Preference will be given to students in a variety of programs and departments over a period of time.
- The selection committee paragraph was revised to:

The Dean of the Faculty of Science (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was added.

Selfless Soldier Award

The following amendments were made to the terms of reference for the Selfless Soldier Award:

- The preamble was revised to:

Captain Geoffrey M. Young of the United States Air Force established an endowment fund of \$5,000 at the University of Manitoba in 2008. The purpose of the fund is to pay tribute to the sacrifices of Canadian soldiers who have served in Afghanistan, as members of the Canadian Forces or NATO Forces, and their families. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) is either:*
 - (a) a current or past member of the Canadian Forces or NATO Forces who has served and has been wounded in action in Afghanistan;*
 - (b) an immediate family member of a Canadian or NATO soldier who has served in Afghanistan; or*
 - (c) a current or past member of the Canadian Forces or NATO Forces who has seen service in conflict and/or peace keeping missions;*
 - (2) is enrolled full-time (minimum 80% course load) in University 1 or any faculty, college or school at the University of Manitoba;*
 - (3) has achieved either:*
 - (a) as a current entering student, a minimum average of 70 percent on those courses considered for admission or has been admitted on mature or transfer student status; or*

- (b) *as a current continuing student, a minimum degree grade point average of 2.5; and*
 - (4) *has demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:
The Associate Registrar and Director, Financial Aid & Awards will name the selection committee for this award.
- The standard Board of Governors statement was added.

University of Manitoba Business School Foundation International Study Awards

The following amendments were made to the terms of reference for the University of Manitoba Business School Foundation International Study Awards:

- The preamble was revised to:
The University of Manitoba Business School Foundation, along with a contribution from the Manitoba Scholarship and Bursary Initiative, established an endowment fund at the University of Manitoba. The purpose of this fund is to support students taking part in the Asper School of Business International Exchange program. Each year, the available income from the fund will be used to offer one or more scholarships with a maximum value of \$1,500 each to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time or part-time in the second year of study or higher in the Asper School of Business;*
 - (2) *have achieved a minimum degree grade point average of 3.0;*
 - (3) *have been accepted to the Asper School of Business International Student Exchange Program; and*
 - (4) *have completed the survey provided by the department of Student Exchanges and International Cooperation.*
- The preference statement was added:
First preference will be given to students who have not received previous funding for an exchange program.
- The paragraph following the numbered criteria was revised to:
The selection committee will have the discretion to determine the number and value of scholarships awarded each year based on the available funds, as outlined above.
- The selection committee paragraph was revised to:
The Dean of the Asper School of Business (or designate) will ask the Director of the Asper School of Business International Student Exchange Program (or designate) to name the selection committee. The Director of the Asper School of Business International Student Exchange Program (or designate) will serve as Chair of the selection committee, and will include the Coordinator of the International Student Exchange Program (or a delegate).
- The standard Board of Governors statement was added.

In Memoriam, Dr. Fernando De Toro

--excerpted from a tribute by Alfonso de Toro

Prof. Dr. Fernando De Toro (1950-2022) died on 4 December 2022 in João Pessoa (Brazil) at the age of 72. He was a Full Professor in English, Theatre, Film & Media at the University of Manitoba. Fernando de Toro was an intellectual, scientific and academic personality of international standing whose publications opened up new fields of research that offered a broad basis for the study of literature, theatre and culture that went beyond the specific field of investigation, but also beyond the discipline, especially in the field of theatre studies.

His doctoral thesis (at the Université Montréal), *Brecht en el teatro hispanoamericano contemporáneo* (Girol Books 1984) was republished several times, and initiated a paradigm shift in the discipline. This was also true of his post-doctoral work (University of Toronto/Institut d'Études Théâtrales, La Sorbonne, Paris III) *Sémiótica del teatro. Del texto a la puesta de escena* (Galerna 1987, 1989, extended and corrected editions 1992, 2008 and Paso de Gato 2014). The book was also published in English as *Theatre Semiotics: Text and Staging in Modern Theatre* (Toronto University Press and Vervuert 1995). Samuel Beckett's work was another focus of Prof De Toro's work which resulted in an international research project funded by the Social Sciences and Humanities Research of Canada from 2011 to 2014; part of the results was published in the special issue of *Degrés* (2012).

Other works have had no less of an impact, for example, *Explorations in Post-Theory: Toward a Third Space* (Vervuert: 1998); *New Intersections: Essays on Culture and Literature in the Post-Modern and Post-Colonial Condition* (Vervuert: 2003) and *Intersecciones III: Globalización y Cultura: Ensayos sobre arquitectura, Cultura, Pintura, Musica y Literatura* (Galerna: 2011). Prof De Toro also contributed "From Where to Speak? Latin American Postmodern/Postcolonial Positionalities" to *World Literature Today* (1995), and wrote on the introduction of reception theory to theatre studies. Prof De Toro also founded the first "Centre for Latin American Theatre" (Paris: 1989), and the theatre journal *La Escena* (Girol: 1989).

As a visiting professor of the Deutsche Forschungsgemeinschaft (DFG), Prof De Toro organized the world's first conference on semiotics and Latin American theatre in Kiel in 1989, and co-founded the 1990 series "Theory and Critic of Culture und Literature" (TCCL) and "Theory and Critique of Theatre" (Vervuert). He also played a leading role in the project supported by the DFG "Pluralidad de discursos. Comunicación intercultural e interdisciplinaria en la Postmodernidad y Postcolonialidad: Latinoamérica y la diversidad de discursos", lead by Alfonso de Toro.

Fernando de Toro was also a dedicated teacher who, with his almost unlimited generosity, supported countless young academics and guided their careers. A large community of friends, young scholars and colleagues mourn this loss.

Peter Zetner - In Memoriam

Dr. Peter Zetner obtained a B.Sc., M.Sc., and Ph.D. in Atomic Physics from the University of Windsor before carrying out a Post-Doctoral Fellowship at the NASA Jet Propulsion Laboratory in Pasadena, CA. In 1989 he joined the Department of Physics and Astronomy, where he set up a research program concentrated on probing elastic and inelastic electron/atom collisions using lasers to prepare the quantum states of the atoms for study. He was a creative experimentalist. His novel projects were complex, required a lot of skill and effort to carry out, and helped put the University on the AMO (atomic, molecular and optical physics) map for several decades, and in 1997 he was the recipient of the prestigious Rh Award.

Peter was a cheerful and cooperative colleague who supervised a steady flow of graduate students who went on to follow successful careers in physics. He contributed significantly to the development of the courses in the AMO areas, redesigning the PHYS 2260 Optics course and teaching Quantum Mechanics and the 4th year Honours course in Lasers and Modern Optics for many years.

Dr. Zetner was an enthusiastic participant in the faculty and department's outreach activities, frequently contributing to the Physics and Astronomy Day functions and Science Rendezvous events. His innovative demonstrations of the physics of atmospheric and optical phenomena related to refraction and reflection of light were always a hit with visitors and students. He participated in judging projects at Science Fairs and Schools Science Symposia, and his lectures to school teachers during their in-service programs were popular. He served as chair of the Division of Atomic and Molecular Physics for the Canadian Association of Physicists.

His colleagues remember him as having a genuine curiosity, and as an "old-school physicist," he was driven by a profound aspiration to understand science and nature. This was no more evident than in those moments when he was called on to help a student who sought a deeper understanding of the material.

Peter retired in 2016 after spending over 25 productive years in the department, and even in retirement continued to support outreach activities with the passion and joy for which he was well known. He was a respected colleague and will be greatly missed.



**University
of Manitoba** | Office of the President

Office of the President
Room 202 Administration Bldg.
University of Manitoba
Winnipeg, MB
Canada R3T 2N2
T: 204-474-9345
F: 204-261-1318
president@umanitoba.ca

DATE: February 21, 2023

TO: Jeff Leclerc, University Secretary

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

RE: Increase to Admission Targets, Healthcare Programs

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) for an increase to the admission targets of the Undergraduate Medical Education (MD) program effective the 2023-24 academic year and the following programs effective the 2024-25 academic year: Master of Nursing, Nurse Practitioner; Master of Physician Assistant Studies; Master of Physical Therapy; and Master of Occupational Therapy.

Under the Admission Targets Policy, the President may approve changes to Admission Targets following consultation and discussion with the applicable unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation. Given the identified impact of the proposed expansions on other units, I would also request that the item be referred to SPPC for additional advice on any resource implications.

Accordingly, please place this item on the agenda for the upcoming meetings of SPPC (February 27, 2023), Senate Executive (March 22, 2023), Senate (April 5, 2023) and the Board of Governors (Mar 28, 2023), respectively.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences)
Netha Dyck, Dean, College of Nursing
Reg Urbanowski, Dean, College of Rehabilitation Sciences
Kelley Main, Acting Dean, Faculty of Graduate Studies
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



Office of Provost and Vice-President (Academic)

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

**University
of Manitoba**

Date: February 21, 2023

To: Dr. Michael Benarroch, President and Vice-Chancellor

From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

Re: Request for Increase to Admission Targets, Healthcare Programs

Under the Admission Targets Policy and at the request of Dr. Peter Nickerson, Dean, Rady Faculty of Health Sciences please find attached a set of proposals for admission target increases to the following programs: Master of Nursing, Nurse Practitioner; Master of Physician Assistant Studies; Undergraduate Medical Education (MD); Master of Physical Therapy; and Master of Occupational Therapy.

In response to the identified need for more healthcare workers in the province, the Faculty is requesting an increase to their admission target for Undergraduate Medical Education (MD) from 110 to 140 seats effective Fall Term 2023 and an increase to the admission target of the following healthcare programs effective Fall Term 2024 from: 25 to 45 seats for Master of Nursing, Nurse Practitioner; 15 to 30 seats for Master of Physician Assistant Studies; 50 to 60 seats for Master of Physical Therapy and; 50 seats to 60 seats for the Master of Occupational Therapy. The need for these expansions arises from consultation with regional health leads, Chief Medical Officers and specialty leads across the province, national and provincial regulatory bodies, units within the Max Rady Faculty of Health Sciences, and the senior administration of the University. The Faculty has consulted with central units impacted by the expansion and any new resources required to support the program have been factored into the cost of the expansion and are detailed in the proposals.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Please provide your advice concerning this matter to the Office of University Secretary by Tuesday, February 21, 2023, so that, if supported, the requests may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences
Netha Dyck, Dean, College of Nursing
Reg Urbanowski, Dean, College of Rehabilitation Sciences
Kelley Main, Acting Dean, Faculty of Graduate Studies
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist

/to



February 15, 2023

The Rady Faculty of Health Sciences is seeking approval to increase seat capacity in the following programs:

Program	2023/2024	2024/2025	2025/2026	Total Increase
UGME	15	15		30
MPAS		15		15
NP		20		20
OT		5	5	10
PT		5	5	10

The proposed increase in seat capacities was approved unanimously by the Rady Faculty of Health Sciences Council on January 31, 2023.

Sincerely,

Peter Nickerson, MD, FRCPC, FCAHS
Vice-Provost (Health Sciences) and Distinguished Professor
Dean, Rady Faculty of Health Sciences
Dean, Max Rady College of Medicine



University of Manitoba | Rady Faculty of Health Sciences

College of Nursing
Helen Glass Centre for Nursing
89 Curry Place
Winnipeg, Manitoba
Canada R3T 2N2
T: 204 474 7452
F: 204 474 7682
nursing@umanitoba.ca

Date: February 15, 2023
To: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba
Cc: Dr. Peter Nickerson, Dean and Vice-Provost (Health Sciences), University of Manitoba
Cassandra Davidson, Academic Program Specialist, Office of the Provost and Vice-President (Academic), University of Manitoba
From: Dr. Netha Dyck, Dean, College of Nursing, Rady Faculty of Health Sciences
Topic: Increase in Seat Capacity in the Masters of Nurse Practitioner Program

The College of Nursing is seeking approval to increase the seat capacity in the Masters of Nurse Practitioner Program.

The College of Nursing is proposing a 20 seat increase to the Masters of Nurse Practitioner program, with an additional 20 students per year beginning in 2024/2025 academic year. See Significant Modification to a Program of Study documents attached.

The proposed increase in seat capacity was brought forward for discussion to the College of Nursing Council on December 20, 2022. No concerns were raised.

Sincerely,

Dr. Netha Dyck
Dean, College of Nursing

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Program financial form.

2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <https://umanitoba.ca/governance/forms>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires approval by Senate.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** – please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Rady Faculty of Health Sciences/College of Nursing

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

Program name: **Master of Nursing, Nurse Practitioner Stream**

Credential awarded: Master of Nursing

Funding request:

Office Use Only

One-time funding: _____

On-going funding: _____

One-time: \$50,500 operating; \$4,000,00 one-time capital
On-going operation: \$2,965,647

Proposed start date: The transition to a two-intake model will begin in Fall Term 2024. The first additional cohort of 20 students will be admitted in Winter Term 2025.

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

- Adequate funding supports
- Clinical placement availability with clinical partners
- Availability of preceptors to supervise clinical placements
- Recruitment of additional experienced faculty and staff
- Commitment of clinical partners and collaboration with other provincial educational institutions to accommodate clinical placements
- Commitment of clinical partners to prioritize Manitoba NP program/students for clinical placements over out-of-province programs/students

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

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Overview of Significant Modification:

We are requesting an increase to the admission target of the Master of Nursing, Nurse Practitioner Stream to meet the growing demand for healthcare workers in Manitoba. The following proposal outlines a significant modification to the Nurse Practitioner Stream in three specific capacities:

1. An expansion of current seat capacity at the Winnipeg delivery site from 25 students per academic year to 45 per year, an increase of 20 seats.
2. A two-intake model (regular cohort enters in September 2024 (fall intake), with the initial new intake in January 2025 (winter intake) to achieve the increase in seat capacity.
3. A change to the delivery of the curriculum to dual delivery, with remote students connecting by hubs to the Winnipeg campus in the future, based on need.

The proposed changes will begin in the 2024/ 2025 Academic year.

Overview of impact of modifications on number of graduates:

1. The impact of increasing seats from 25 to 45 will significantly enhance graduation rate by December 2026.
2. Preference will be given to applicants who apply for full-time studies, which will increase the number of graduates by December 2026.
3. The two-intakes model will facilitate the progression of students in the part-time option, as the courses will be offered twice per year, resulting in additional graduates.
4. The second intake will also decrease the demand on clinical sites during the final practicum course in the summer months.
5. There will be graduates from the program twice per year, in August and December, ready to enter the workforce.
6. There will be 45 graduates from the NP program by December 2026. See Appendix A for current and proposed projections on student progression and graduation.

Purpose of the NP Program:

The University of Manitoba College of Nursing mission is to educate current and future nurses, advance nursing knowledge and foster health and wellbeing through excellence in practice and research scholarship and teaching innovation.

The College of Nursing offers a Master of Nursing degree with a Nurse Practitioner stream, leading to the MN degree. The specific goal of the NP stream is to prepare nurses with the advanced knowledge and skills to function as first line/primary care providers of patient-centred health care and health promotion to clients throughout the life span. The program of study provides a strong basis in physiology, pathophysiology, pharmacology, advanced health assessment, community health, evidence informed practice, and role development. The clinical courses are designed to address the common primary health needs of individuals and families across the lifespan, including health promotion and wellness strategies, and management of episodic and stable chronic illnesses.

This MN degree is achieved through a course-based, non-thesis program of study comprised of 45 credit hours and a minimum of 700 clinical hours at the advanced practice level. The program offers full-time and a part-time option to support the demand of working nurses for flexibility in studies. Full-time students complete the program in six

consecutive terms or two years. Part-time students complete the program over 12 consecutive terms or four years. The curriculum is designed for blended delivery, which offers alternating weeks of online and in-person learning.

Expected Learner Objectives of the Nurse Practitioner Program

The MN program prepares individuals to articulate, develop, and disseminate theoretical and evidence informed knowledge in nursing and health care in a range of contexts, roles and settings for research, scholarship, and professional practice, and as a pathway for further learning.

The graduate of the MN program will possess advanced knowledge of:

- Relevant developments in the profession of nursing and related disciplines.
- The theories, research principles and methods applicable to the profession of nursing.

The graduate of the MN program will have the cognitive, technical and creative skills to:

- Demonstrate mastery of the theoretical knowledge applicable to nursing research and practice.
- Investigate, analyze, and synthesize complex information, problems, concepts, and theories.
- Apply established theories to nursing and health care practice.
- Generate and evaluate complex ideas and concepts in their substantive area of inquiry.
- Demonstrate leadership in the use of evidence-informed practice.

The graduate of the MN program will contribute to the critique and development of nursing and health care knowledge for use in practice to:

- Design, implement, evaluate and disseminate the findings of a research or capstone project.
- Challenge the status quo; and develop, implement and evaluate innovative strategies to address emerging challenges in nursing practice.
- Model and lead ethical and professional nursing practice within an interdisciplinary context.
- Analyze, synthesize and communicate research evidence, complex information, challenges, concepts and theories related to nursing practice.
- Critically analyze the impact of local, national and international issues and policies on professional practice.

More specific learner outcomes have been developed for the NP stream of the MN Program.

Upon completion of the program, the student will be able to function at the advanced beginner level to:

1. Provide first contact and/or continuing health care for individuals and families across the life span, emphasizing health promotion, maintenance and restoration.
2. Apply relevant knowledge obtained from health-related sciences for application to clinical practice that promotes quality health care and builds the discipline of nursing.
3. Utilize research processes and methods to analyze health care problems.
4. Utilize a holistic view of the community and the health care system to provide a range of activities that promote, maintain and restore the health of the community.
5. Analyze complex situations within health care organizational settings and apply leadership/management concepts in negotiating systems to provide quality health care.
6. Advocate for individuals, families, communities and for nursing.
7. Pursue ongoing professional development.

Curriculum Design:

The College of Nursing has adopted a learning-centred philosophy which shifts the focus of the educational process from the educator to the learner. This philosophy assumes that each learner brings different levels of knowledge to each learning experience. Learners take responsibility for their learning through self-reflection, critical thinking, and engagement with new knowledge. They actively develop new attitudes, knowledge and skills that support their progression to entry-level practice. In the process, they transform how they view themselves and the world.

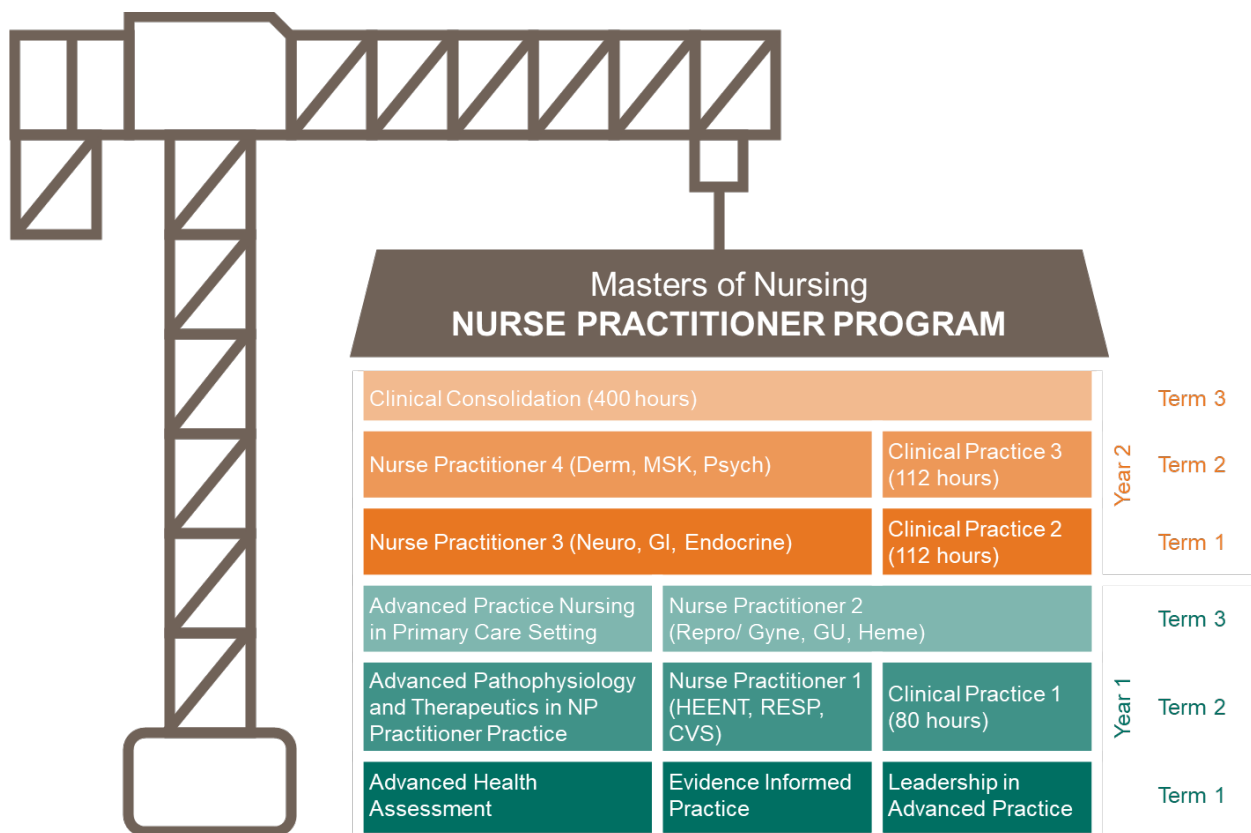
The educator's primary focus is to create the learning environments that support each learner's ability to extend their knowledge, and to enable learners to incorporate new knowledge, skills and attitudes with those that they already possess.

The Strong Model of Advanced Practice Nursing (APN) guides all Graduate Programs within the College of Nursing. The patient (individual, family, community) is central to the model with five domains of practice and three conceptual strands. This model aligns with nurse regulation for the advanced practice nurse role. The model illustrates how Advanced Practice Nurses function in each of the five domains of practice: Direct Comprehensive Care, Education, Research, Support of Systems, and Publication and Professional Leadership. Advanced Practice Nurses support the system (facility, unit, program) by developing standards, policies, procedures, or practice guidelines to improve patient care. Scholarship, collaboration, and empowerment are the three conceptual strands that unify and influence each domain of practice. This model identifies that students and nurses advance in their role as experience is gained.

The NP program curriculum is based on key concepts related to primary care NP practice and addresses NP theory as the theoretical underpinnings relate to practice. The curriculum was developed to enhance logical flow, with connections of theoretical content to occurrences in clinical practice and to enhance students' abilities to think through complex practice issues. In clinical practice, NPs address concepts related to population health, pathophysiology, health assessment, therapeutics (e.g., scope of NP practice, assess, diagnose, implement interventions – nursing, pharmacotherapeutics, and alternative therapies), collaboration/consultation, best practices, clinical guidelines/evidence informed practice, follow up, and evaluation components of client outcomes based on the patient's reason for seeking care or the presenting complaint. The curriculum, rather than offering solitary/silo courses covering the same concepts separately, integrates the links and connections among health concerns encountered in a primary care NP practice.

In all but the final term of the BN Program, students are enrolled in both theory and nursing practice courses; the program also includes Skills laboratory courses throughout the first four terms of the program. Each term of the program builds on the concepts from the previous term while incorporating additional concepts as the students grow in knowledge and experience. The nursing practice experiences in each term are grounded in fields of practice relevant to the theory course content of that term and build in complexity from term to term.

Initially students receive foundational content related to leadership, evidence informed practice and assessment; then build on these pillars in the body system-based courses throughout the rest of the curriculum. The curriculum develops the student's ability to perceive and understand logical/consistent connections in theory and clinical practice courses.



Please see **Appendix B** for an overview of the current and proposed modification to the NP Program academic schedule.

Distinctive Attributes:

- The program is a master's program with a clinical focus. In addition to clinical expertise, the students develop advanced leadership and scholarship.
- The program is delivered using face-to-face, online and blended delivery methods.
- The program offers simulation and active learning in a simulated clinical lab. Simulation is embedded throughout the curriculum using a combination of in-person and virtual experiences. The state-of-the-art Simulation Centre offers a safe and rich learning environment for students to develop their clinical and critical thinking skills.
- The diversity of the student body, which includes Indigenous students as well as students from across Manitoba, adds strength and richness to the student experience. Increasing recruitment and enrollment of Indigenous nurses in the Nurse Practitioner Program is a strategic priority of the program.
- The program currently designates 20% (5 seats) of seats per year for Canadian Indigenous students.
- The program is based on a learning-centred philosophy and Strong Model of Advanced Practice Nursing, along with levelling and scaffolding of curriculum to promote progressive learning.
- The College of Nursing includes an active Graduate Nursing Students Association which includes a peer mentorship program.
- The College of Nursing and the University of Manitoba offer a wide range of student support services.
- The program achieved the maximum five-year approval from the provincial regulatory body, the College of Registered Nurses of Manitoba in 2019.
- The Educational Unit achieved the maximum seven-year accreditation from the Canadian Association of Schools of Nursing (2020-2027) and the Educational Program from 2020-2025.
- The Manitoba Centre for Nursing and Health Research (MCNHR) is a research unit within the College of Nursing. The MCNHR is the only research centre in Manitoba that is solely dedicated to facilitating and supporting collaborative nursing and health research. The College has clinical practice and research links with other

universities nationally and internationally and with a number of research institutes in Manitoba. We have two Research Chairs: a Canada Research Chair in Child and Family Engagement in Health Research and Healthcare; and a Health Sciences Centre Clinical Chair. The MCNHR provides unique opportunities for undergraduate and graduate students to gain experience and mentorship in health research.

Proposed Seat Capacity Expansion Modification

This proposal outlines the significant modification for the seat capacity expansion of the Master of Nursing, Nurse Practitioner Program from the current 25 students per academic year to 45 students per academic year. The program will offer a second intake of 20 students in January 2025. The recruitment of students for the Winter intake will be focused on registered nurses in rural and remote locations in Manitoba. The theory courses will also be offered through dual delivery and through remote learning hubs based on student need.

No foundational changes to the current curriculum are being proposed. However, providing dual delivery to remote hubs will require additional support and modifications to current classes to support optimal learning. As well, three theory courses (NURS 7352: Leadership in Advanced Practice Nursing, NURS 7340: Evidence Informed Practice, and NURS 7402: Advanced Pathophysiology and Therapeutics in Nurse Practitioner Practice) will require modification to an online course.

This proposal will require a significant modification to the academic schedule for the NP Program for the second intake of students in the winter term as courses will be offered twice a year between the two cohorts. This course schedule will also allow students that fall out of sequence in either cohort to continue their studies without being forced to take a year off waiting for courses to be offered again. As well, the current academic regulations for the NP Program will require review and consultation and coordination with the Registrar's Office.

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

The UM NP Program is the only nurse practitioner program offered in Manitoba. Using a blended delivery method, the NP program offers in-person simulation and learning opportunities. The Master of Nursing, Nurse Practitioner Program meets the educational requirements for graduates to be eligible to apply to be registered with College of Registered Nurses of Manitoba, write the registration examination, and practice as Registered Nurse, Nurse Practitioner in Manitoba. This program also provides possibilities for other advanced nursing career options, including leadership roles. The graduates of the NP Program, once licensed, significantly impact primary and specialty care for many Manitobans.

The proposed modification will allow the Nurse Practitioner Program to maximize current blended delivery curriculum by providing students (registered nurses) across Manitoba with access to learning closer to home with state-of-the-art dual delivery at remote hubs. It also allows for the expansion of seat capacity for the program while partnering with hubs and clinical partners in rural and remote areas in Manitoba.

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

The Nurse Practitioner program addresses the learning needs of registered nurses interested in advanced practice nursing. The proposed learning hubs for rural and remote nurses, supports their development of knowledge and skills in health assessment, diagnostic reasoning, therapeutics and follow-up.

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

Yes.

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

The Nurse Practitioner program includes 700 hours of clinical practice during the course of the six terms of the program.

C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

Current approved seat capacity: 25 students

Proposed seat capacity: 45 students per academic year

C-2.2 - Provide rationale for this change. *(Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)*

UM Internal Note: please ensure to address the following in your response:

- Student demand for places – identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates – identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success – comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Student demand for places - In 2022, we received 35 applications for 25 seats or 1.4 applications per seat. Evidently, registered nurses in Manitoba are interested in pursuing a MN degree to become a Nurse Practitioner.

Demand for graduates - There is an identified need for more healthcare workers, including nurse practitioners, in the province. The proposed expansion of seats in the Nurse Practitioner program will provide additional graduates to address the significant vacancies within the healthcare system and enhance access to primary care to rural and northern Manitobans.

In a December 17, 2022, review of career pages for health regions and health agencies in Manitoba, 45 NP vacancies were noted. This search did not include agencies who connect directly with the Nurse Practitioner Association of Manitoba (NPAM) to recruit NPs such as The Link, Bayshore (who are hiring 20 NPs for travel to the north), a virtual health service start-up company, and provincial penitentiaries.

The 45 vacancies are located in the following areas:

- 21 – Shared Health
- 8 – WRHA
- 3 – Prairie Mountain Health
- 1 – Stoney Mountain Penitentiary
- 7 – Southern Health
- 2 – Interlake Region
- 2 – Calian – Shilo Military Base
- 1 – Northern Health Region

In a personal communication with Dr. Ian Whetter, Medical Director, Ongomiizwin Health Services, on December 9, 2022, he indicated that 126 NPs (2 NPs/community in 63 First Nations) are needed to provide primary health care to First Nations Peoples in Manitoba. He noted that access to primary care is a human right.

Furthermore, the literature indicates that NPs in long-term care facilities would enhance the quality of care provided to older adults. In the WRHA, there are only three NPs employed in long-term care facilities.

Across Canada, there are 275 NPs/100,000 population, up from 178/100,000 in 2017. Ninety-three percent are age 30-59 years and 4.4% are age 60+ years. The pace of growth in supply of nurse practitioners has become one of the fastest-growing professions in health care. Between 2019 and 2021 the rate of growth for NPs was 9.8% and 9.6%. “Utilization of NPs can reduce pressure on the health care system and improve access to primary care particularly in rural and remote settings” (Heath Workforce in Canada 2017 to 2021: Overview, CIHI, 2022).

Student Success – The graduation rate for students of the Nurse Practitioner Program is typically between 91% and 93%. The Canadian Nurse Practitioner Exam (CNPE) pass rate has typically ranged from 83 - 100%. In the survey of our graduates, all graduates acquired nurse practitioner positions.

C-2.3 - Intake Information

The proposed increase in seat capacity of 25 seats will result in 50 students being admitted per academic year. There will be 25 students admitted into the Fall (September) intake and 25 students admitted into the Winter (January) intake of the NP program at the Winnipeg Fort Garry site. For Winter intakes, registered nurses from rural and remote locations in Manitoba will be given admission preference.

C-2.3 (a) - What is the projected enrolment for the first intake?

25, beginning in Winter term (January) 2025

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

45

C-2.3 (c) - What is the anticipated date of maturity?

January 2026

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

The program encourages applications from individuals with Indigenous ancestry. The program currently designates 20% (5 seats) of seats per year for Canadian Indigenous students. With the increase in seat capacity, the number of seats in the Canadian Indigenous Category will be increased to 9 seats (20%). The College will aim to target applicants from rural and remote settings in Manitoba, especially for its first new cohort.

Given NP students are already qualified and often practicing Registered Nurses, they are sacrificing full-time or part-time income to obtain this advanced degree. It is recommended that additional financial supports/incentives in the form of scholarships and bursaries be established for students to successfully complete the program without undue hardship.

With the establishment of learning hubs based on the Winter intake students' locations and the dual delivery method, this program will increase access to students from rural and remote locations. We hope especially to build capacity in northern Manitoba communities.

SECTION D – MODIFICATION INFORMATION

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

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

This significant modification achieves our mission of educating nurse practitioners. It also serves to advance our vision of preparing exceptional nursing professionals for exemplary service, inspired leadership and the advancement of health and well-being. In addition, this significant modification aligns well with our strategic priority to strengthen our learning environment and educational program excellence.

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

UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost's Office prior to submission to government.

UNIVERSITY OF MANITOBA:

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	_____	Details:
Final Decision: Y ☐ N ☐	_____	

D-3 Responsibility to consult

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

The College of Nursing will advise the Canadian Association of Schools of Nursing (CASN), the College of Registered Nurses of Manitoba, and Shared Health of the approved changes to program enrollment. No formal approval is required from CASN.

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and

programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

The existing Nurse Practitioner program curriculum will continue to be delivered with this program expansion. There are no curricular changes incorporated into our program expansion initiative. All the courses in the program are taught by College of Nursing faculty. Some prospective students may require an introductory statistics course as a pre-requisite and may choose to take the course at the University of Manitoba or elsewhere.

The Nurse Practitioner program team was consulted including several meetings in December 2022. The College of Nursing faculty were informed of this provisional proposal at College Council meeting on December 20, 2022. There will be further consultations with faculty, staff, students and other stakeholders following approval of the provisional proposal by government. There will also be further consultation with educational partners regarding the establishment of learning hubs for students in rural and remote locations.

At the November 2022 College of Nursing Nurse Practitioner Program Advisory Council meeting, the members strongly recommended an expansion of the program given the high NP position vacancy rate in the province and the need to establish additional new nurse practitioner positions to meet the primary health care needs. The Advisory Council is comprised of employers of nurse practitioners from across the province, a representative from the regulatory body, professional association, Manitoba Health, and Manitoba Advanced Education, Skills and Immigration, a graduate from the nurse practitioner program who is employed in rural Manitoba, a physician, pharmacist and dentistry representative, and a public representative.

The Associate Dean, Graduate Programs, and Director, Nurse Practitioner Program, met with the Manager, Primary Health Care, Prairie Mountain Health regarding the number of vacancies in the area and the proposed financial support for nurses in the region to complete a Nurse Practitioner Program. To support areas at a distance from the Fort Garry Campus, like Prairie Mountain Health or Northern Health, the College of Nursing will work collaboratively with stakeholders to develop remote learning hubs contingent with Winter intake students' locales.

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

The College of Nursing faculty was informed of this proposed significant modification at a virtual meeting of College Council on December 20, 2022 and will be further consulted on the implementation of the approved proposal. The Nurse Practitioner Program Team was consulted through various meetings in December 2022. College of Nursing NP students will be informed through written communication and virtual sessions upon approval of the proposed modification to the program delivery.

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

The University of Manitoba is the only institution in Manitoba to offer a Master of Nursing, Nurse Practitioner program.

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

None.

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

There are more than 32 Master of Nursing, Nurse Practitioner programs in Canada. The University of Manitoba's Nurse Practitioner program is one of only two programs accredited through the Canadian Association of School of Nursing.

The Nurse Practitioner programs in Canada include the following:

- B.C. Programs: University of Victoria, University of British Columbia, University of Northern British Columbia
- Alberta: Athabasca University, University of Alberta, University of Calgary
- Saskatchewan: University of Regina and Saskatchewan Polytechnic joint program, University of Saskatchewan
- Ontario Nurse Practitioner Programs: Lakehead University, Laurentian University, McMaster University, Queen's University, Toronto Metropolitan University, University of Ottawa, University of Windsor, Western University, York University
- Quebec: McGill University, Laval University, Sherbrooke University, University of Montreal, University of Quebec, Université du Québec en Abitibi-Témiscamingue, University of Quebec Chicoutimi, University of Quebec Three Rivers, Université du Québec en Outaouais
- New Brunswick: University of New Brunswick, Moncton University
- Nova Scotia: Dalhousie University
- Newfoundland: Memorial University of Newfoundland
- Prince Edward Island: University of Prince Edward Island

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

None.

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

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

Currently the healthcare system in Manitoba is faced with a significant increase in demand for nurse practitioners given the position vacancy rate and the growing demand for primary care providers. The seat capacity expansion with the two-intake model, will result in having graduates from the program twice per year. This will serve to address this demand for NPs and address the primary health care needs in rural and remote communities. As such, it will address Manitoba Health's priority of providing primary care as a foundation of the health care system.

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

N/A

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

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

Tuition will continue to be assessed at the approved rate for full-time or part-time student status as outlined by the Faculty of Graduate Studies.

It is recommended that additional financial supports/incentives in the form of scholarships and government forgivable loans be established in order for students to successfully complete the program without undue hardship.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

- One-time operating funding of \$50,500 is requested to provide start-up research funds for the tenure track faculty member.
- One-time capital funding of \$4 million is requested to support the program through this significant modification.
- The capital funding will support the following:
 - Create an additional Simulation Lab to accommodate the additional students (See Appendix C)
 - Build office spaces to accommodate the additional faculty and staff
 - Support additional teaching and research spaces for programs at the Fort Garry Campus
 - IT and AV equipment

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

Ongoing funding of \$2,965,647 per year is requested per annum. The total expenses are \$4,449,413 and the tuition revenue is \$1,483,766.

Non-salary costs will continue at an increased level as well, commensurate with the increased student enrollment and increased human resources.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

E-4 What are the resource implications to the institution in delivering the significantly modified program of study?

(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The Nurse Practitioner program expansion will impact the College of Nursing operations, as well as other departments and services including the Registrar's office, Financial Aid and Awards, Libraries, IT Support Services, Revenue, Student and General Accounting, Student Housing, Student Counselling, Indigenous Student Support, Ancillary Services, Food Services, Recreation Services, Parking, Physical Plant and Security Services.

E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of

stud:.*(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)*

UM Internal Note: Identify how the proposed changes will impact on the *quality of instruction* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

We will rely on our outstanding existing faculty and staff to continue their efforts in contributing to the quality of the NP program, while providing leadership and mentorship to their new colleagues.

New faculty and staff positions will be required to increase teaching activity by 100% and manage the increase in student and administrative activity within the College of Nursing. The positions include:

- 8.0 FTE new faculty positions – 7 instructors and one tenure track position
- 7.5 FTE administrative support positions to address and support student and program needs, including: educational designer, clinical placement coordinator (0.5 FTE), digital strategies coordinator, simulation technician, IT support, student advisor/registration, Indigenous Knowledge Keeper, and administrative support

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

One-time capital funding of \$4 million is requested to expand student spaces, create a simulation lab, and create additional teaching and research spaces.

Additional budget has been allocated within our operating expenditures to accommodate increased non-capital needs for small repairs, computer equipment, and office furniture.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

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

☐

Cover letter

☐

Program of Study Financial Form

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca

Appendix A

Current and Proposed Projections on Student Progression and Graduation in the Nurse Practitioner Program

Fall 2022 through Winter 2029

Note: Figures within the graph represent total number of graduands cohort in both PT and FT programs

	2022-2023			2023-2024			2024-2025			2025-2026 + Ongoing			2026-2027			2027-2028			2028-2029			2028-2029 + Ongoing		
Program Comparison by Period	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W
Existing Full Time Program (24 mths)																								
Fall 2020 Cohort	13																							
Fall 2021 Cohort				17																				
Fall 2022 Cohort							13																	
Fall 2023 Cohort										20														
Fall 2024 Cohort													20											
Fall 2017 Cohort																								
Fall 2018 Cohort	1																							
Fall 2019 Cohort				1																				
Fall 2020 Cohort							7																	
Fall 2021 Cohort										5														
Fall 2022 Cohort													10											
Fall 2023 Cohort																5								
Fall 2024 Cohort																			5					
Expansion Program (24 mths)																								
Winter 2025 Cohort*													15											
Fall 2025 Cohort														20										
Winter 2026 Cohort															15									
Fall 2026 Cohort																20								
Winter 2027 Cohort																	15							
Fall 2027 Cohort																		20						
Winter 2028 Cohort																			15					
Fall 2028 Cohort																								
Expansion Part Time Program (48 mths)																								
Winter 2025 Cohort																			5					
Fall 2025 Cohort																				5				
Winter 2026 Cohort																					5			
Fall 2026 Cohort																								
Winter 2027 Cohort																								
Fall 2027 Cohort																								
Winter 2028 Cohort																								
Graduates Per Semester																								
Total Graduations Per Academic Yr	14	0	0	18	0	0	20	0	0	25	0	0	30	15	0	25	15	0	25	20	0	25	20	0
	14			18			20			25			45			40			45			45		

Appendix B

Current and Proposed Modifications to the Academic Schedule of the Master of Nursing, Nurse Practitioner Program

Current NP Program Academic Schedule: Full Time

Year 1			
Fall Term			Credit hours
	Orientation		
	NURS 7352	Leadership in Advanced Nursing Practice	3
	NURS 7340	Evidence Informed Practice	3
	NURS 7412	Advanced Health Assessment	3
Winter Term			
	NURS 7402	Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice	2
	NURS 7430	Nurse Practitioner 1	6
	NURS 7442	Clinical Practice 1	3
Summer Term			
	NURS 7462	Advanced Practice Nursing in Primary Care Settings	2
	NURS 7450	Nurse Practitioner 2	5
Year 2			
Fall Term			
	NURS 7470	Nurse Practitioner 3	5
	NURS 7482	Clinical Practice 2	4
Winter Term			
	NURS 7490	Nurse Practitioner 4	5
	NURS 7502	Clinical Practice 3	4
Summer Term			
	NURS 7330	Clinical Consolidation – 400 Clinical hours	0
	Graduation		

Proposed Second Intake Academic Schedule: Full Time

Year 1			
Winter Term			Credit hours
	Orientation		
	NURS 7352	Leadership in Advanced Nursing Practice	3
	NURS 7340	Evidence Informed Practice	3
	NURS 7412	Advanced Health Assessment	3
Summer Term			
	NURS 7402	Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice	2
	NURS 7430	Nurse Practitioner 1	6
	NURS 7442	Clinical Practice 1	3
Fall Term			
	NURS 7462	Advanced Practice Nursing in Primary Care Settings	2
	NURS 7450	Nurse Practitioner 2	5
Year 2			
Winter Term			

	NURS 7470	Nurse Practitioner 3	5
	NURS 7482	Clinical Practice 2	4
Summer Term			
	NURS 7490	Nurse Practitioner 4	5
	NURS 7502	Clinical Practice 3	4
Fall Term			
	NURS 7330	Clinical Consolidation – 400 Clinical hours	0
	Graduation		

Part-Time Academic Schedule Fall intake

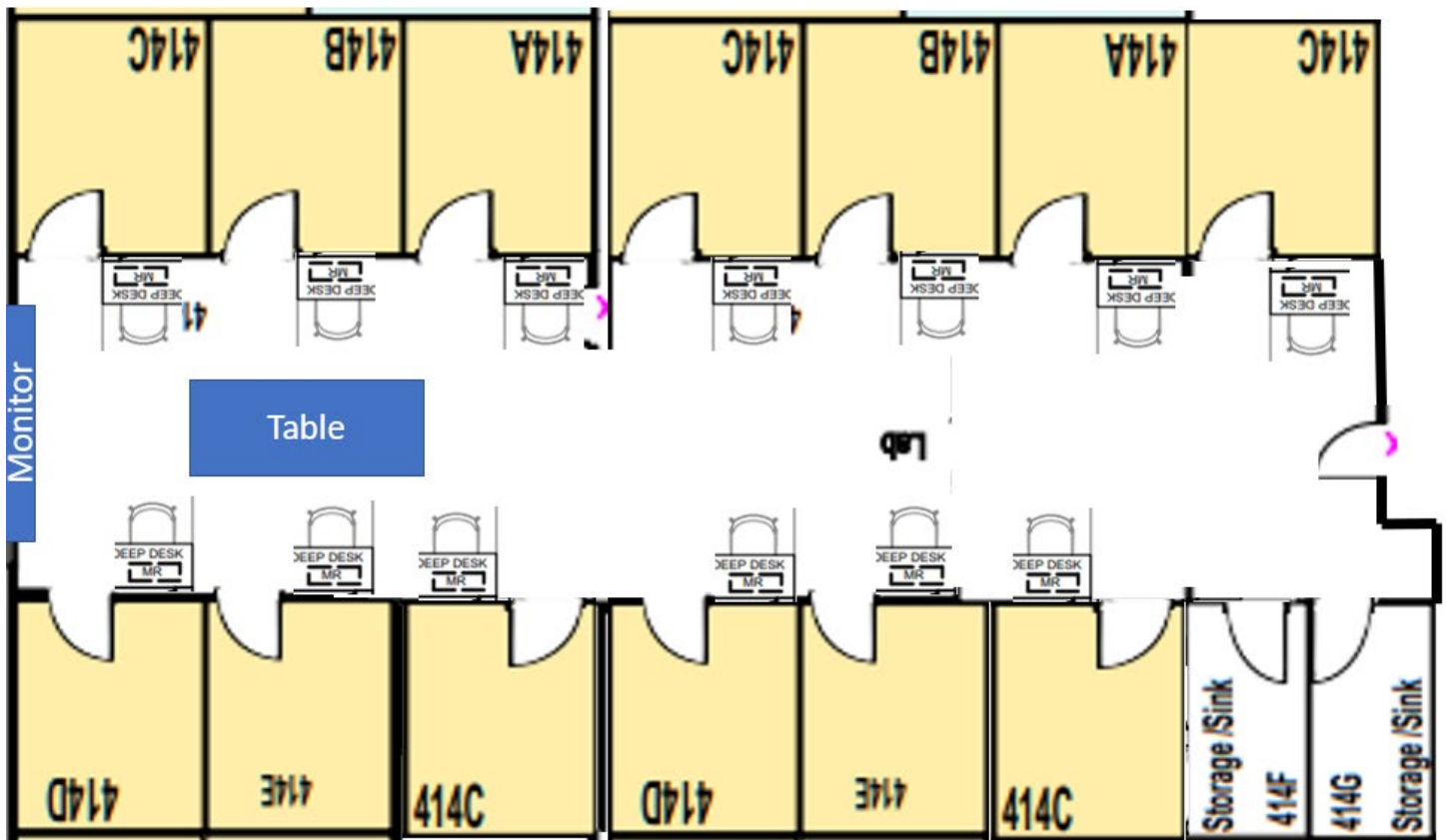
Year 1			
Fall Term			Credit hours
	Orientation		
	NURS 7352	Leadership in Advanced Nursing Practice	3
Winter Term			
	NURS 7402	Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice	2
Summer Term			
	NURS 7340	Evidence Informed Practice	3
Year 2			
Fall Term			
	NURS 7412	Advanced Health Assessment	3
Winter Term			
	NURS 7430	Nurse Practitioner 1	6
Summer Term			
	NURS 7450	Nurse Practitioner 2	5
Year 3			
Fall Term			
	NURS 7470	Nurse Practitioner 3	5
Winter Term			
	NURS 7490	Nurse Practitioner 4	5
	NURS 7442	Clinical Practice 1	3
Summer Term			
	NURS 7462	Advanced Practice Nursing in Primary Care Settings	2
Year 4			
Fall Term			
	NURS 7482	Clinical Practice 2	4
Winter Term			
	NURS 7502	Clinical Practice 3	4
Summer Term			
	NURS 7330	Clinical Consolidation - 400 Clinical hours	0
	Graduation		

Part-Time Academic Schedule Winter intake

Year 1			
Winter Term			Credit hours
	Orientation		
	NURS 7352	Leadership in Advanced Nursing Practice	3
Summer Term			
	NURS 7402	Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice	2
Fall Term			
	NURS 7340	Evidence Informed Practice	3
Year 2			
Winter Term			
	NURS 7412	Advanced Health Assessment	3
Summer Term			
	NURS 7430	Nurse Practitioner 1	6
Fall Term			
	NURS 7450	Nurse Practitioner 2	5
Year 3			
Winter Term			
	NURS 7470	Nurse Practitioner 3	5
Summer Term			
	NURS 7490	Nurse Practitioner 4	5
	NURS 7442	Clinical Practice 1	3
Fall Term			
	NURS 7462	Advanced Practice Nursing in Primary Care Settings	2
Year 4			
Winter Term			
	NURS 7482	Clinical Practice 2	4
Summer Term			
	NURS 7502	Clinical Practice 3	4
Fall Term			
	NURS 7330	Clinical Consolidation - 400 Clinical hours	0
	Graduation		

Appendix C

Simulation Lab Floor Plan



Simulation Lab includes the following:

- 13 clinical exam rooms
- 2 or more storage rooms (with sinks)
- Millwork
- Offices/Clinical furniture
- 13 Computers 26 Screens
- AV for all rooms (Monitor in main meeting space also cameras and microphones in exam rooms)
- HVAC, Mechanical, Electric
- Room size 40' x 56' (2240 sq ft)



**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:	College of Nursing - Nurse Practitioner
Contact Information:	
Date:	

	Current Fiscal Year	2024-25	Increment	2025-26	Increment	2026-27	Increment	2027-28	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	\$ 325,191	\$ 392,634	\$ 67,443	\$ 523,703	\$ 131,069	\$ 613,147	\$ 89,445	\$ 649,334	\$ 36,186	\$ 649,334
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)	\$ 792,533	\$ 752,610	\$ (39,923)	\$ 778,951	\$ 26,341	\$ 806,215	\$ 27,263	\$ 834,432	\$ 28,218	\$ 834,432
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ 1,117,724	\$ 1,145,244	\$ 27,520	\$ 1,302,654	\$ 157,410	\$ 1,419,362	\$ 116,708	\$ 1,483,766	\$ 64,404	\$ 1,483,766

MEDT Form

Institution:	University of Manitoba
Program Name:	College of Nursing - Nurse Practitioner
Contact Information:	
Date:	

	Current Fiscal Year	2024-25	Increment	2025-26	Increment	2026-27	Increment	2027-28	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 INFORMATION										
New Academic Salaries - Direct		\$ 99,000	\$ 99,000	\$ 1,104,000	\$ 1,005,000	\$ 1,142,640	\$ 38,640	\$ 1,182,632	\$ 39,992	\$ 1,182,632
Existing Academic Salaries - Direct	\$ 706,936	\$ 706,936	\$ -	\$ 731,678	\$ 24,743	\$ 757,287	\$ 25,609	\$ 783,792	\$ 26,505	\$ 783,792
New Professional/Support Salaries - Direct		\$ 272,100	\$ 272,100	\$ 673,614	\$ 401,514	\$ 697,190	\$ 23,576	\$ 721,592	\$ 24,402	\$ 721,592
Existing Professional/Support Salaries - Direct	\$ 45,674	\$ 45,674	\$ -	\$ 47,273	\$ 1,599	\$ 48,928	\$ 1,655	\$ 50,640	\$ 1,712	\$ 50,640
Operating Expenses	\$ 50,500	\$ 248,412	\$ 197,912	\$ 488,041	\$ 239,629	\$ 437,164	\$ (50,877)	\$ 444,795	\$ 7,631	\$ 444,795
Student Support		\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead	\$ 314,615	\$ 524,772	\$ 210,157	\$ 1,099,231	\$ 574,460	\$ 1,127,461	\$ 28,229	\$ 1,165,961	\$ 38,501	\$ 1,165,961
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ 1,117,725	\$ 1,946,894	\$ 829,169	\$ 4,243,838	\$ 2,296,944	\$ 4,310,670	\$ 66,832	\$ 4,449,413	\$ 138,743	\$ 4,449,413

MEDT Form

Institution:	University of Manitoba									
Program Name:	College of Nursing - Nurse Practitioner									
Contact Information:										
Date:										
	Current Fiscal Year	2024-25	Increment	2025-26	Increment	2026-27	Increment	2027-28	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 INFORMATION										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ 4,000,000	\$ 4,000,000	\$ -	\$ (4,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ 4,000,000	\$ 4,000,000	\$ -	\$ (4,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ (0)	\$ (4,801,650)	\$ (4,801,650)	\$ (2,941,183)	\$ 1,860,466	\$ (2,891,308)	\$ 49,876	\$ (2,965,647)	\$ (74,339)	\$ (2,965,647)
Funding Request		\$ 4,801,650		\$ 2,941,183		\$ 2,891,308		\$ 2,965,647		

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

**FACULTY / SCHOOL
PROGRAM**

RFHS - College of Nursing

Nurse Practitioner

1. STAFFING REQUIREMENTS (FTE)	Current	2023-24	2024-25	2025-26	2026-27	2027-28
New Academic Positions (FTE) (Appendix A)		1.00	8.00	8.00	8.00	8.00
New Professional and Support Positions (FTE) (Appendix A)		4.00	7.50	7.50	7.50	7.50
New Indirect Staff (FTE) (Appendix A)		-	-	-	-	-
Subtotal Staffing Requirements (FTE)		5.00	15.50	15.50	15.50	15.50

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)		\$ 99,000	\$ 1,104,000	\$ 1,142,640	\$ 1,182,632	\$ 1,224,025
Existing Academic Salaries (incl bpl) (Appendix A)	706,936	706,936	731,678	757,287	783,792	811,225
New Professional/Support Salaries (incl bpl) (Appendix A)		272,100	673,614	697,190	721,592	746,848
Existing Professional/Support Salaries (incl bpl) (Appendix A)	45,674	45,674	47,273	48,928	50,640	52,412
Operating Expenses (Appendix B)	50,500	248,412	488,041	437,164	444,795	451,460
Student (Graduate/Undergraduate) Support (Appendix C)		50,000	100,000	100,000	100,000	100,000
Major Equipment (Appendix D)		-	-	-	-	-
Vehicles (Appendix D)		-	-	-	-	-
Renovations (Appendix D)		4,000,000	-	-	-	-
Furniture (Appendix D)		-	-	-	-	-
Other Capital (Appendix D)		-	-	-	-	-
Subtotal Direct Program Costs	\$ 803,110	\$ 5,422,122	\$ 3,144,606	\$ 3,183,209	\$ 3,283,452	\$ 3,385,969

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)		\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)		-	-	-	-	-
Tax on Tuition Revenue	57,619	69,693	92,957	108,834	115,257	120,450
Administrative Overhead (includes Tax on Grant)	256,995	455,079	1,006,274	1,018,627	1,050,704	1,083,510
Subtotal Indirect Program Costs	\$ 314,615	\$ 524,772	\$ 1,099,231	\$ 1,127,461	\$ 1,165,961	\$ 1,203,960

Total Program Costs (Direct & Indirect)	\$ 1,117,725	\$ 5,946,894	\$ 4,243,838	\$ 4,310,670	\$ 4,449,413	\$ 4,589,929
---	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------

3. ENROLMENT	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)		80	100	105	110	115
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	324,616	392,634	523,703	613,147	649,334	678,589
• Program/Course Specific Fees		-	-	-	-	-
• Other Compulsory Student Fees		-	-	-	-	-
Other revenue		-	-	-	-	-
Total Program Revenue	\$ 324,616	\$ 392,634	\$ 523,703	\$ 613,147	\$ 649,334	\$ 678,589

5. EXISTING RESOURCES						
From Operations:						
Academic Salaries (Appendix A)		\$ 706,936	\$ 731,678	\$ 757,287	\$ 783,792	\$ 811,225
Professional and Support Salaries (Appendix A)		45,674	47,273	48,928	50,640	52,412
Indirect Salaries (Appendix A)		-	-	-	-	-
Current/prior years surplus (carryover)						
From Other Sources:						
Subtotal Existing Resources	\$ -	\$ 752,610	\$ 778,951	\$ 806,215	\$ 834,432	\$ 863,637

6. Program shortfall (surplus) (Program Costs - Program Revenue - Existing Resources)	\$ 793,108	\$ 4,801,650	\$ 2,941,183	\$ 2,891,308	\$ 2,965,647	\$ 3,047,703
Reallocation of Internal Funds	793,108					82,056

Funds Requested of the Provincial Government		4,801,650	2,941,183	2,891,308	2,965,647	2,965,647
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See email below

Submitted by Faculty/School Budget Officer (signature)

Date

See email below

Reviewed by Graduate Studies Dean or Designate (signature)
(For graduate program submissions only)

Date

See email below

Reviewed by University Budget Officer (signature)

Date

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

NEW	Current		2024-25		2025-26		2026-27		2027-28		2028-29	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic												
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	1.00	110,000	1.00	113,850	1.00	117,835	1.00	121,959
Lecturer/Instructor/Sessionals	-	-	1.00	82,500	7.00	810,000	7.00	838,350	7.00	867,692	7.00	898,061
Librarians	-	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	-	-	1.00	82,500	8.00	920,000	8.00	952,200	8.00	985,527	8.00	1,020,020
Benefits and Pay Levy	-	-	-	16,500	-	184,000	-	190,440	-	197,105	-	204,004
Total New Academic Salaries (including BPL)	-	\$ -	1.00	\$ 99,000	8.00	\$ 1,104,000	8.00	\$ 1,142,640	8.00	\$ 1,182,632	8.00	\$ 1,224,025
Professional and Support Staff												
EMAPS	-	\$ -	1.00	\$ 56,250	2.50	\$ 208,975	2.50	\$ 216,289	2.50	\$ 223,859	2.50	\$ 231,694
AESES	-	-	3.00	170,500	5.00	328,613	5.00	340,115	5.00	352,019	5.00	364,339
CUPE TA's	-	-	-	-	-	23,757	-	24,588	-	25,449	-	26,340
Subtotal New Professional and Support Staff	-	-	4.00	226,750	7.50	561,345	7.50	580,992	7.50	601,327	7.50	622,373
Benefits and Pay Levy	-	-	-	45,350	-	112,269	-	116,198	-	120,265	-	124,475
Total New Professional and Support Staff (incl. BPL)	-	\$ -	4.00	\$ 272,100	7.50	\$ 673,614	7.50	\$ 697,190	7.50	\$ 721,592	7.50	\$ 746,848
Indirect Staff (Within your faculty/school)												
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-	-	-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ -		\$ 371,100		\$ 1,777,614		\$ 1,839,830		\$ 1,904,224		\$ 1,970,872

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

EXISTING (Within your faculty/school)	Year 1		Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ 4,002	-	\$ 4,142	-	\$ 4,287	-	\$ 4,437	-	\$ 4,592
Professor	-	-	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	1.00	122,562	1.00	126,852	1.00	131,291	1.00	135,887	1.00	140,643
Lecturer/Instructor/Sessionals	-	-	4.00	462,549	4.00	478,738	4.00	495,494	4.00	512,836	4.00	530,786
Librarians	-	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	5.00	589,113	5.00	609,732	5.00	631,073	5.00	653,160	5.00	676,021
Benefits and Pay Levy	-	-	-	117,823	-	121,946	-	126,215	-	130,632	-	135,204
Total Existing Academic Salaries (including BPL)	-	\$ -	5.00	\$ 706,936	5.00	\$ 731,678	5.00	\$ 757,287	5.00	\$ 783,792	5.00	\$ 811,225
Professional and Support Staff	-	-	-	-	-	-	-	-	-	-	-	-
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	0.50	38,062	0.50	39,394	0.50	40,773	0.50	42,200	0.50	43,677
CUPE TA's	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	0.50	38,062	0.50	39,394	0.50	40,773	0.50	42,200	0.50	43,677
Benefits and Pay Levy	-	-	-	7,612	-	7,879	-	8,155	-	8,440	-	8,735
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	0.50	\$ 45,674	0.50	\$ 47,273	0.50	\$ 48,928	0.50	\$ 50,640	0.50	\$ 52,412
Indirect Staff	-	-	-	-	-	-	-	-	-	-	-	-
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-	-	-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ 752,610		\$ 778,951		\$ 806,215		\$ 834,432		\$ 863,637
GRAND TOTAL		\$ -		\$ 1,123,710		\$ 2,556,565		\$ 2,646,045		\$ 2,738,657		\$ 2,834,510

App B - Operating Exp.

Appendix B - Operating Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Direct Expenses</u>		<u>Current</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	5,000	\$ 16,875	\$ 54,625	\$ 51,000	\$ 51,000	\$ 51,000	
701BGT	Hospitality - Budget		\$ -	\$ -	\$ -	\$ 1	\$ 1	
704BGT	Printing and Duplicating - Budget		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
706BGT	Consumable Materials/Supplies Budget (includes computers)	44,500	\$ 63,875	\$ 121,000	\$ 72,250	\$ 72,250	\$ 72,250	
708BGT	Telecommunications - Budget		\$ 638	\$ 7,168	\$ 6,580	\$ 6,580	\$ 6,580	
710BGT	Other Expenses (Nonconsumable) Budget		\$ 8,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	includes 1 time startup 50k
713BGT	Startup		\$ 50,000	\$ -	\$ -	\$ 1	\$ 1	
716BGT	Externally Contracted Serv - Budget	1,000	\$ 47,160	\$ 48,189	\$ 49,244	\$ 50,325	\$ 50,325	
718BGT	RFHS Overhead		\$ 60,865	\$ 215,060	\$ 216,090	\$ 222,638	\$ 229,303	
740BGT	Repairs and Maintenance - Budget		\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Subtotal Direct Operating			\$ 50,500	\$ 248,412	\$ 488,041	\$ 437,164	\$ 444,795	\$ 451,460
				\$ 197,912	\$ 239,629	\$ (50,877)	\$ 7,631	\$ 6,665

RFHS OH 10%	10%	10%	10%	10%	10%
Total salaries	371,100	1,777,614	1,839,830	1,904,224	1,970,872
Total Operating Expenses	187,548	272,982	221,074	222,157	222,157
Total Capital	-	-	-	-	-
Total Bursaries	50,000	100,000	100,000	100,000	100,000

RFHS total OH	60,865	215,060	216,090	222,638	229,303
----------------------	---------------	----------------	----------------	----------------	----------------

\$ 171,657

	Direct Expenses	Current	2023-24	2024-25	2025-26	2026-27	2027-28				
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	5,000	16,875	54,625	51,000	51,000	51,000	11875	49625	46000	46000
701BGT	Hospitality - Budget		-	-	-	1	1				
704BGT	Printing and Duplicating - Budget		1,000	1,000	1,000	1,000	1,000				
706BGT	Consumable Materials/Supplies Budget (includes computers)	44,500	63,875	121,000	72,250	72,250	72,250	19375	76500	27750	27750
708BGT	Telecommunications - Budget		638	7,168	6,580	6,580	6,580				
710BGT	Other Expenses (Nonconsumable) Budget		8,000	16,000	16,000	16,000	16,000				
713BGT	Insurance - Budget		-	-	-	1	1				
716BGT	Externally Contracted Serv - Budget	1,000	47,160	48,189	49,244	50,325	50,325	46160	47189	48243.73	49324.82
718BGT	Professional Fees - Budget		-	-	-	1	1				
740BGT	Repairs and Maintenance - Budget		-	25,000	25,000	25,000	25,000				
		50,500	137,548	272,982	221,074	222,158	222,158				

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
7700	Scholarships	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
Subtotal Operating		<u>\$ 50,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations	1.00	\$ 4,000,000	\$4,000,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating			<u>\$4,000,000</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>

Appendix E - Tuition

Fee Increase

2.8%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Current	2024-25	2025-26	2026-27	2027-28	2028-29
Headcount						
Undergraduate	-	-	-	-	-	-
Graduate	60	80	100	105	110	115
Graduate (continuing only)	-	-	-	-	-	-
Credit Hours						
Undergraduate	-	-	-	-	-	-
Graduate						

2. TUITION REVENUE GENERATED BY THE PROGRAM						
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-	-
Graduate	-	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-	-
Graduate	313,852	359,454	477,934	554,122	594,849	609,939
• Continuing Fee - (enter annual continuing fee in yr 2)			\$ -	\$ -	\$ -	\$ -
Graduate	10,764	33,180	45,769	59,026	54,485	68,650
Total Tuition Fees	\$ 324,616	\$ 392,634	\$ 523,703	\$ 613,147	\$ 649,334	\$ 678,589
• Program/Course Specific Fees						
Lab Fees - (enter amount in applicable years)						
Field Trip Fees - (enter amount in applicable years)						
(Fee description/rate)						
..... (add as required)...						
..... (add as required)...						
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ 324,616	\$ 392,634	\$ 523,703	\$ 613,147	\$ 649,334	\$ 678,589
--	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY						
• Credit Hour Based - Undergraduate (enter amount)						
• Credit Hour Based - Graduate	-	-	-	-	-	-
• Program Based	313,852	359,454	477,934	554,122	594,849	609,939
• Continuing Fee (enter amount)	10,764	33,180	45,769	59,026	54,485	68,650
• Program/Course Specific Fees	-	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)						
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ 324,616	\$ 392,634	\$ 523,703	\$ 613,147	\$ 649,334	\$ 678,589

University of Manitoba
College of Nursing
Nurse Practitioner Program Expansion Proposal

NOTE: Figures within the graph represent total number of graduands cohort in both PT and FT programs

Program Comparison by Period	2022-2023			2023-2024			2024-2025			2025-2026 + Ongoing			2026-2027			2027-2028			2028-2029			2028-2029 + Ongoing		
	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W
Existing Full Time Program (24 mths)																								
Fall 2020 Cohort	13																							
Fall 2021 Cohort				17																				
Fall 2022 Cohort							13																	
Fall 2023 Cohort										20														
Fall 2024 Cohort												20												
Fall 2017 Cohort																								
Fall 2018 Cohort	1																							
Fall 2019 Cohort				1																				
Fall 2020 Cohort							7																	
Fall 2021 Cohort										5														
Fall 2022 Cohort												10												
Fall 2023 Cohort															5									
Fall 2024 Cohort																		5						
Expansion Program (24 mths)																								
Winter 2025 Cohort*												20												
Fall 2025 Cohort														20										
Winter 2026 Cohort															15									
Fall 2026 Cohort																	20							
Winter 2027 Cohort																		15						
Fall 2027 Cohort																			20					
Winter 2028 Cohort																				15				
Fall 2028 Cohort																								
Expansion Part Time Program (48 mths)																								
Winter 2025 Cohort																			5					
Fall 2025 Cohort																				5				
Winter 2026 Cohort																						5		
Fall 2026 Cohort																								
Winter 2027 Cohort																								
Fall 2027 Cohort																								
Winter 2028 Cohort																								
Fall 2028 Cohort																								
Graduates Per Semester	14	0	0	18	0	0	20	0	0	25	0	0	30	20	0	25	15	0	25	20	0	25	20	0
Total Graduations Per Academic Yr	14			18			20			25			50			40			45			45		



**University
of Manitoba**

**Rady Faculty of
Health Sciences**

Office of the Dean
A103 Chown Bldg.
753 McDermot Ave.
Winnipeg, Manitoba
Canada R3E 0T6
Phone: 204-789-3485

February 15, 2023

The Max Rady College of Medicine is seeking approval to increase the seat capacity in the Bachelor of Undergraduate Medical Education (UGME) Program and the Master of Physician Assistant Studies program. The Max Rady College of Medicine is proposing a 30 seat increase to the Bachelor of Undergraduate Medical Education Program, which will be phased in over three years with an additional ten student per year beginning in 2023/2024 academic year. The Max Rady College of Medicine is also proposing a fifteen seat increase to the Masters of Physician Assistant Studies program with an additional fifteen students beginning in 2024/2025. See Significant Modification to a Program of Study documents attached. The proposed increase in seat capacities was approved unanimously by the Max Rady College of Medical Council on January 8, 2023.

Sincerely,

Peter Nickerson, MD, FRCPC, FCAHS
Vice-Provost (Health Sciences) and Distinguished Professor
Dean, Rady Faculty of Health Sciences
Dean, Max Rady College of Medicine

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Program financial form.

2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <https://umanitoba.ca/governance/forms>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires approval by Senate.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** – please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: **Max Rady College of Medicine**

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

Program name: Master of Physician Assistant Studies

Credential awarded: Master of Physician Assistant Studies (MPAS)

Funding request: \$3,355,483 ongoing annual funding

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: September 2024

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

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

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Overview of Significant Modification:

Interim modification: There is a global shortage of health care workers, and we are in a global competition. There is a need to expand our Master of Physician Assistant Students (MPAS) program as the demand for Physician Assistants outweighs the number of students we are graduating. The MPAS program is a two-year graduate level program that will graduate additional students in 2026/27 if we are to receive funding and approval to proceed with the expansion in 24/25

The program duration is not changing and there are no changes needed to the curriculum.

Overview of impact of modifications on number of graduates: There are capital and infrastructure needs that are required to accommodate a class size increase and a phased-in ramp up of students will allow us to increase our number of graduates while allowing time for the infrastructure needs to be addressed.

		2024/2025	Total Increased Intake/Year	Current Annual Intake	Total class size with full increase
MPAS		15	15	15	30

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

To help address the need for a range of front-line health care providers, UM trains students for a career as a Physician Assistant. This program graduates highly trained medical staff who contribute to the workforce and are particularly important given the current global shortage of health care workers. These graduates receive a high-quality academic experience in a field that contributes key staff to the healthcare field. It is an invigorating, alternate pathway to front line healthcare workers. A MPAS class size increase will result in additional health care workers that will enter the Manitoba workforce by Fall 2025/26

We have proposed a full tuition reimbursement for all students in the program in the form of student aid which would be tied to a return in service with the Province of Manitoba for 5 years. This is similar to the International Medical Graduate return in service arrangement. This would ensure that our graduates are serving Manitobans.

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

Manitoba needs more physician assistants. The increased class size in MPAS will allow more students access to the program. Additional MPAS positions will assist physicians to see more patients overall in the health system.

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

No.

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

The second year of the program is all clinical and these placements are primarily in hospitals.

SECTION C – MODIFICATION TYP

C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

Current capacity: 15

Proposed new capacity: 30

C-2.2 - Provide rationale for this change. *(Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)*

UM Internal Note: please ensure to address the following in your response:

- Student demand for places – identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates – identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success – comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Each year we have several hundred applications for the 15 spots in our MPAS program. We are the only Master of Physician Studies program in Canada, as plans to create new Master's program at universities in other provinces (Calgary, Toronto) have yet to be fully developed. Physician Assistant positions are integrated into Manitoba's overall health care delivery model, but the demand is not being met by the current supply of graduates.

We are proposing that all students receive student financial support equal to the full amount of the tuition. By providing support that covers the full cost of tuition (perhaps by way of a return in service agreement) we are keeping our graduates in Manitoba to serve the needs of our Province. All of our physician assistants are 100% employed prior to graduation and there are currently job vacancies that we cannot fill in Manitoba. The Health Human Resources plan of the Province of Manitoba requires physician assistants to support patient care in urban and rural settings.

C-2.3 - Intake Information

C-2.3 (a) - What is the projected enrolment for the first intake?

Additional 15 students in 24/25 for a total class size of: 30

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

30

C-2.3 (c) - What is the anticipated date of maturity?

September 2024

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

The increased class size in MPAS will allow more students access to the program. In the Rady Faculty of Health Sciences there are approximately 12% Indigenous and 28% 1st generation Canadian students in the various health programs. We plan to mirror this in the expanded MPAS program.

Indigenous and underrepresented applicants are ranked alongside all other applicants to the program. With the expansion we will review this and set targets similar to that of the entire Rady Faculty of Health Sciences and look to further expand upon that in the upcoming years.

SECTION D – MODIFICATION INFORMATION

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

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program. The MPAS expansion directly aligns with the strategic plan of the University of Manitoba. Educating additional health care professional students will provide more support and access to health care in Manitoba. We are currently unable to accept all the applicants to our training program and they must wait or enter other health care programs in or outside of Manitoba. This expansion will assist in keeping Manitobans in Manitoba and supporting our community.

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

UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost's Office prior to submission to government.

UNIVERSITY OF MANITOBA:

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	<u>10 January 2023</u>	Details: Max Rady College Council
Final Decision: Y ☐ N ☐	_____	

D-3 Responsibility to consult

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

We will require approval from MPAS accrediting body to increase class size. We have reached out to notify them and there is general support.

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and

programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

We have consulted with the following groups and there is support for moving the expansion forward:

Rady College Deans
Chief Medical Officers of the Regional Health Authorities
Provincial Medical Specialty Leads of Shared Health Manitoba
College of Physicians and Surgeons of Manitoba
Manitoba HealthCare Providers Network
Minister of Health & Wellness
Minister of Advanced Education, Skills & Immigration
University of Manitoba Provost's Office
Max Rady College of Medicine Council
Max Rady College of Medicine Deans Council
Max Rady College of Medicine Department Heads Council
Faculty of Graduate Studies
Registrar's Office
Libraires

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

Students have been informed through our meetings with individual Physician Assistant classes, and with the Max Rady College of Medicine Councils, Rady Faculty of Health Sciences Councils

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

N/A

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

N/A

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

Currently there are no similar master's programs but there are plans to create new programs across Canada in other Health Sciences schools.

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

N/A

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

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

The Province's Health Human Resources Plan requires additional Physician Assistants to provide care for Manitobans in urban and rural settings. All our graduates are 100% employed upon graduation and there are continued existing vacancies and needs for these roles in Manitoba.

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

N/A

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

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

We are proposing annual tuition increases in line with what is allowable as mandated the Province of Manitoba.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

Capital needs are tied to the related program expansion for the UGME. MPAS students use the same equipment and classrooms as the UGME students. This expanded program will utilize shared teaching space and new staff and office space proposed in the UGME expansion plan.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The total request for ongoing operating dollars to support the full expansion is \$3,355,483 per annum. The total expenses are \$3,974,809 and there is \$619,325 in tuition fees.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

E-4 What are the resource implications to the institution in delivering the significantly modified program of study?

(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

There are implications to the number of faculty required for teaching, support staff, travel and accommodations for student placements, equipment and student supports. The majority of the increased costs are salary expenses to deliver the program.

E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of

stud:.*(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)*

UM Internal Note: Identify how the proposed changes will impact on the *quality of instruction* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

There is a total of 7.0 FTE additional teaching faculty required for the program expansion. We do not currently remunerate any of our physician teaching faculty and with the health care workforce shortage need to do so moving forward to deliver our training programs.

The 7.0 FTE include:

- 3 UMFA Instructors
- 4 PT Other Academics

There is an additional 2.5 FTE support staff required. There are limited placement sites in Winnipeg. Placing students outside of Winnipeg requires more coordination and staff time.

All additional position requests have been accounted for in the expansion proposal budget.

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

There are existing space deficits at the Bannatyne campus, and our classes are occurring in the library and meeting spaces. We need additional classroom space to deliver our small group teaching. As there are other expansions planned in the faculty which include major capital asks (UGME), these spaces will meet the needs of the entire campus.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

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

☐

Cover letter

☐

Program of Study Financial Form

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca



**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:	MPAS Seat Expansion
Contact Information:	Amanda Kinnell
Date:	2/14/2023

	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		\$ -	\$ -	\$ 309,663	\$ 309,663	\$ 619,325	\$ 309,663	\$ 619,325	\$ -	\$ 619,325
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ -	\$ -	\$ 309,663	\$ 309,663	\$ 619,325	\$ 309,663	\$ 619,325	\$ -	\$ 619,325

MEDT Form

Institution:	University of Manitoba
Program Name:	MPAS Seat Expansion
Contact Information:	Amanda Kinnell
Date:	2/14/2023

	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 INFORMATION										
New Academic Salaries - Direct		\$ 882,000	\$ 882,000	\$ 926,100	\$ 44,100	\$ 972,405	\$ 46,305	\$ 1,021,025	\$ 48,620	\$ 1,021,025
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ 195,000	\$ 195,000	\$ 204,750	\$ 9,750	\$ 214,988	\$ 10,238	\$ 225,737	\$ 10,749	\$ 225,737
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 464,200	\$ 464,200	\$ 469,585	\$ 5,385	\$ 475,239	\$ 5,654	\$ 481,176	\$ 5,937	\$ 481,176
Student Support		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 877,184	\$ 877,184	\$ 951,104	\$ 73,920	\$ 1,025,972	\$ 74,868	\$ 1,046,871	\$ 20,898	\$ 1,046,871
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 3,618,384	\$ 3,618,384	\$ 3,751,539	\$ 133,155	\$ 3,888,604	\$ 137,065	\$ 3,974,809	\$ 86,205	\$ 3,974,809

MEDT Form

Institution:	University of Manitoba									
Program Name:	MPAS Seat Expansion									
Contact Information:	Amanda Kinnell									
Date:	2/14/2023									
	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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ (3,618,384)	\$ (3,618,384)	\$ (3,441,877)	\$ 176,507	\$ (3,269,279)	\$ 172,598	\$ (3,355,483)	\$ (86,205)	\$ (3,355,483)
Funding Request		\$ 3,618,384		\$ 3,441,877		\$ 3,269,279		\$ 3,355,483		

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

FACULTY / SCHOOL RFHS - Max Rady College of Medicine
PROGRAM Masters of Physician Assistant Studies

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	7.00	7.00	7.00	7.00	7.00
New Professional and Support Positions (FTE) (Appendix A)	2.50	2.50	2.50	2.50	2.50
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	9.50	9.50	9.50	9.50	9.50

2. PROGRAM COSTS					
Direct Program Costs					
New Academic Salaries (incl bpl) (Appendix A)	\$ 882,000	\$ 926,100	\$ 972,405	\$ 1,021,025	\$ 1,072,077
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	195,000	204,750	214,988	225,737	237,024
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	464,200	469,585	475,239	481,176	487,410
Student (Graduate/Undergraduate) Support (Appendix C)	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 2,741,200	\$ 2,800,435	\$ 2,862,632	\$ 2,927,938	\$ 2,996,510

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Tuition Revenue	-	54,965	109,930	109,930	109,930
Administrative Overhead (includes Tax on Grant)	877,184	896,139	916,042	936,940	958,883
Subtotal Indirect Program Costs	\$ 877,184	\$ 951,104	\$ 1,025,972	\$ 1,046,871	\$ 1,068,814

Total Program Costs (Direct & Indirect)	\$ 3,618,384	\$ 3,751,539	\$ 3,888,604	\$ 3,974,809	\$ 4,065,324
---	---------------------	---------------------	---------------------	---------------------	---------------------

3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	-	15	30	30	30
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	-	309,663	619,325	619,325	619,325
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ -	\$ 309,663	\$ 619,325	\$ 619,325	\$ 619,325

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ -	\$ -	\$ -	\$ -	\$ -

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ 3,618,384	\$ 3,441,877	\$ 3,269,279	\$ 3,355,483	\$ 3,445,998
Reallocation of Internal Funds					90,515
Funds Requested of the Provincial Government	3,618,384	3,441,877	3,269,279	3,355,483	3,355,483
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -

See email below

Submitted by Faculty/School Budget Officer (signature)

Date

See email below

Reviewed by Graduate Studies Dean or Designate (signature)

(For graduate program submissions only)

Date

See email below

Reviewed by University Budget Officer (signature)

Date

Average Salary Increase 5.0%
Average Benefits and Pay Levy 20%

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
NEW Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor										
Assoc/Asst Professor or Senior Instructor	3.00	375,000	3.00	393,750	3.00	413,438	3.00	434,109	3.00	455,815
Lecturer/Instructor/Sessionals	4.00	360,000	4.00	378,000	4.00	396,900	4.00	416,745	4.00	437,582
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	7.00	735,000	7.00	771,750	7.00	810,338	7.00	850,854	7.00	893,397
Benefits and Pay Levy		147,000		154,350		162,068		170,171		178,679
Total New Academic Salaries (including BPL)	7.00	\$ 882,000	7.00	\$ 926,100	7.00	\$ 972,405	7.00	\$ 1,021,025	7.00	\$ 1,072,077
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	2.50	162,500	2.50	170,625	2.50	179,156	2.50	188,114	2.50	197,520
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	2.50	162,500	2.50	170,625	2.50	179,156	2.50	188,114	2.50	197,520
Benefits and Pay Levy		32,500		34,125		35,831		37,623		39,504
Total New Professional and Support Staff (incl. BPL)	2.50	\$ 195,000	2.50	\$ 204,750	2.50	\$ 214,988	2.50	\$ 225,737	2.50	\$ 237,024
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ 1,077,000		\$ 1,130,850		\$ 1,187,393		\$ 1,246,762		\$ 1,309,100

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ -		\$ -		\$ -		\$ -
GRAND TOTAL		\$ 1,077,000		\$ 1,130,850		\$ 1,187,393		\$ 1,246,762		\$ 1,309,100

App B - Operating Exp.

Appendix B - Operating Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Direct Expenses		Year 1	Year 2	Year 3	Year 4	Year 5	
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Student travel to rural placements/staff travel for coordination of placements
701BGT	Hospitality - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
704BGT	Printing and Duplicating - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$65k supplies + \$50k precepting costs
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
710BGT	Other Expenses (Nonconsumable) Budget	\$ 249,200	\$ 254,585	\$ 260,239	\$ 266,176	\$ 272,410	10% RFHS OH - calc below
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
716BGT	Externally Contracted Serv - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
718BGT	Professional Fees - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
740BGT	Repairs and Maintenance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Direct Operating		\$ 464,200	\$ 469,585	\$ 475,239	\$ 481,176	\$ 487,410	
RFHS OH 10%		10%	10%	10%	10%	10%	
Total salaries		1,077,000	1,130,850	1,187,393	1,246,762	1,309,100	
Total Operating Expenses		215,000	215,000	215,000	215,000	215,000	
Total Capital		-	-	-	-	-	
Total Bursaries		1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	
RFHS total OH		249,200	254,585	260,239	266,176	272,410	

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
7720	Awards					
Subtotal Operating		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000

Will require Bursary support/return of service/forgivable loans program developed
*** 1.2M represents almost all incoming tuition costs (existing students plus increase)

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment			\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations			\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>

Appendix E - Tuition

Fee Increase

0.0%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate					
Graduate		15	30	30	30
Graduate (continuing only)	-	-	-	-	-
Credit Hours					
Undergraduate	-	-	-	-	-
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ 20,644	\$ 20,644	\$ 20,644	\$ 20,644	\$ 20,644
Undergraduate	-	-	-	-	-
Graduate	-	309,663	619,325	619,325	619,325
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
Total Tuition Fees	\$ -	\$ 309,663	\$ 619,325	\$ 619,325	\$ 619,325
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ -	\$ 309,663	\$ 619,325	\$ 619,325	\$ 619,325
--	------	------------	------------	------------	------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)					
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	309,663	619,325	619,325	619,325
• Continuing Fee (enter amount)					
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ -	\$ 309,663	\$ 619,325	\$ 619,325	\$ 619,325

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Program financial form.

2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <https://umanitoba.ca/governance/forms>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires approval by Senate.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** – please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: **Max Rady College of Medicine**

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

Program name: Undergraduate Medical Education (UGME)

Credential awarded: MD

Funding request:

\$40,750,000 Capital

\$17,129,171 ongoing annual funding

Proposed start date: September 2023

List any critical issues that may impact the start date of the program: Approval of funding; Approval from accrediting body- CACMS

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

Office Use Only

One-time funding: _____

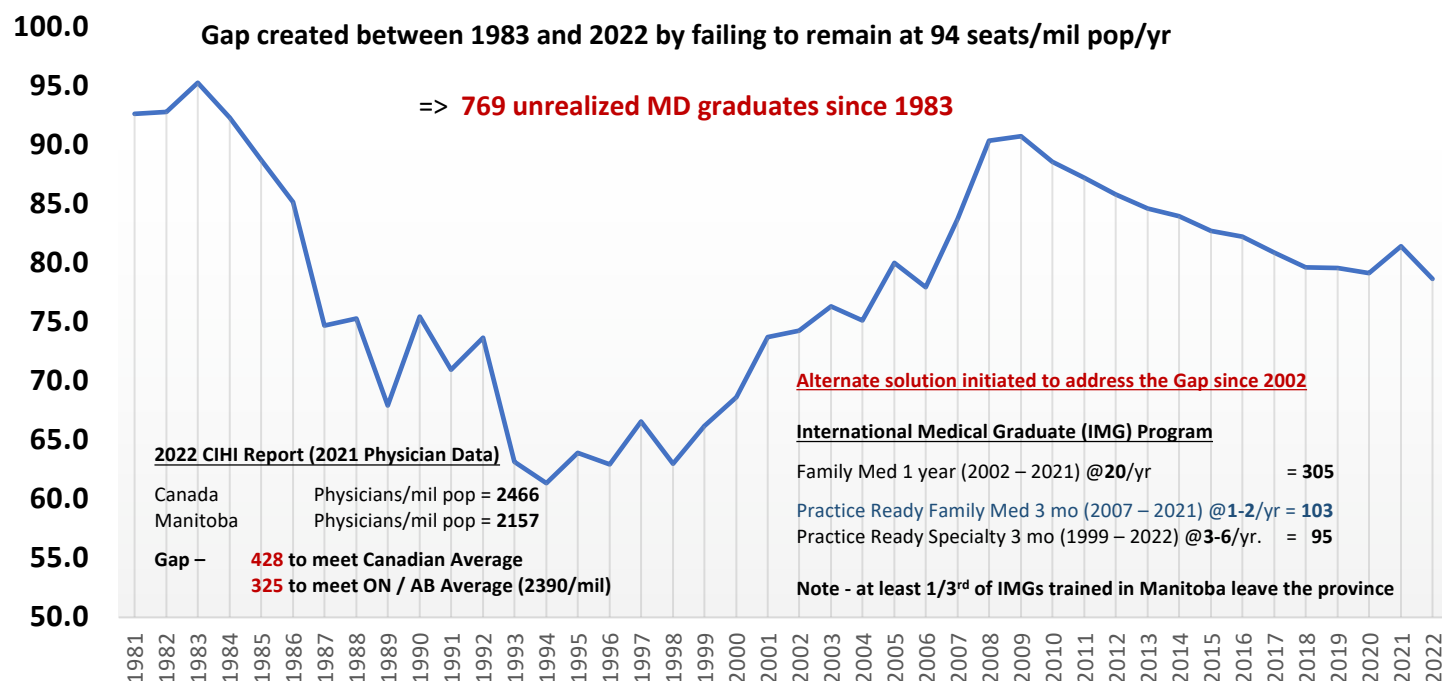
On-going funding: _____

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Overview of Significant Modification:

Interim modification: There is a global shortage of health care workers and a global competition in that labour market. In Manitoba there is a need to expand our Undergraduate Medical Education (UGME) program. A cut to the medical school size in 1983 has led to a shortage in the number of health care workers we are graduating, relative to today's labour market demand. We have fallen below the Canadian average and the Western Canadian average. In order to ensure we can deliver health care to Manitobans, an expansion of the UGME program is required (target # MD graduates by 2028 = 94 MDs/mil pop anticipating a 1.5 mil Manitoba population in 2028; note to achieve this target by 2028 requires the expansion to start in the 2023 class intake).



Overview of impact of modifications on number of graduates:

There are capital and infrastructure needs that are required to accommodate a class size increase. A phased in ramp up of students will allow us to increase our number of graduates while allowing time for the infrastructure needs to be addressed.

	2023/2024	2024/2025	Total Increase/Year	Current Annual Intake	Total class size with full increase
UGME	15	15	30	110	140

Please see **Appendix A** for current and proposed projections on student progression and graduation.

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

This program is the province's sole provider of MD and MD/PhD graduates, 70% of which stay in Manitoba and go on to complete their Postgraduate Medical Education (PGME). The majority of students admitted to our UGME and PGME programs are Manitobans as it is more likely that Manitobans graduating from our UGME and PGME programs will stay in Manitoba and enter the health workforce. There is a global shortage of health care workers and the UGME class size increase will result in additional health care workers that will enter the Manitoba workforce. The program provides a direct pathway for students interested in a medical career in the province and fills an ongoing labour gap in our health care system. The program itself provides excellent training for future medical doctors and the curriculum has made significant strides in incorporating principles of equity and diversity as well as incorporating Indigenous knowledges and approaches to health care delivery. Our UGME class is 12% Indigenous and approximately 28% 1st generation Canadian. This supports the Government's priority of providing access for Indigenous students and to support immigration.

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

Manitoba needs more medical doctors. The increased class size in UGME will allow more students access to the program. There are currently 12% Indigenous and 28% 1st generation Canadian students in the program. An expanded UGME intake will provide incentives for students in existing undergraduate programs to remain in Manitoba or return to pursue this professional training.

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

No.

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

Years 3 and 4 of UGME are completed in the clinical placement sites which includes hospitals.

C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

Current seat capacity is 110 per year.

Proposed capacity: 140 per year.

C-2.2 - Provide rationale for this change. *(Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)*

UM Internal Note: please ensure to address the following in your response:

- Student demand for places – identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates – identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success – comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Student demand for places in the UMGE is extremely high and qualified Manitoban students regularly leave the province to pursue this program in other provinces or internationally. Each year we have over 1000 applicants and interview 700 for admission to the 110 spots in our UGME program. We are the only medical school in Manitoba and are not in competition for students with any other post-secondary institution in Manitoba. There are targets for Manitoba students (rural, Indigenous) and there are socioeconomic status measures that are considered as part of the application process. There is a global shortage of health care workers. All other medical schools across Canada are expanding. If we do not expand our program, we will not produce enough health care workers to stay in Manitoba and care for Manitobans.

C-2.3 - Intake Information

The intake will be phased in over a two year period.

Additional 15 students in 2023/24 for a total class size of: 125

Additional 15 students in 2024/25 for a total class size of: 140

From 2024/25 on, the class intake will remain at 140.

C-2.3 (a) - What is the projected enrolment for the first intake?

Additional 15 students in 2023/24 for a total class size of: 125

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

140

C-2.3 (c) - What is the anticipated date of maturity?

2024

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

We currently have a separate process for Indigenous applicants to our UGME program and have been successful at having Indigenous students enter our program. The separate process requires additional resources which have been factored into the proposal. We also have strong existing representation of first-generation Canadian students in our program. This diversity of the student population does require additional supports for bursary and for student supports. We have factored in a \$1,000 student aid per student in our proposal and additional supports for Students Services both provided centrally and by Max Rady College of Medicine.

SECTION D – MODIFICATION INFORMATION

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

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

The UGME expansion directly aligns with the strategic plan of the University of Manitoba. Educating additional health care professional students will provide more support and access to health care for Manitobans across the province. The UGME class also reflects the population in its diversity. As we are currently unable to accept all the applicants to our training program, many go to other Universities outside our province. This expansion will assist in keeping highly skilled Manitobans in Manitoba and supporting our community.

As noted above there are currently 12% Indigenous and 28% 1st generation Canadian students in the program. An expanded UGME intake will provide incentives for students in existing undergraduate programs to remain in Manitoba or return to pursue this professional training. Moreover, ongoing EDI, anti-racism, and health equity strategies within the Rady Faculty of Health Sciences are working to develop more equitable, accessible, inclusive and safe learning and teaching space for Indigenous, Black, and racialized learners, learners with disabilities, 2SLGBTQIA+, and other marginalized peoples.

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

UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost's Office prior to submission to government.

UNIVERSITY OF MANITOBA:

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	_____	Details:
Final Decision: Y ☐ N ☐	_____	

D-3 Responsibility to consult

D-3.1 If this program is 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:

We have requested approval from the Committee on Accreditation of Canadian Medical Schools (CACMS) to increase the medical school class size. We have reached out to notify them and there is general support. Confirmation will follow now that a new intake target has been shared with them. Key requirements by CACMS are:

- Finances to support and sustain the increased enrolment
- Facilities and resources – non-clinical and clinical
- Faculty, leadership, and admin support – i.e., sufficient faculty with protected time to deliver curriculum and sufficient individuals in leadership roles to manage the increased enrolment.
- Student assignment and services – specifically academic and career advising support, financial aid and debt management counselling as well as health care services.

These items have all been included in our budget expansion requests.

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

We have consulted with the following groups and there is broad support for moving the expansion forward:

Rady Faculty of Health Sciences College Deans
Chief Medical Officers of the Regional Health Authorities
Provincial Medical Specialty Leads of Shared Health Manitoba
College of Physicians and Surgeons of Manitoba
Manitoba HealthCare Providers Network
Minister and Deputy Minister of Health & Wellness
University of Manitoba Provost's Office
Max Rady College of Medicine Council
Max Rady College of Medicine Deans Council
Max Rady College of Medicine Department Heads Council
Registrar's Office
Libraries

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

Students have been informed/consulted through our meetings with the Senior Sticks, the Manitoba Medical Student Association (MMSA), Professional Association of Residents in Manitoba (PARIM), Max Rady College of Medicine Councils and Rady Faculty of Health Sciences Councils.

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

None.

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

None.

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

There are several medical schools across Canada, all of whom are increasing their medical school class sizes.

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

N/A

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

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

The increased class size will begin to address one key component of the health care worker shortage in Manitoba by increasing the number of medical doctors.

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

N/A

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

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

While current tuition is substantially lower than all other Canadian medical schools and contributes only to a fractional proportional cost of program delivery, the current tuition rate will continue. To address equity access for some

underrepresented students, we are also requesting student aid support of \$1,000 per student to assist with program affordability.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

Total one-time capital cost request of \$40,750,000. There is a capital request of \$40,000,000 to support a new building to create additional teaching spaces, simulation spaces, and co-locate key programs (e.g., undergraduate medical education, family medicine and master of physician assistant programs). The additional \$750,000 of capital costs is for additional simulation mannequins to increase training capacity.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The total request for ongoing operating dollars to support the full expansion is \$17,129,271 per annum. The total expenses are \$18,646,716 and there is \$1,517,445 in tuition fees.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

There are implications to the number of faculty required for teaching, support staff, travel and accommodations for student placements, equipment and student supports. The majority of the increased costs are salary expenses to deliver the program. There will be additional student service supports both in the Max Rady College of Medicine and Centrally. There are additional costs to the central units which have been factored into the budget expansion proposal.

Space needs for an expanded UGME program are being coordinated with the parallel capital needs for the suite of Rady Faculty of Health Sciences program expansions at the Bannatyne Campus.

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of instruction* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

There is a total of 40.7 FTE additional teaching faculty required for the pre-clerkship (UGME years 1 and 2) program expansion.

Teaching Staff

.5 FTE Remediation Director
.3 FTE Immunization Director
.4 FTE Pipeline Co-ordinator
140 GFT/Other Ac positions at 0.2FTE each = 28FTE
.2 FTE Obs/Gyne Course Director

Lecturer/Instructor/Sessionals

.5 FTE Student Affairs Director
.3 FTE IPE Lead
2 FTE Physician Assistants
1 FTE Evaluations academic
1 FTE Elder
2 FTE Site Leads (Hodgson, Norway House)
.25 FTE CLSP Leadership
Total 5.3 FTE - varying rates = works out to \$125,245 per FTE

We do not currently remunerate any of our geographic full time (GFT) MD teaching faculty for pre-clerkship teaching and with the health care workforce shortage we need to do so moving forward to ensure our ability to deliver our training programs. We are struggling to recruit sufficient staff to teach our pre-clerkship programs even with the current class size as it requires them to leave clinical practice which results in loss of income. This existing gap needs to be urgently addressed to enable class expansion.

There is an additional 20 FTE support staff required. There are limited placement sites in Winnipeg. Placing students outside of Winnipeg requires more coordination and staff time.

Support Staff

5 FTE OA Program Assistants (\$64k each)
2 FTE AA Clerkship/Electives Coordinators (\$67k each)
1 FTE OA Student Affairs (\$64k)

1 FRE OA Reception (\$52k)
2 FTE AA Student Supports OHS (\$71k each)
1 FTE OA Travel Support OHS (\$64k)
2 FTE Program Admin distributed sites OHS (\$64K)
4 FTE Sim Techs (\$60k each)
1 FTE Admissions Assistant (\$71k)

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

There are existing space deficits at the Bannatyne Campus and some of our classes are occurring in the library and meeting spaces. We are in need of significant additional classroom space to grow and sustain this program and to deliver our small group teaching. As there are other expansions planned in the Rady Faculty of Health Sciences, these spaces will meet the combined and shared needs of the entire Bannatyne campus.

The University is engaged in discussion with the Province around the shorter and longer term capital needs for the entire Bannatyne Campus.

A \$40M capital ask is included with this UGME proposal. The plan is to build a structure with four stories of dedicated instructional classroom and simulation space, as well as office space, on the Bannatyne Campus. High-level costing by the Associate VP-Administration office and Major Capital Project Committee estimates a build cost of \$10M per floor on a potential site (see Appendix A), resulting in 40,000ft² of new space. With construction potentially beginning as soon as Fall 2023, the site would be complete to accommodate the third year of expanded intake in the UGME as well as MPAS, MOT and MPT programs by 2025.

During the phased-in expansion of student seats, existing space use will be maximized.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

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

☐

Cover letter

☐

Program of Study Financial Form

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca

APPENDIX A

<u>Health Program Expansion Capital Building</u>	
Total floors	5
Total Square feet per floor	10,000
Cost per square foot	1,000
Total floors for health program expansion	4
Total floors for daycare*	1
Total floors	5
Total capital cost of health program expansion @ 4 floors	40,000,000
Total time required for design and construction**	2 years
Total square feet of teaching, clinical skills and labs	30,000
Total square feet of program space for instructors and teaching staff	10,000
* daycare capital is fully funded	
** Building completion in line with 3rd year of program expansion which is when we need additional capacity	



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:	UGME Seat Expansion
Contact Information:	Amanda Kinnell
Date:	2/14/2023

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Fiscal Year 5	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)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATION												
Contribution from Institution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition		\$ 170,175	\$ 170,175	\$ 524,564	\$ 354,389	\$ 898,317	\$ 373,752	\$ 1,292,228	\$ 393,912	\$ 1,517,445	\$ 225,217	\$ 1,517,445
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ 170,175	\$ 170,175	\$ 524,564	\$ 354,389	\$ 898,317	\$ 373,752	\$ 1,292,228	\$ 393,912	\$ 1,517,445	\$ 225,217	\$ 1,517,445

Institution:	University of Manitoba
Program Name:	UGME Seat Expansion
Contact Information:	Amanda Kinnell
Date:	2/14/2023

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Fiscal Year 5	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)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATION												
New Academic Salaries - Direct		\$ 8,070,360	\$ 8,070,360	\$ 8,473,878	\$ 403,518	\$ 8,897,572	\$ 423,694	\$ 9,342,450	\$ 444,879	\$ 9,809,573	\$ 467,123	\$ 9,809,573
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ 1,536,000	\$ 1,536,000	\$ 1,612,800	\$ 76,800	\$ 1,693,440	\$ 80,640	\$ 1,778,112	\$ 84,672	\$ 1,867,018	\$ 88,906	\$ 1,867,018
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 1,478,636	\$ 1,478,636	\$ 1,526,668	\$ 48,032	\$ 1,577,101	\$ 50,433	\$ 1,630,056	\$ 52,955	\$ 1,685,659	\$ 55,603	\$ 1,685,659
Student Support		\$ 560,000	\$ 560,000	\$ 560,000	\$ -	\$ 560,000	\$ -	\$ 560,000	\$ -	\$ 560,000	\$ -	\$ 560,000
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 3,756,605	\$ 3,756,605	\$ 3,988,581	\$ 231,976	\$ 4,232,447	\$ 243,867	\$ 4,488,769	\$ 256,321	\$ 4,724,466	\$ 235,698	\$ 4,724,466
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 15,401,601	\$ 15,401,601	\$ 16,161,927	\$ 760,326	\$ 16,960,560	\$ 798,634	\$ 17,799,387	\$ 838,827	\$ 18,646,716	\$ 847,329	\$ 18,646,716

MEDT Form

Institution:	University of Manitoba											
Program Name:	UGME Seat Expansion											
Contact Information:	Amanda Kinnell											
Date:	2/14/2023											
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Fiscal Year 5	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)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATON												
Major Equipment		\$ 750,000	\$ 750,000	\$ -	\$ (750,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ 40,000,000	\$ 40,000,000	\$ -	\$ (40,000,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ 40,750,000	\$ 40,750,000	\$ -	\$ (40,750,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ (55,981,426)	\$ (55,981,426)	\$ (15,637,362)	\$ 40,344,064	\$ (16,062,244)	\$ (424,882)	\$ (16,507,159)	\$ (444,915)	\$ (17,129,271)	\$ (622,112)	\$ (17,129,271)
Funding Request		\$ 55,981,426		\$ 15,637,362		\$ 16,062,244		\$ 16,507,159		\$ 17,129,271		

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

FACULTY / SCHOOL RFHS - Max Rady College of Medicine
PROGRAM UGME - seat expansion

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	40.70	40.70	40.70	40.70	40.70
New Professional and Support Positions (FTE) (Appendix A)	20.00	20.00	20.00	20.00	20.00
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	60.70	60.70	60.70	60.70	60.70

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 8,070,360	\$ 8,473,878	\$ 8,897,572	\$ 9,342,450	\$ 9,809,573
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	1,536,000	1,612,800	1,693,440	1,778,112	1,867,018
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	1,478,636	1,526,668	1,577,101	1,630,056	1,685,659
Student (Graduate/Undergraduate) Support (Appendix C)	560,000	560,000	560,000	560,000	560,000
Major Equipment (Appendix D)	750,000	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	40,000,000	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 52,394,996	\$ 12,173,346	\$ 12,728,113	\$ 13,310,619	\$ 13,922,250

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Tuition Revenue	30,206	93,110	159,451	229,371	269,347
Administrative Overhead (includes Tax on Grant)	3,726,399	3,895,471	4,072,996	4,259,398	4,455,120
Subtotal Indirect Program Costs	\$ 3,756,605	\$ 3,988,581	\$ 4,232,447	\$ 4,488,769	\$ 4,724,466

Total Program Costs (Direct & Indirect)	\$ 56,151,601	\$ 16,161,927	\$ 16,960,560	\$ 17,799,387	\$ 18,646,716
---	----------------------	----------------------	----------------------	----------------------	----------------------

3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	15	45	75	105	120
Expected Enrolment (credit hours)	450	1,350	2,250	3,150	3,600

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL					
Operating Grant Revenue (see note)					
Tuition Revenue (Appendix E)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	170,175	524,564	898,317	1,292,228	1,517,445
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ 170,175	\$ 524,564	\$ 898,317	\$ 1,292,228	\$ 1,517,445

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ -	\$ -	\$ -	\$ -	\$ -

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ 55,981,426	\$ 15,637,362	\$ 16,062,244	\$ 16,507,159	\$ 17,129,271
Reallocation of Internal Funds					
Funds Requested of the Provincial Government	55,981,426	15,637,362	16,062,244	16,507,159	17,129,271
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -

See email below

Submitted by Faculty/School Budget Officer (signature)

Date

See email below

Reviewed by Graduate Studies Dean or Designate (signature)

(For graduate program submissions only)

Date

See email below

Reviewed by University Budget Officer (signature)

Date

Average Salary Increase 5.0%
Average Benefits and Pay Levy 20%

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
NEW Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	4.00	704,000	4.00	739,200	4.00	776,160	4.00	814,968	4.00	855,716
Assoc/Asst Professor or Senior Instructor	29.40	5,164,000	29.40	5,422,200	29.40	5,693,310	29.40	5,977,976	29.40	6,276,874
Lecturer/Instructor/Sessionals	5.30	663,800	5.30	696,990	5.30	731,840	5.30	768,431	5.30	806,853
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	2.00	193,500	2.00	203,175	2.00	213,334	2.00	224,000	2.00	235,200
Subtotal New Academic Salaries	40.70	6,725,300	40.70	7,061,565	40.70	7,414,643	40.70	7,785,375	40.70	8,174,644
Benefits and Pay Levy		1,345,060		1,412,313		1,482,929		1,557,075		1,634,929
Total New Academic Salaries (including BPL)	40.70	\$ 8,070,360	40.70	\$ 8,473,878	40.70	\$ 8,897,572	40.70	\$ 9,342,450	40.70	\$ 9,809,573
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	20.00	1,280,000	20.00	1,344,000	20.00	1,411,200	20.00	1,481,760	20.00	1,555,848
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	20.00	1,280,000	20.00	1,344,000	20.00	1,411,200	20.00	1,481,760	20.00	1,555,848
Benefits and Pay Levy		256,000		268,800		282,240		296,352		311,170
Total New Professional and Support Staff (incl. BPL)	20.00	\$ 1,536,000	20.00	\$ 1,612,800	20.00	\$ 1,693,440	20.00	\$ 1,778,112	20.00	\$ 1,867,018
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ 9,606,360		\$ 10,086,678		\$ 10,591,012		\$ 11,120,562		\$ 11,676,591

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ -		\$ -		\$ -		\$ -
GRAND TOTAL		\$ 9,606,360		\$ 10,086,678		\$ 10,591,012		\$ 11,120,562		\$ 11,676,591

App B - Operating Exp.

Appendix B - Operating Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

	<u>Direct Expenses</u>	Year 1	Year 2	Year 3	Year 4	Year 5
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000
701BGT	Hospitality - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
704BGT	Printing and Duplicating - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
710BGT	Other Expenses (Nonconsumable) Budget	\$ 1,058,636	\$ 1,106,668	\$ 1,157,101	\$ 1,210,056	\$ 1,265,659
713BGT	Overhead	\$ -	\$ -	\$ -	\$ -	\$ -
716BGT	Externally Contracted Serv - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
718BGT	Professional Fees - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
740BGT	Repairs and Maintenance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct Operating		\$ 1,478,636	\$ 1,526,668	\$ 1,577,101	\$ 1,630,056	\$ 1,685,659

\$2k for Each student Yr 3*4 + \$50k for academic/staff travel

Examsoft/N95/home for the summer/rural week (\$200k) + \$50k computers

10% RFHS OH - Calc below

RFHS OH 10%	10%	10%	10%	10%	10%
Total salaries	9,606,360	10,086,678	10,591,012	11,120,562	11,676,591
Total Operating Expenses	420,000	420,000	420,000	420,000	420,000
Total Capital	-	-	-	-	-
Total Bursaries	560,000	560,000	560,000	560,000	560,000
RFHS total OH	1,058,636	1,106,668	1,157,101	1,210,056	1,265,659

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000	\$ 560,000
7720	Awards					
Subtotal Operating		<u>\$ 560,000</u>	<u>\$ 560,000</u>	<u>\$ 560,000</u>	<u>\$ 560,000</u>	<u>\$ 560,000</u>

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	1.00	\$ 750,000	\$ 750,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations	1.00	\$ 40,000,000	\$ 40,000,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (list)			-			-			-			-			-
...															
Subtotal Operating			\$ 40,750,000			\$ -			\$ -			\$ -			\$ -

Simulation Equipment

Appendix E - Tuition

Fee Increase

2.75%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	23/24	24/25	25/26	26/27	27/28
Headcount					
Undergraduate	15	45	75	105	120
Graduate	-	-	-	-	-
Graduate (continuing only)	-	-	-	-	-
Credit Hours					
Undergraduate	450	1,350	2,250	3,150	3,600
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ 11,345	\$ 11,657	\$ 11,978	\$ 12,307	\$ 12,645
Undergraduate	170,175	524,564	898,317	1,292,228	1,517,445
Graduate	-	-	-	-	-
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
Total Tuition Fees	\$ 170,175	\$ 524,564	\$ 898,317	\$ 1,292,228	\$ 1,517,445
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ 170,175	\$ 524,564	\$ 898,317	\$ 1,292,228	\$ 1,517,445
--	-------------------	-------------------	-------------------	---------------------	---------------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)					
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	170,175	524,564	898,317	1,292,228	1,517,445
• Continuing Fee (enter amount)					
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ 170,175	\$ 524,564	\$ 898,317	\$ 1,292,228	\$ 1,517,445



**University
of Manitoba**

Rady Faculty of
Health Sciences

College of Rehabilitation Sciences
Department of
R106 - 771 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 0T6
T: 204 789 3897
F: 204 789 3927
CORS.info@umanitoba.ca

MEMORANDUM

DATE: February 15, 2023

TO: Greg Smith, Vice-Provost (Integrated Planning & Academic Programs) and Jeff LeClerc, University Secretary

FROM: Reg Urbanowski, Dean at the College of Rehabilitation Sciences

SUBJECT: Master of Occupational Therapy Program Expansion

The College of Rehabilitation Sciences is seeking approval to increase the seat capacity in the Masters of Occupational Therapy and Masters of Physical Therapy programs. The College of Rehabilitation Sciences is proposing a 5 seat increase in each of the Masters of Occupational Therapy which will be phased in over two years with an additional five students per in 2024/2025 and an additional 5 students per year in 2025-2026. See Significant Modification to a Program of Study documents attached. The proposed increase in seat capacities was approved unanimously by the College of Rehabilitation Sciences on Monday, January 16, 2023. Please feel free to contact me with any questions or concerns.

Sincerely,

Reg Urbanowski,
Dean, College of Rehabilitation Sciences

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Program financial form.

2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <https://umanitoba.ca/governance/forms>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires approval by Senate.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** – please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: **College of Rehabilitation Sciences**

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

Program name: Master of Occupational Therapy (MOT)

Credential awarded: MOT

Office Use Only

Funding request: \$1,331,138 in ongoing annual funding
\$337,000 in one time funding

One-time funding: _____

On-going funding: _____

Proposed start date: September 2024

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

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

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Overview of Significant Modification:

Interim modification: There is a global shortage of health care workers and we are in a global competition. There is a need to expand our Master of Occupational Therapy (MOT) to meet the growing demands placed on the health care system. MOT graduates play a key role in primary health care and addressing the health needs of Manitobans. MOT is a two year graduate level program that will graduate additional students in 26/27 if we are to receive funding and approval to proceed with the expansion in 24/25.

Overview of impact of modifications on number of graduates:

There are capital and infrastructure needs that are required to accommodate a class size increase and a phased in ramp up of students will allow us to increase our number of graduates while allowing time for the infrastructure needs to be addressed.

	2024/2025	2025/2026	Total Increase/Year	Current Annual Intake	Total class size with full increase
MOT	5	5	10	50	60

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

There is a global shortage of health care workers and the MOT class size increase will result in additional health care workers that will enter the Manitoba workforce by Fall 26/27. The graduates will provide support in primary health care, acute, community, long term care, and rehabilitative settings for people facing physical and mental health challenges throughout the lifespan.

The program expansions will be timely as curriculum renewals and community partnerships are currently being developed. The curriculum renewal process will be considered as a formal process outside of this proposal.

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

The increased class size in MOT will allow more students access to the program. The most recent data indicates that OT had 259 applications for 50 seats.

In Rady Faculty of Health Sciences there are approximately 12% Indigenous and 28% 1st generation Canadian students in all programs. The OT program currently has 20% of its seats allocated for Indigenous students (10/50). Considerations for other equity-deserving groups are being considered as part of the curriculum renewal process (which is outside of this proposal).

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

No.

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

There are clinical components throughout the 2-year program for MOT.

SECTION C – MODIFICATION TYP

C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

The current seat capacity is 50 per year in the MOT program. There is an annual intake in Fall and the program is 2 years. The proposed seat capacity will see an increase to 60 students admitted each year. The program duration is not changing. There are 2 years in the program and the new students would still be graduating in 2 years.

C-2.2 - Provide rationale for this change. *(Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)*

UM Internal Note: please ensure to address the following in your response:

- Student demand for places – identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates – identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success – comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Each year we have several hundred applications for the MOT program. We are the only MOT school in Manitoba. By expanding our programs and admitting Manitobans into the programs, we are keeping health care professionals in our province to help address directly the primary health care need and to sustain healthy communities. Through this expansion we will be able to ensure better access to care for people across the province and provide services within the full scope of practice in each profession.

C-2.3 - Intake Information

The intake will increase as follows for MOT program:

Additional 5 students in 24/25 for a total class size of: 55

Additional 5 students in 25/26 for a total class size of: 60

In 25/26 the class size will remain at 60

C-2.3 (a) - What is the projected enrolment for the first intake?

55

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

60

C-2.3 (c) - What is the anticipated date of maturity?

September 2025

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

Indigenous applicants are currently ranked as a separate category in the program. The number of seats allocated will increase as a percentage of the total. Other equity-deserving applicants are ranked alongside all other applicants to the program. With the expansion we will review this and set targets similar to that of the entire Rady Faculty of Health Sciences and look to further expand upon that in the upcoming years.

SECTION D – MODIFICATION INFORMATION

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

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program. The MPT expansion directly aligns with the strategic plan of the University of Manitoba. Educating additional health care professional students will provide more support and access to health care for Manitobans across the province. The MPT expansion will assist in keeping highly skilled Manitobans in Manitoba—including rural and remote areas—supporting our community, and will grow healthcare capacity in line with our University’s strategic commitment of healthcare as a human right.

An expanded MPT intake will provide incentives for students in existing undergraduate programs to remain in Manitoba or return to pursue this professional training. Moreover, ongoing EDI, anti-racism, and health equity strategies within the Rady Faculty of Health Sciences are working to develop more equitable, accessible, inclusive and safe learning and teaching spaces for Indigenous, Black, and racialized learners, learners with disabilities, 2SLGBTQIA+, and other marginalized peoples.

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

UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost’s Office prior to submission to government.

UNIVERSITY OF MANITOBA:

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	<u>10 January 2023</u>	Details: Rady College Council
Final Decision: Y ☒ N ☐	_____	

D-3 Responsibility to consult

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

We will require approval from the respective accrediting bodies to increase class size. Given the small size of the expansion and the phase-in period we do not anticipate any issues. We will submit the appropriate documentation shortly.

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

We have consulted with the following groups and there is support for moving the expansion forward:

Rady College Deans

College of Rehabilitation Sciences Council and Departmental Councils (which include representatives from the clinical field)

Regulatory Bodies

Clinical sites

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

Students have been informed through our meetings with the Class Presidents and College/Departmental Councils.

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

N/A

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

N/A

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

There are MOT programs offered across Canada, however most of the programs are located in eastern Canada with one in Alberta and one in BC. The MOT program is the only one offered in Manitoba, and attracts applications from Saskatchewan and Northwestern Ontario.

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

N/A

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

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

The need for increased class sizes to meet labour market demands for OT is being driven by five factors:

1. Renewal considerations
2. Geographical issues
3. Primary health care model
4. Hub & spoke system
5. Scope of practice

Renewal considerations Current available data for these professions show that:

Item	Description (based on CIHI)
Vacancy rates	In April 2022 the vacancy rate was 32%
Out-of-province recruitment	In 2019, approximately 8% of the workforce in OT (55) were graduates from outside the province
Pending renewal rate due to age	At this time, there is no data available for OT, however other rehabilitation science disciplines reflect approx. 58% of the workforce is above 40 years of age.

This points to a workforce renewal issue that will be evolving over the next decade, one that the current student population in the program will not cover. Given the issues in health care systems across the country and the health and disease demographics in Canada, the ability to attract out-of-province graduates to meet this challenge will become more difficult.

Unmet geographical needs

Furthermore, there is an issue in geographical distribution where positions in rural areas remain vacant or serviced by itinerant services. Vacancy rates for OTs in rural health authorities range from 25% to 61%. Without program growth, the filling of these positions will continue to place a strain on the current available workforce. Targeted recruiting from rural and northern Manitoban communities may encourage trained professionals to return to practice in their home communities.

Primary Health Care

The health transformation model proposes a primary health care team model and the creation of regional hubs throughout the province which demands that OTs be represented in these interprofessional work groups and hubs. This will place a further strain on the current workforce. Manitoba has a unique need for primary health care that includes this profession. In 2017/2018, 29.4 per cent of Manitobans aged 20 and older had hypertension. There were approximately three heart attacks and two strokes for every 1,000 Manitoban over 40. In 2017/2018, 55% of Manitobans aged 40 and older had one or more chronic diseases. These data alone point to the need for this profession

to be accessible and available to all Manitobans as OTs are germane to any effective follow-up to prevent further disability and disease.

Regional hub & spoke system

The reconfiguration of the health system in Manitoba includes developing regional hubs for services and changing the level of care needed when people require services. This will require therapists in different regions in the province and therapists working in different environments.

Scope of practice

The regional changes in the health care system and the primary health care modelling will require therapists to work at a full scope of practice in health agencies, community settings and other publicly funded organizations. The current shortage of therapists does not promote working to a full scope of practice.

Summary

In summary, the renewal rate, the unmet geographical distribution need, the primary health care team model, the development of regional hubs and the need to work at full scope of practice will continue to place a strain on the current available workforce. The ability to recruit from outside the province will be curbed as other jurisdictions struggle with their own workforce issues. The modest increase in seats in this proposal helps to meet the system challenges as they evolve over the next 5-7 years and accommodates the possibility of developing service extender programs to further the reach of these rehabilitation professions.

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

N/A

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

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

We are not proposing tuition increases for the program.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

There is a capital request of \$337,000 to accommodate this program expansion . This will be used to purchase additional equipment for teaching and to make modifications in existing classroom spaces for the additional students.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

\$1,331,138

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

E-4 What are the resource implications to the institution in delivering the significantly modified program of study?

(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The program expansion will have implications for the number of faculty required for teaching, support staff, travel and accommodations for student placements, equipment and student supports. The majority of the increased costs are salary expenses to deliver the program.

E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of

stud:.*(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)*

UM Internal Note: Identify how the proposed changes will impact on the *quality of instruction* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

There will be the need for a senior academic position in the College of Rehab Sciences (Associate Dean Academic).

There is a total of 4.5 FTE additional teaching faculty required for the program expansion:

- 2 tenure track Assistant Professors
- 1 Instructor, 1 Instructor (Fieldwork), 0.5 Sessional Instructor

There is an additional 2.25 FTE support staff required. There are limited placement sites in Winnipeg. Placing students outside of Winnipeg requires more coordination and staff time. There is also coordination and set up of classroom spaces that require admin support.

- Office Assistant 5 (Fieldwork support)
- Lab Steward 2 – Class Tech
- Office Assistant 5 (Program and ADR support)
- AA1 Admissions support

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

There are existing space deficits at the Bannatyne campus, and our classes are occurring in spaces in the existing building and beyond, including the library and meeting spaces. We require additional classroom space to deliver our small group teaching. Proposed program expansions across the Rady Faculty teaching units will require coordinated expansion of future shared spaces.

We are also in need of large classroom spaces to accommodate 60 people. This will mean re-imagining large classroom space allocations and scheduling options across the Bannatyne campuses.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

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

☐

Cover letter

☐

Program of Study Financial Form

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca



**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:	Master of Occupational Therapy (MOT)
Contact Information:	Nathan Dueck
Date:	1/11/2023

	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		\$ -	\$ -	\$ 36,737	\$ 36,737	\$ 75,495	\$ 38,758	\$ 77,571	\$ 2,076	\$ 77,571
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ -	\$ -	\$ 36,737	\$ 36,737	\$ 75,495	\$ 38,758	\$ 77,571	\$ 2,076	\$ 77,571

MEDT Form

Institution:	University of Manitoba
Program Name:	Master of Occupational Therapy (MOT)
Contact Information:	Nathan Dueck
Date:	1/11/2023

	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		\$ 604,643	\$ 604,643	\$ 634,875	\$ 30,232	\$ 666,618	\$ 31,744	\$ 699,949	\$ 33,331	\$ 699,949
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ 182,314	\$ 182,314	\$ 191,430	\$ 9,116	\$ 201,001	\$ 9,571	\$ 211,051	\$ 10,050	\$ 211,051
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 117,196	\$ 117,196	\$ 309,230	\$ 192,035	\$ 139,617	\$ (169,613)	\$ 145,773	\$ 6,156	\$ 145,773
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 289,329	\$ 289,329	\$ 369,892	\$ 80,563	\$ 335,716	\$ (34,176)	\$ 351,936	\$ 16,220	\$ 351,936
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 1,193,481	\$ 1,193,481	\$ 1,505,427	\$ 311,946	\$ 1,342,953	\$ (162,474)	\$ 1,408,710	\$ 65,757	\$ 1,408,710

MEDT Form

Institution:	University of Manitoba									
Program Name:	Master of Occupational Therapy (MOT)									
Contact Information:	Nathan Dueck									
Date:	1/11/2023									
	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		\$ 87,000	\$ 87,000	\$ -	\$ (87,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ 250,000	\$ 250,000	\$ -	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ 337,000	\$ 337,000	\$ -	\$ (337,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ (1,530,481)	\$ (1,530,481)	\$ (1,468,689)	\$ 61,791	\$ (1,267,457)	\$ 201,232	\$ (1,331,138)	\$ (63,681)	\$ (1,331,138)
Funding Request		\$ 1,530,481		\$ 1,468,689		\$ 1,267,457		\$ 1,331,138		

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

FACULTY / SCHOOL RFHS - Max Rady College of Medicine
PROGRAM Master of Occupational Therapy (MOT)

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	4.50	4.50	4.50	4.50	4.50
New Professional and Support Positions (FTE) (Appendix A)	2.25	2.25	2.25	2.25	2.25
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	6.75	6.75	6.75	6.75	6.75

2. PROGRAM COSTS					
Direct Program Costs					
New Academic Salaries (incl bpl) (Appendix A)	\$ 604,643	\$ 634,875	\$ 666,618	\$ 699,949	\$ 734,947
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	182,314	191,430	201,001	211,051	221,604
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	117,196	309,230	139,617	145,773	152,236
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	87,000	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	250,000	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 1,241,152	\$ 1,135,535	\$ 1,007,237	\$ 1,056,773	\$ 1,108,787

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Tuition Revenue	-	6,521	13,400	13,769	14,148
Administrative Overhead (includes Tax on Grant)	289,329	363,371	322,316	338,167	354,812
Subtotal Indirect Program Costs	\$ 289,329	\$ 369,892	\$ 335,716	\$ 351,936	\$ 368,959

Total Program Costs (Direct & Indirect)	\$ 1,530,481	\$ 1,505,427	\$ 1,342,953	\$ 1,408,710	\$ 1,477,746
---	---------------------	---------------------	---------------------	---------------------	---------------------

3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	-	5	10	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	-	36,737	75,495	77,571	79,705
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ -	\$ 36,737	\$ 75,495	\$ 77,571	\$ 79,705

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ -	\$ -	\$ -	\$ -	\$ -

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ 1,530,481	\$ 1,468,689	\$ 1,267,457	\$ 1,331,138	\$ 1,398,042
Internal Funds Requested through Strategic Allocation					66,904
Funds Requested of the Provincial Government	1,530,481	1,468,689	1,267,457	1,331,138	1,331,138
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -

See email below

Submitted by Faculty/School Budget Officer (signature)	Date
---	-------------

See email below

Reviewed by Graduate Studies Dean or Designate (signature) (For graduate program submissions only)	Date
--	-------------

See email below

Reviewed by University Budget Officer (signature)	Date
--	-------------

Average Salary Increase 5.0%
Average Benefits and Pay Levy 22%

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
NEW Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	2.00	220,000	2.00	231,000	2.00	242,550	2.00	254,678	2.00	267,411
Lecturer/Instructor/Sessionals	2.50	275,000	2.50	288,750	2.50	303,188	2.50	318,347	2.50	334,264
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	4.50	495,000	4.50	519,750	4.50	545,738	4.50	573,024	4.50	601,676
Benefits and Pay Levy		109,643		115,125		120,881		126,925		133,271
Total New Academic Salaries (including BPL)	4.50	\$ 604,643	4.50	\$ 634,875	4.50	\$ 666,618	4.50	\$ 699,949	4.50	\$ 734,947
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	2.25	144,254	2.25	151,467	2.25	159,040	2.25	166,992	2.25	175,342
CUPE TA's	-	5,000	-	5,250	-	5,513	-	5,788	-	6,078
Subtotal New Professional and Support Staff	2.25	149,254	2.25	156,717	2.25	164,553	2.25	172,780	2.25	181,419
Benefits and Pay Levy		33,060		34,713		36,448		38,271		40,184
Total New Professional and Support Staff (incl. BPL)	2.25	\$ 182,314	2.25	\$ 191,430	2.25	\$ 201,001	2.25	\$ 211,051	2.25	\$ 221,604
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ 786,957		\$ 826,304		\$ 867,620		\$ 911,001		\$ 956,551

App A - Salaries

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ -		\$ -		\$ -		\$ -
GRAND TOTAL		\$ 786,957		\$ 826,304		\$ 867,620		\$ 911,001		\$ 956,551

App B - Operating Exp.

Appendix B - Operating Expenses

5.00%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	Direct Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	
701BGT	Hospitality - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
704BGT	Start-ups	\$ -	\$ 150,000	\$ -	\$ -	\$ -	
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 15,000	\$ 35,750	\$ 27,538	\$ 28,914	\$ 30,360	includes computers & desks
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
710BGT	Other Expenses (Nonconsumable) Budget	\$ 82,196	\$ 103,230	\$ 91,567	\$ 96,070	\$ 100,799	RFHS OH
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
716BGT	Externally Contracted Serv - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
718BGT	Professional Fees - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
740BGT	Repairs and Maintenance - Budget	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
Subtotal Direct Operating		\$ 117,196	\$ 309,230	\$ 139,617	\$ 145,773	\$ 152,236	

RFHS OH 10%	10%	10%	10%	10%	10%
Total salaries	786,957	826,304	867,620	911,001	956,551
Total Operating Expenses	35,000	206,000	48,050	49,703	51,438
Total Capital		-	-	-	-
Total Bursaries					
RFHS total OH	82,196	103,230	91,567	96,070	100,799

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
Subtotal Operating		\$ -	\$ -	\$ -	\$ -	\$ -

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	1.00	\$ 87,000	\$ 87,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations	1.00	\$ 250,000	\$ 250,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (list)			-			-			-			-			-
...															
Subtotal Operating			\$ 337,000			\$ -			\$ -			\$ -			\$ -

MOT 10 seat expansion	
Scooter	\$7,000.00
hospital beds X 2	\$16,000.00
wheelchairs X 3	\$20,000.00
Splinting baths X 2	\$5,000.00
Fieldwork Database	\$20,000.00
Lockers X 20	\$12,000.00
goniometers	\$500.00
sliders	\$500.00
hoyer lift/slings	\$6,000.00
total	\$87,000.00

Appendix E - Tuition

Fee Increase

2.8%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate					
Graduate	-	5	10	10	10
Graduate (continuing only)	-	-	-	-	-
Credit Hours					
Undergraduate	-	-	-	-	-
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ 7,151	\$ 7,347	\$ 7,550	\$ 7,757	\$ 7,970
Undergraduate	-	-	-	-	-
Graduate	-	36,737	75,495	77,571	79,705
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
Total Tuition Fees	\$ -	\$ 36,737	\$ 75,495	\$ 77,571	\$ 79,705
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ -	\$ 36,737	\$ 75,495	\$ 77,571	\$ 79,705
--	------	-----------	-----------	-----------	-----------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)					
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	36,737	75,495	77,571	79,705
• Continuing Fee (enter amount)					
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ -	\$ 36,737	\$ 75,495	\$ 77,571	\$ 79,705



**University
of Manitoba**

Rady Faculty of
Health Sciences

College of Rehabilitation Sciences
Department of
R106 - 771 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 0T6
T: 204 789 3897
F: 204 789 3927
CORS.info@umanitoba.ca

MEMORANDUM

DATE: February 15, 2023

TO: Greg Smith, Vice-Provost (Integrated Planning & Academic Programs) and Jeff LeClerc, University Secretary

FROM: Reg Urbanowski, Dean at the College of Rehabilitation Sciences

SUBJECT: Master of Physical Therapy Program Expansion

The College of Rehabilitation Sciences is seeking approval to increase the seat capacity in the Masters of Occupational Therapy and Masters of Physical Therapy programs. The College of Rehabilitation Sciences is proposing a 10 seat increase in the Master of Physical Therapy which will be phased in over two years with an additional five students per year in 2024/2025 and an additional 5 students per year in 2025-2026. See Significant Modification to a Program of Study documents attached. The proposed increase in seat capacities was approved unanimously by the College of Rehabilitation Sciences on Monday, January 16, 2023. Please feel free to contact me with any questions or concerns.

Sincerely,

Reg Urbanowski,
Dean, College of Rehabilitation Sciences

SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Academic Planning and Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
 - b. Letters of Support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Program financial form.

2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
 - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
 - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures (). Internal approval rests with the President following consultation with Senate and the Board of Governors. Associated changes may also require Senate approval if there are modifications to admission and/or program requirements in support of the change.
 - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCCC Guidelines found at - <https://umanitoba.ca/governance/forms>. For graduate programs, please contact FGS for approval process.
 - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
 - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
 - f. **CHANGE TO CREDENTIAL** – requires approval by Senate.
 - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED** – please notify the Provost's Office of any significant changes to course or program delivery that will require additional resources.

3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.

Updated August 2022

SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: **College of Rehabilitation Sciences**

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

Program name: Master of Physical Therapy (MPT)

Credential awarded: MPT

Funding request: Total ongoing annual funding request of \$1,313,533

One-time funding request of \$89,150

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: September 2024

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

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

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

Overview of Significant Modification:

Interim modification: There is a global shortage of health care workers and we are in a global competition. There is a need to expand our Master of Physical Therapy (MPT) program to meet the growing demands placed on the health care system. MPT graduates play a key role in primary health care and in addressing the health needs of Manitobans. MPT is a two-year graduate level program that will graduate additional students in 26/27 if we are to receive funding and approval to proceed with the expansion in 24/25.

Overview of impact of modifications on number of graduates:

There are capital and infrastructure needs that are required to accommodate a class size increase and a phased in ramp up of students will allow us to increase our number of graduates while allowing time for the infrastructure needs to be addressed.

	2024/2025	2025/2026	Total Increase/Year	Current Annual Intake	Total class size with full increase
MPT	5	5	10	50	60

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

There is a global shortage of health care workers and the MPT class size increase will result in additional health care workers that will enter the Manitoba workforce by Fall 26/27. The graduates will provide support in primary health care, acute, community, long term care, and rehabilitative settings for people facing physical and mental health challenges throughout the lifespan. Physical therapists contribute to the post-operative surgical recovery process for patients and help manage surgical wait lists through pain management and joint protection, and therapeutic exercise.

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

The increased class size in MPT will allow more students access to the program. The most recent data indicates that Physical Therapy had 124 applications for 50 seats. PT has since changed its pre-requisite requirements and we anticipate even more applications because of this.

In the Rady Faculty of Health Sciences there are approximately 12% Indigenous and 28% 1st generation Canadian students in all programs. The PT program currently allocates 20% of their seats for Indigenous students (10/50). Considerations for other equity-deserving groups are being considered as part of the curriculum renewal process (which is outside of this proposal).

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

No

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

There are clinical components throughout the 2-year program for MPT.

C-2 Change to seat capacity

C-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

UM Internal Note: seat capacity as defined by your admission target. If you are not aware of the target, please contact Enrolment Services.

The current seat capacity is 50 per year in the MPT program. There is an annual intake in Fall and the program is 2 years. The proposed seat capacity will see an increase to 60 students admitted each year. The program duration is not changing. There are 2 years in the program and the new students would still be graduating in 2 years

C-2.2 - Provide rationale for this change. *(Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)*

UM Internal Note: please ensure to address the following in your response:

- Student demand for places – identify how the current admission levels and the proposed changes compare to the number of qualified applicants to the program.
- Demand for graduates – identify how the current admission levels and the proposed changes reflect market demand for graduates.
- Outline any economic, demographic and/or geographical shifts in the student population that may impact on, or be impacted by, the proposed change.
- Student success – comment on success of current students (progression, time-to-completion, etc.) and graduates of the program (where known).

Each year we have several hundred applications for the MPT program. We are the only MPT school in Manitoba. By expanding our programs and admitting Manitobans into the programs, we are keeping health care professionals in our province to help to address directly the pressing health care needs. Through this expansion we will be able to ensure better access to care for people across the province and provide services within the full scope of practice in each profession.

C-2.3 - Intake Information

The intake will increase as follows for MPT program:

Additional 5 students in 24/25 for a total class size of: 55

Additional 5 students in 25/26 for a total class size of: 60

In 25/26 the class size will remain at 60

C-2.3 (a) - What is the projected enrolment for the first intake?

55

C-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

60

C-2.3 (c) - What is the anticipated date of maturity?

2025

C-2.4 UM Requirement: Address the impact of the proposed change on access to post-secondary education of under-represented groups. Identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the program.

Indigenous applicants are currently ranked as a separate category in the program. The number of seats allocated will increase as a percentage of the total. Other equity-deserving applicants are ranked alongside all other applicants to the program. With the expansion we will review this and set targets similar to that of the entire Rady Faculty of Health Sciences and look to further expand upon that in the upcoming years.

SECTION D – MODIFICATION INFORMATION

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

UM Internal Note: Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

The MPT expansion directly aligns with the strategic plan of the University of Manitoba. Educating additional health care professional students will provide more support and access to health care for Manitobans across the province. The MPT expansion will assist in keeping highly skilled Manitobans in Manitoba—including rural and remote areas—supporting our community, and will grow healthcare capacity in line with our University’s strategic commitment of healthcare as a human right.

An expanded MPT intake will provide incentives for students in existing undergraduate programs to remain in Manitoba or return to pursue this professional training. Moreover, ongoing EDI, anti-racism, and health equity strategies within the Rady Faculty of Health Sciences are working to develop more equitable, accessible, inclusive and safe learning and teaching spaces for Indigenous, Black, and racialized learners, learners with disabilities, 2SLGBTQIA+, and other marginalized peoples.

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

UM INTERNAL REQUIREMENTS: final dates will be inserted by the Provost’s Office prior to submission to government.

UNIVERSITY OF MANITOBA:

Approval by President

Date

Consultation with Senate: _____

Consultation with Board of Governors: _____

Additional Consultation *(as needed)*: 10 January 2023

Details: Rady College Council

Final Decision: Y ☒ N ☐ _____

D-3 Responsibility to consult

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

We will require approval from the respective accrediting bodies to increase class size. Given the small size of the expansion and the phase-in period we do not anticipate any issues. We will submit the appropriate documentation shortly.

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the proposed program, to confirm availability of the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how use of the courses might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

We have consulted with the following groups and there is support for moving the expansion forward:

- Rady College Deans
- College of Rehabilitation Sciences Council and Departmental Councils (which include representatives from the clinical field)
- Regulatory body
- Clinical sites

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

Students have been informed through our meetings with the Class Presidents and College/Departmental Councils.

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

N/A

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

N/A

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

There are MPT programs offered across Canada. The MPT program is the only one offered in Manitoba.

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

N/A

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

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this

new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

The need for increased class sizes to meet labour market demands for PT is being driven by five factors:

1. Renewal considerations
2. Geographical issues
3. Primary health care model
4. Hub & spoke system
5. Scope of practice

Renewal considerations Current available data for these professions show that:

Item	Description (based on CIHI)
Vacancy rates	In April, 2022 the vacancy rate was 31%
Out-of-province recruitment	In 2019, approximately 7% of the workforce in PT (57) were graduates from outside the province
Pending renewal rate due to age	In 2019, approximately 58% of the PT workforce was above 40 years of age.

This points to a workforce renewal issue that will be evolving over the next decade, one that the current student population in each program will not cover. Given the issues in health care systems across the country and the health and disease demographics in Canada the ability to attract out-of-province graduates to meet this challenge will become more difficult.

Unmet geographical needs

Furthermore, there is an issue in geographical distribution where positions in rural areas remain vacant or serviced by itinerant services. Vacancy rates for PTs in rural health authorities range from 25% to 61%. Without program growth, the filling of these positions will continue to place strain on the current available workforce. Targeted recruiting from rural and northern Manitoban communities may encourage trained professionals to return to practice in their home communities.

Primary Health Care

The health transformation model proposes a primary health care team model and the creation of regional hubs throughout the province which demands that PT be represented in these interprofessional work groups and hubs. This will place a further strain on the current workforce. Manitoba has a unique need for primary health care that includes these professions. In 2017/2018, 29.4% of Manitobans aged 20 and older had hypertension. There were approximately three heart attacks and two strokes for every 1,000 Manitobans over 40. In 2017/2018, 55% of Manitobans aged 40 and older had one or more chronic diseases. These data alone point to the need for these professions to be accessible and available to all Manitobans as PTs are germane to any effective follow-up to prevent further disability and disease.

Regional hub & spoke system

The reconfiguration of the health system in Manitoba includes developing regional hubs for services and changing the level of care needed when people require services. This will require therapists in different regions in the province and therapists working in different environments.

Scope of practice

The regional changes in the health care system and the primary health care modelling will require therapists to work at a full scope of practice in health agencies, community settings and other publicly funded organizations. The current shortage of therapists does not promote working to a full scope of practice.

Summary

In summary, the renewal rate, the unmet geographical distribution need, the primary health care team model, the development of regional hubs and the need to work at full scope of practice will continue to place strain on the current available workforce. The ability to recruit from outside the province will be curbed as other jurisdictions struggle with their own workforce issues. The modest increase in seats in this proposal helps to meet the system challenges as they evolve over the next 5-7 years and accommodates the possibility of developing service extender programs to further the reach of these rehabilitation professions.

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

N/A

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

UM Internal Note: Comment on potential impact on student access to and affordability of education that may result from the change. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate.

We are not proposing tuition increases for the program.

SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

There is a capital request of \$89,150 to accommodate this program expansion . This will be used to purchase additional equipment for teaching and to make modifications in existing classroom spaces for the additional students.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

\$1,313,533.

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

UM Internal Note: Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

N/A

E-4 What are the resource implications to the institution in delivering the significantly modified program of study?

(Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provided context to the relevant sections of the financial form, as appropriate

The program expansion will have implications for the number of faculty required for teaching, support staff, travel and accommodations for student placements, equipment and student supports. The majority of the increased costs are salary expenses to deliver the program.

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of instruction* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. The response should include position types, number of FTE, and approximate cost per position for both new and existing staff to provide context to the financial form, as appropriate.

There will be the need for a senior academic position in the College of Rehab Sciences (Associate Dean Academic).

There is a total of 4.5 FTE additional teaching faculty required for the program expansion. Positions include:

- 3 FTE Faculty (1 professorial, 2 instructors)
- 1 Instructor clinical education/outreach
- 0.5 Sessional

There is an additional 2.25 FTE support staff required. There are limited placement sites in Winnipeg. Placing students outside of Winnipeg requires more coordination and staff time. There is also coordination and set up of classroom spaces that require admin support. Positions include:

- 0.5 OA Clinical Education Support
- 0.5 Lab Steward
- 1 OA5 Program Support and ADR
- 0.25 Admissions Support

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

UM Internal Note: Identify how the proposed changes will impact on the *quality of operations* at both the unit level and institutional level (including impact on other affected units), where applicable. Comment on how units delivering service teaching in the program will be impacted by the proposed change. Append letters of support from impacted units. Please ensure response references and provides context to the relevant sections for the financial form, as appropriate.

There are existing space deficits at the Bannatyne campus, and our classes are occurring in spaces in the existing building and beyond, including the library and meeting spaces. We require additional classroom space to deliver our small group teaching. Proposed program expansions across the Rady Faculty teaching units will require coordinated expansion of future shared spaces.

We are also in need of large classroom spaces to accommodate 60 people. This will mean re-imagining large classroom space allocations and scheduling options across the Bannatyne campuses.

SECTION F – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

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

☐

Cover letter

☐

Program of Study Financial Form

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca



**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:	Master of Physical Therapy (MPT)
Contact Information:	Nathan Dueck
Date:	1/11/2023

	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		\$ -	\$ -	\$ 56,553	\$ 56,553	\$ 116,216	\$ 59,663	\$ 119,412	\$ 3,196	\$ 119,412
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ -	\$ -	\$ 56,553	\$ 56,553	\$ 116,216	\$ 59,663	\$ 119,412	\$ 3,196	\$ 119,412

MEDT Form

Institution:	University of Manitoba
Program Name:	Master of Physical Therapy (MPT)
Contact Information:	Nathan Dueck
Date:	1/11/2023

	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		\$ 604,643	\$ 604,643	\$ 634,875	\$ 30,232	\$ 666,618	\$ 31,744	\$ 699,949	\$ 33,331	\$ 699,949
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ 182,314	\$ 182,314	\$ 191,430	\$ 9,116	\$ 201,001	\$ 9,571	\$ 211,051	\$ 10,050	\$ 211,051
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 128,196	\$ 128,196	\$ 238,280	\$ 110,085	\$ 151,744	\$ (86,536)	\$ 158,507	\$ 6,762	\$ 158,507
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ 292,849	\$ 292,849	\$ 350,705	\$ 57,857	\$ 346,825	\$ (3,880)	\$ 363,438	\$ 16,613	\$ 363,438
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 1,208,001	\$ 1,208,001	\$ 1,415,290	\$ 207,289	\$ 1,366,189	\$ (49,101)	\$ 1,432,945	\$ 66,756	\$ 1,432,945

MEDT Form

Institution:	University of Manitoba									
Program Name:	Master of Physical Therapy (MPT)									
Contact Information:	Nathan Dueck									
Date:	1/11/2023									
	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		\$ 89,150	\$ 89,150	\$ -	\$ (89,150)	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Capital (C)	\$ -	\$ 89,150	\$ 89,150	\$ -	\$ (89,150)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ (1,297,151)	\$ (1,297,151)	\$ (1,358,737)	\$ (61,586)	\$ (1,249,973)	\$ 108,764	\$ (1,313,533)	\$ (63,560)	\$ (1,313,533)
Funding Request		\$ 1,297,151		\$ 1,358,737		\$ 1,249,973		\$ 1,313,533		

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

FACULTY / SCHOOL RFHS

PROGRAM Master Physical Therapy

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	4.50	4.50	4.50	4.50	4.50
New Professional and Support Positions (FTE) (Appendix A)	2.25	2.25	2.25	2.25	2.25
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	6.75	6.75	6.75	6.75	6.75

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 604,643	\$ 634,875	\$ 666,618	\$ 699,949	\$ 734,947
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	182,314	191,430	201,001	211,051	221,604
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	128,196	238,280	151,744	158,507	165,607
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	89,150	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	-	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 1,004,302	\$ 1,064,585	\$ 1,019,364	\$ 1,069,507	\$ 1,122,158

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax Tuition Revenue	-	10,038	20,628	21,196	21,779
Administrative Overhead	292,849	340,667	326,196	342,242	359,090
Subtotal Indirect Program Costs	\$ 292,849	\$ 350,705	\$ 346,825	\$ 363,438	\$ 380,869

Total Program Costs (Direct & Indirect)	\$ 1,297,151	\$ 1,415,290	\$ 1,366,189	\$ 1,432,945	\$ 1,503,027
---	---------------------	---------------------	---------------------	---------------------	---------------------

3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	-	5	10	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	-	56,553	116,216	119,412	122,696
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	-	-	-	-	-
Other revenue	-	-	-	-	-
Total Program Revenue	\$ -	\$ 56,553	\$ 116,216	\$ 119,412	\$ 122,696

5. EXISTING RESOURCES					
From Operations:					
Academic Salaries (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ -	\$ -	\$ -	\$ -	\$ -

SPPC Form

6. Program shortfall (surplus) (Program Costs -Program Revenue - Existing Resources)	\$ 1,297,151	\$ 1,358,737	\$ 1,249,973	\$ 1,313,533	\$ 1,380,331
Reallocation of Internal Funds					66,798
Funds Requested of the Provincial Government	1,297,151	1,358,737	1,249,973	1,313,533	1,313,533
Balance (should be zero)	\$ -	\$ -	\$ -	\$ -	\$ -

See email below

Submitted by Faculty/School Budget Officer (signature)

Date

See email below

Reviewed by Graduate Studies Dean or Designate (signature)

(For graduate program submissions only)

Date

See email below

Reviewed by University Budget Officer (signature)

Date

Average Salary Increase 5.0%
Average Benefits and Pay Levy 22%

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
NEW Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor			-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	1.00	110,000	1.00	115,500	1.00	121,275	1.00	127,339	1.00	133,706
Lecturer/Instructor/Sessionals	3.50	385,000	3.50	404,250	3.50	424,463	3.50	445,686	3.50	467,970
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	4.50	495,000	4.50	519,750	4.50	545,738	4.50	573,024	4.50	601,676
Benefits and Pay Levy		109,643		115,125		120,881		126,925		133,271
Total New Academic Salaries (including BPL)	4.50	\$ 604,643	4.50	\$ 634,875	4.50	\$ 666,618	4.50	\$ 699,949	4.50	\$ 734,947
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	2.25	144,254	2.25	151,467	2.25	159,040	2.25	166,992	2.25	175,342
CUPE TA's	-	5,000	-	5,250	-	5,513	-	5,788	-	6,078
Subtotal New Professional and Support Staff	2.25	149,254	2.25	156,717	2.25	164,553	2.25	172,780	2.25	181,419
Benefits and Pay Levy		33,060		34,713		36,448		38,271		40,184
Total New Professional and Support Staff (incl. BPL)	2.25	\$ 182,314	2.25	\$ 191,430	2.25	\$ 201,001	2.25	\$ 211,051	2.25	\$ 221,604
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	\$ -	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total New Staff		\$ 786,957		\$ 826,304		\$ 867,620		\$ 911,001		\$ 956,551

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
Academic	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	-	-	-	-	-	-	-	-	-	-
Lecturer/Instructor/Sessionals	-	-	-	-	-	-	-	-	-	-
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy	-	-	-	-	-	-	-	-	-	-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total Existing Staff		\$ -		\$ -		\$ -		\$ -		\$ -
GRAND TOTAL		\$ 786,957		\$ 826,304		\$ 867,620		\$ 911,001		\$ 956,551

App B - Operating Exp.

Appendix B - Operating Expenses

5.00%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	Direct Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	
701BGT	Hospitality - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
704BGT	Start-ups	\$ -	\$ 75,000	\$ -	\$ -	\$ -	
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 25,000	\$ 46,250	\$ 38,563	\$ 40,491	\$ 42,515	includes computers & desks
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
710BGT	Other Expenses (Nonconsumable) Budget	\$ 83,196	\$ 96,780	\$ 92,669	\$ 97,228	\$ 102,014	
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
716BGT	Externally Contracted Serv - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
718BGT	Professional Fees - Budget	\$ -	\$ -	\$ -	\$ -	\$ -	
740BGT	Repairs and Maintenance - Budget	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
Subtotal Direct Operating		\$ 128,196	\$ 238,280	\$ 151,744	\$ 158,507	\$ 165,607	

RFHS OH 10%	10%	10%	10%	10%	10%
Total salaries	786,957	826,304	867,620	911,001	956,551
Total Operating Expenses	45,000	141,500	59,075	61,279	63,593
Total Capital		-	-	-	-
Total Bursaries					
RFHS total OH	83,196	96,780	92,669	97,228	102,014

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
Subtotal Operating		\$ -	\$ -	\$ -	\$ -	\$ -

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	1.00	\$ 89,150	\$ 89,150	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations			\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (list)			-			-			-			-			-
...															
Subtotal Operating		\$ 89,150			\$ -			\$ -			\$ -			\$ -	

MPT 10 seat expansion	
Single hi-lo plinths x5	\$ 20,000.00
Ultrasound & cart	\$ 3,000.00
TENS x2	\$ 200.00
Muscle stim x2	\$ 200.00
Interferential therapy & cart	\$ 3,425.00
Traction bed	\$ 10,000.00
Hotpack covers (cervical & lumbar)	\$ 800.00
Hydrocollator (8 pack)	\$ 1,625.00
Crutches x5	\$ 250.00
Walkers x5	\$ 600.00
Canes x 10 (quad & single)	\$ 800.00
Transfer belts x10	\$ 250.00
General exercise equipment	\$ 3,000.00
Treadmill	\$ 13,000.00
Clinical Education Database	\$ 20,000.00
Lockers X 20	\$ 12,000.00
Total	\$ 89,150.00

Appendix E - Tuition

Fee Increase

2.8%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate					
Graduate	-	5	10	10	10
Graduate (continuing only)	-	-	-	-	-
Credit Hours					
Undergraduate	-	-	-	-	-
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ 11,008	\$ 11,311	\$ 11,622	\$ 11,941	\$ 12,270
Undergraduate	-	-	-	-	-
Graduate	-	56,553	116,216	119,412	122,696
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
Total Tuition Fees	\$ -	\$ 56,553	\$ 116,216	\$ 119,412	\$ 122,696
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ -	\$ 56,553	\$ 116,216	\$ 119,412	\$ 122,696
--	------	-----------	------------	------------	------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)					
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	56,553	116,216	119,412	122,696
• Continuing Fee (enter amount)					
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)					
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ -	\$ 56,553	\$ 116,216	\$ 119,412	\$ 122,696

From: [Kelley Main](#)
To: [Dallas Hull](#)
Cc: [Greg Smith](#)
Subject: RE: Health Program Expansion - Pull Program Proposal Financial Forms
Date: Friday, February 17, 2023 4:00:39 PM

Hi Greg,

I have reviewed the following financial submission forms and approve their submission.

MEDT-Full Program Proposal Financial Form-MOT Jan 2023-Feb 15-23-SV

MEDT-Full Program Proposal Financial Form-MPAS Feb 2023

MEDT-Full Program Proposal Financial Form-MPT Jan 2023-Feb-14-23-SV

MEDT-Full Program Proposal Financial Form Feb 2023 ND

Kelley

Kelley J. Main, PhD.

Dean (Acting), Faculty of Graduate Studies

deanfgs@umanitoba.ca

Professor of Marketing, Asper School of Business

500 University Centre

University of Manitoba, Winnipeg, MB

CANADA, R3T 2N2

T 204-474-7986

Confidential Assistant: Janine Drennan Alsip

Janine.Drennan@umanitoba.ca

T 204.474.8086 • F 204.474.7553

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.

This email and/or any documents in this transmission is intended for the addressee(s) only and may contain legally privileged or confidential information. Any unauthorized use, disclosure, distribution, copying or dissemination is strictly prohibited. If you receive this transmission in error, please notify the sender immediately and return the original.

Ce courriel et tout document dans cette transmission est destiné à la personne ou aux personnes à qui il est adressé. Il peut contenir des informations privilégiées ou confidentielles. Toute utilisation, divulgation, distribution, copie, ou diffusion non autorisée est strictement défendue. Si vous n'êtes pas le destinataire de ce message, veuillez en informer l'expéditeur immédiatement et lui remettre l'original.

From: [Shelley Hopkins](#)
To: [Dallas Hull](#)
Cc: [Greg Smith](#)
Subject: RE: Health Program Expansion - Full Program Proposal Financial Forms
Date: Friday, February 17, 2023 2:26:33 PM
Attachments: [image001.png](#)

Hi Dallas,

I have reviewed the following current files and approve the financial submissions.

MEDT-Full Program Proposal Financial Form-MOT Jan 2023-Feb 15-23-SV FPO edits
MEDT-Full Program Proposal Financial Form-MPAS Feb 2023_FPO edit Feb 15
MEDT-Full Program Proposal Financial Form-MPT Jan 2023-Feb-14-23-SV_FPO review
MEDT-Full Program Proposal Financial Form-UGME Feb 2023_FPO edits
MEDT-Full Program Proposal Financial Form Feb 2023 ND_FPO Feb 15

Thanks

Shelley Hopkins, CPA, CMA

Executive Director, Financial Planning and Budgeting
University of Manitoba, 105, Administration Building, Winnipeg MB, R3T 2N2
Phone: 204-474-7309 Cell: 204-914-1721
Shelley.Hopkins@umanitoba.ca



From: [Nathan Dueck](#)
To: [Dallas Hull](#)
Cc: [Greg Smith](#); [Tomi Oloke](#)
Subject: RE: Health Program Expansion - Full Program Proposal Financial Forms
Date: Tuesday, February 21, 2023 11:13:39 AM

Hi Dallas,

Apologies again. We are OK to proceed based on the excel documents reviewed in sharepoint link provided.

Regards,

Nathan

From: Dallas Hull
Sent: Friday, February 17, 2023 12:15 PM
To: Nathan Dueck <Nathan.Dueck@umanitoba.ca>
Cc: Greg Smith <Greg.Smith@umanitoba.ca>
Subject: Health Program Expansion - Full Program Proposal Financial Forms

Hello Nathan,

I hope this email finds you well. I have given you shared access to the Microsoft Team folder title Health Final Versions – Please review the MEDT-Full Program Proposal Financial Forms in Excel workbooks for the following programs and confirm your approval of the SPPC Form sheets:

MEDT- Full Program Proposal Financial Form - MOT Jan 2023- Feb 15-23 – SV
MEDT- Full Program Proposal Financial Form - MPAS Feb 2023
MEDT- Full Program Proposal Financial Form - MPT Jan 2023-Feb 14-23-SV
MEDT- Full Program Proposal Financial Form - NP 20 seat Feb 2023
MEDT- Full Program Proposal Financial Form - UGME Feb 2023

The confirmation provided will be included in the program proposal packages in lieu of signatures.

Regards,

Dallas

Dallas Hull
Assistant to the Vice-Provost (Academic Planning and Programs) and Academic Review Coordinator
Office of the Provost and Vice-President (Academic)
208 Administration Building
66 Chancellors Circle
Winnipeg, Manitoba R3T 2N2
PH: 204.474.6664 FAX: 204.275.1160



**University
of Manitoba**

Faculty of Graduate Studies
500 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: (204) 474-9887
Fax: (204) 474-7553

To: Peter Nickerson, Vice -Provost (Health Sciences)

From: Kelley Main, Acting Dean, Faculty of Graduate Studies

Re: Graduate Program Expansions in the Rady Faculty of Health Sciences

I am pleased to write a letter of support for the program expansion of four graduate programs in the Rady Faculty of Health Sciences.

The **Master of Physician Assistant Studies (MPAS)** program will have an increased intake of 15 students for the 2024-2025 academic year.

The **Master of Nursing, Nurse Practitioner** stream will have an increased intake of 20 students for the 2024-2025 academic year.

The **Master of Occupational Therapy** will expand with 5 seats in the 2024-2025 academic year and an additional 5 in the 2025-2026 academic year for a total of 10 seats.

The **Master of Physical Therapy** will expand with 5 seats in the 2024-2025 academic year and an additional 5 in the 2025-2026 academic year for a total of 10 seats.

These graduate programs will allow the UM to increase the number of graduates that are serving Manitobans with their health care needs. The Faculty of Graduate Studies can support these expanded program sizes.

If you require any additional information from me, please do not hesitate to let me know.

Sincerely,

Kelley Main



**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: Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Max Rady College of Medicine

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

DATE: February 16, 2023

SUBJECT: Letter of support for health programs expansion

I am in full support of the Rady Faculty of Health Sciences' proposed admission target increases for the following programs:

- Undergraduate Medical Education (UGME)
- Master of Physician Assistant Studies (MPAS)
- Masters of Nurse Practitioner (NP)
- Master of Occupational Therapy (MOT)
- Master of Physical Therapy (MPT)

From an undergraduate admissions perspective I can confirm that we are able to manage the increase in seats and will using existing processes to administer the admissions process.

Since these are existing programs, I can also confirm that the Registrar's Office will not have to make any modifications to our systems to accommodate the changes. From a classroom space perspective, the faculty is planning for a new building to accommodate the additional demands on space. In the short-term, interim measures have been developed to address any bottlenecks should they arise until a new building has been constructed.

Cc: Laurie Schnarr, Vice-Provost (Students)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Raman Dhaliwal, Associate Vice-President (Administration) and Executive Director, Rady Faculty of Health Sciences
Kelley Main Dean (Acting), Faculty of Graduate Studies
Netha Dyck, Dean, College of Nursing
Reg Urbanowski, Dean, College of Rehabilitation Sciences

University of Manitoba Libraries

Statement for Program Modification



Faculty	Rady Faculty of Health Sciences
College	Max Rady College of Medicine (UGME, MPAS), College of Nursing (NP), College of Rehabilitation Sciences (MOT, MPT)

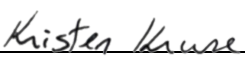
The Libraries can support these expanded programs with additional resources described below.

Many of the Libraries' electronic resources, including ebooks and ejournals, allow unlimited access and will therefore be able to accommodate increased enrollment. However, the Libraries' print collections and certain other electronic resources can only be made available to a small number of users at a time and may strain the Libraries' ability to provide these resources to larger numbers of students. It is therefore recommended that faculty consult with the librarians at the Neil John Maclean Health Sciences Library to determine the access available to resources before assigning them to a class.

It is expected that the proposed change of adding 85 new seats across five programs (MPAS - 15, NP - 20, MOT - 10, MPT - 10, UGME - 30) will affect the Libraries' ability to continue to provide services and support such as research and teaching support, reference assistance, and document delivery. The increase in support that is required to meet the needs of the proposed increase will exceed the capacity of the current librarian complement and the Libraries will require additional budget funds to ensure that the programs are fully supported by a librarian. The annual cost of a librarian is currently \$115,318 (Assistant rank) and \$132,021 (Associate rank). Furthermore, it is recommended that faculty keep the librarians at the Neil John Maclean Health Sciences Library informed of any new areas of research and any assignments that would require library resources so that the librarian(s) can determine if adequate resources exist or can acquire new resources, create new subject guides, and add any other supports in advance.

It is not expected that this change will affect the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

Sherri Vokey
Associate University Librarian, Academic
Engagement



Kristen Kruse
Coordinator, Collections Management



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

February 15, 2023

Date

Comments of the Senate Planning and Priorities Committee RE: Requests for Admission Target Increases, Healthcare Programs, Rady Faculty of Health Sciences

The President referred requests from the Rady Faculty of Health Sciences, to increase the admission targets for several healthcare programs, to the Senate Planning and Priorities Committee for additional advice on any resource implications. The Faculty is requesting to increase admission targets for the Undergraduate Medical Education (UGME) Program and several graduate healthcare programs. The Faculty is asking for the enrolment increases to take effect for the 2023 Fall Term, for the UGME Program, and for the 2024 Fall Term for other programs. The proposals involve requests for admission target increases for the:

- Doctor of Medicine (Undergraduate Medical Education Program), from 110 to 140 seats, with the addition of fifteen (15) spaces in each of the next two academic years;
 - Master of Physician Assistant Studies, from fifteen (15) to thirty (30) seats;
 - Master of Nursing, Nurse Practitioner Stream, from twenty-five (25) to forty-five (45) seats;
 - Master of Occupational Therapy, from fifty (50) to sixty (60) spaces;
 - Master of Physical Therapy, from fifty (50) to sixty (60) spaces.
- 1) The SPPC strongly supports the requests noting the requests are timely in the context of: a critical shortage of healthcare workers in the province and globally due, in part, to large numbers of resignations and retirements during the COVID-19 pandemic; public demand for the province to take steps to address the shortages and make improvements to the healthcare system; the government's announcement in November 2022 of its health human resource action plan to retain, train, and recruit healthcare professionals; and a recent agreement in principle (February 2023) between the federal government and the province for new federal healthcare funding.
 - 2) Since the requested enrolment expansions would be costly, the Committee said it would be important for the President and the University to understand potential financial implications for other Faculties and Schools if one or more of the requested enrolment increases were approved but the province did not also address the ongoing underfunding of the institution through increases to the provincial grant. This would be particularly important if the province were to approve a thirty (30) seat expansion for the UGME Program. Under the University's budget model, the Rady Faculty receives a substantial subvention from the university fund. Notwithstanding the incremental funding the University would receive if the requests were approved, the Committee commented on the possibility that the Faculty might require a larger subvention in future, to continue delivering the programs with larger enrolments, if, in the years following the enrolment increases, the University's provincial grant did not increase substantially. The Committee felt it would be important to understand whether this could potentially occur and whether it would have adverse implications for other units that are already experiencing difficulties addressing other needs of the province.
 - 3) The Committee noted that, if the requests were approved with funding to hire the number of additional tenure-track (n = 7 FTE) and Geographic Full-time (GFT; n = 28 FTE) faculty proposed across the various proposals, the Rady Faculty's share of provincial grant revenue allocated to units based on sponsored research expenses could potentially increase, perhaps significantly and perhaps at the expense of other Faculties and Schools. Researchers in health sciences disciplines have access to larger grants awarded through the Canadian Institutes of Health Research (CIHR) than researchers in disciplines that receive research grants through the Natural Sciences and Engineering Research Council

(NSERC) and the Social Sciences and Humanities Research Council (SSHRC). Most faculty with GFT appointments are healthcare practitioners hired to teach in the UGME Program, and most do not carry out research programmes at an intensity that would make it likely they would hold a substantial CIHR or other grant. To fully understand the potential implications, it would be necessary to know whether any, and what proportion, of GFT faculty typically have a research program, to estimate what proportion of the new 28 FTE GFT appointments might hold CIHR funding.

- 4) The Committee observed that, in each request, there could be some elaboration in section D-1 of the measures that would be taken to address equity, diversity, and inclusion, including to recruit and better support increased enrolment of Indigenous students, persons of colour, and persons with disabilities, in each of the programs.
- 5) Recognizing that some of the proposals do include requests for funding for student support, including in the form of bursaries or financial aid, to increase accessibility for Indigenous, Black, and racialized students, and students from diverse socioeconomic backgrounds, the Committee identified the absence of any discussion of how the Colleges would engage Indigenous communities, in particular, to develop strategies and programs that would prepare a pipeline of students for entrance to healthcare programs at the University. If the requested increases to admission targets were to be approved, it would be important for the Faculty and/or the Colleges to also identify a source of funds to support these sorts of activities, that would build on ongoing efforts of the Faculty and Ongomiizwin toward this priority.
- 6) Regarding plans for a new building at the Bannatyne Campus to accommodate the program expansions and a daycare facility, the Committee observed that it will be important to consider, including when a decision is made about the building siting, factors associated with a larger number of people commuting to and from the campus, including spaces for parking, expanded transit services, and active transportation requirements, such as additional lockers for bicycles.

Respectfully submitted,

Professor Derek Oliver, Chair
Senate Planning and Priorities Committee



**University
of Manitoba** | Office of the President

Office of the President
Room 202 Administration Bldg.
University of Manitoba
Winnipeg, MB
Canada R3T 2N2
T: 204-474-9345
F: 204-261-1318
president@umanitoba.ca

DATE: March 14, 2023

TO: Jeff Leclerc, University Secretary

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

RE: Temporary Increase to Admission Targets, Fine Arts and Jazz Studies Program

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) for a one-time increase to the admission targets of the Bachelor of Fine Arts and Bachelor of Jazz Studies programs for the 2023-2024 admissions cycle.

Under the Admission Targets Policy and Procedure, the President may approve changes to admission targets following consultation with the Dean/Director, Senate, and the Board of Governors.

Accordingly, please place this item on the agenda for the March 22, 2023, Senate Executive meeting and the April 5, 2023, Senate Meeting.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-President (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Edward Jurkowski, Dean, Desautels Faculty of Music and Director, School of Art
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

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

Date: March 13, 2023

To: Dr. Michael Benarroch, President and Vice-Chancellor

From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

Re: Request for Temporary Increase to Admission Targets, Fine Arts and Jazz Studies Programs

Under the Admission Targets Policy and at the request of Dr. Edward Jurkowski, Dean, Desautels Faculty of Music and Director, School of Art, please find attached proposals for a one-time increase to the admission targets of the Bachelor of Fine Arts and Bachelor of Jazz Studies programs, respectively, for the 2023-24 academic year.

The **Bachelor of Fine Arts** degree program currently has an admission target of 100 seats; the School is seeking a one-time increase of an additional 20 seats. New registrations to the program in the past two years were limited by the COVID pandemic; but applications to the program have increased by 50% this year due to recruitment initiatives. Hence, the admission target increase is being requested to improve the overall program enrolment.

The **Bachelor of Jazz Studies** degree program currently has an admission target of 15 seats; the Faculty is seeking a temporary increase of an additional 5 seats. The program experienced a reduction in new registrations in the past two years due to the COVID pandemic but has seen a significant increase in applications this year due to marked recruitment efforts and improvements in the global pandemic situation. Hence, the admission target increase is being requested to improve the overall enrolment for this program and maintain ensemble memberships.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors.

Please provide your advice concerning this matter to the Office of University Secretary by Wednesday, March 15, 2023, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Edward Jurkowski, Dean, Desautels Faculty of Music and Director, School of Art
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



School of Art

313 ARTlab
Winnipeg, Manitoba
Canada R3T 2N2
Ph. (204) 474-9367
Fax (204) 474-7605

DATE: March 13, 2023
TO: Dr. Greg Smith, Vice Provost (Academic Planning and Programs)
FROM: Dr. Edward Jurkowski, Dean, Desautels Faculty of Music

RE: Temporary Increase to the admission target for the 2023 intake of the Bachelor of Fine Arts Program

The School of Art (SOA) is requesting a temporary increase under the Admissions Target Policy to its admission quota for the Bachelor of Fine Arts degree, from 100 to 120 students for the 2023-2024 admissions cycle.

It is well documented that the COVID pandemic has been extremely challenging for arts programs in general and specific to this proposal, fine arts. For instance, a traditional pathway for our entering fine arts students is high school art programs. Unfortunately, the reduction in high school art programs the past two years due to COVID has challenged the application numbers to the SOA. For instance, only 83 students registered in year one in the fall of 2022; to compare, 94 students registered in the fall of 2021.

Due to significant recruitment efforts this past year, the application number for the Bachelor of Fine Arts has risen dramatically—we have witnessed a 50% increase in applications this year—a hopeful sign that the negative effects of COVID may be dwindling. As such, the SOA respectfully requests that our admission target for 2023 be increased from 100 to 120 students to help improve the overall enrolment figure for this degree program.

I can confirm this modest increase will have a minimal resource implications for the SOA apart from the hiring of a couple of sessional instructors to accommodate additional sections of a few required studio courses. There would be minimal impact outside the School because the number of courses Bachelor of Fine Arts students are required to complete outside the School is very small.

Thank you for your consideration of this request.

A handwritten signature in black ink that reads "Edward Jurkowski". The signature is written in a cursive, flowing style.

Edward Jurkowski, PhD
Director, School of Art
Dean, Desautels Faculty of Music



**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: Edward Jurkowski, Director, School of Art

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

DATE: March 13, 2023

SUBJECT: Letter of support for admission target temporary increase

I am in full support of the request from the School of Art to increase the admission target for the Bachelor of Fine Arts degree program from 100 students to 120 students for the fall 2023 intake. This request is for a one-time increase and applies only to the fall 2023 intake.

The additional work associated with admitting additional students is minimal and can be accommodated by the Admissions Office with no impact on resources.

Cc: Laurie Schnarr, Vice-Provost (Students)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Erin Stone, Deputy Registrar and Director, Admissions
Cassandra Davidson, Academic Programs Specialist

DATE: March 13, 2023
TO: Dr. Greg Smith, Vice Provost (Academic Planning and Programs)
FROM: Dr. Edward Jurkowski, Dean, Desautels Faculty of Music

RE: Temporary Increase to the admission target for the 2023 intake of the Bachelor of Jazz Studies Program

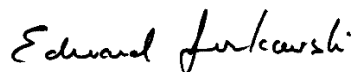
The Desautels Faculty of Music (DFOM) is requesting a temporary increase under the Admissions Target Policy to its admission quota for the Bachelor of Jazz Studies degree, from 15 to 20 students for the 2023-2024 admissions cycle.

It is well documented that the COVID pandemic has been extremely challenging for arts programs in general and specific to this proposal, music. For instance, a traditional pathway for a segment of our entering music students is high school music programs. Unfortunately, one outcome from the significant reduction in high school band programs during the past two years due to COVID has been the marked decrease in the application numbers in music. For instance, only 7 students registered in year one of the direct entry Bachelor of Jazz Studies program in the fall of 2022; 12 registered in the fall of 2021.

Due to substantial recruitment efforts this past year by the DFOM in partnership with the UM Recruitment Office, the application number for the Bachelor of Jazz Studies has risen dramatically this year—a hopeful sign that the negative effects of COVID may be dwindling. As such, the DFOM respectfully requests that our admission target for 2023 be increased slightly from 15 to 20 students to help improve the overall enrolment figure for this degree program. One notable benefit to having these additional five students will be to assist populating some of the ensembles whose membership will be challenged next year due to the missing students from the current year's weak intake.

I can confirm this modest increase will not have any resources implications for the DFOM apart from the possible hiring of one hourly applied music instructor. There would be minimal impact outside the Faculty because the number of courses Bachelor of Jazz Studies students are required to complete outside the Faculty is very small.

Thank you for your consideration of this request.



Edward Jurkowski, Ph.D.
Dean, Desautels Faculty of Music
Director, School of Art



**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: Edward Jurkowski, Dean, Desautels Faculty of Music

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

DATE: March 13, 2023

SUBJECT: Letter of support for admission target temporary increase

I am in full support of the request from the Desautels Faculty of Music to increase the admission target for the Bachelor of Jazz Studies degree program from 15 students to 20 students for the fall 2023 intake. This request is for a one-time increase and applies only to the fall 2023 intake.

The additional work associated with admitting additional students is minimal and can be accommodated by the Admissions Office with no impact on resources.

Cc: Laurie Schnarr, Vice-Provost (Students)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Erin Stone, Deputy Registrar and Director, Admissions
Cassandra Davidson, Academic Programs Specialist



**University
of Manitoba**

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
T: 204 474 9345
F: 204 261 1318

DATE: March 3, 2023

TO: Jeff Leclerc, University Secretary

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

RE: Temporary Suspension of Admissions to the Internationally Educated Engineers Qualification (IEEQ) Post-Baccalaureate Diploma in Engineering program

The recommendation to temporarily suspend intake to the Internationally Education Engineers Qualification (IEEQ), Post-Baccalaureate Diploma in Engineering program was brought forward for consultation with Senate (February 1, 2023) and the Board of Governors Executive Committee (February 21, 2023). No major concerns were raised throughout the consultations; it was generally recognized that there was a need to review the program's viability as part of the process of redesigning the program.

As established by the Admission Targets Policy and Procedure, the President may suspend admissions to a program following consultation with the Dean, Senate, and the Board of Governors, subject to the provincial Program of Study regulations. As a result, the suspension of intake to the program is approved for the 2023-24 and 2024-25 academic years, pending approval by the Province, to allow for the time necessary to redesign the program.

I would request that you proceed accordingly.

Thank-you.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Marcia Friesen, Dean, Price Faculty of Engineering
Kelley Main, Acting Dean, Faculty of Graduate Studies
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



**University
of Manitoba**

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
T: 204 474 9345
F: 204 261 1318

DATE: March 3, 2023

TO: Jeff Leclerc, University Secretary

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

RE: Temporary Suspension of Admissions to the B.Comm. (Honours) Majors in
International Business, Leadership and Organization, and Management Information
Systems

The recommendation to temporarily suspend intake to the Bachelor of Commerce (Honours) in International Business; Leadership and Organization; and Management Information Systems, respectively, was brought forward for consultation with Senate (February 1, 2023) and the Board of Governors Executive Committee (February 21, 2023).

No major concerns were raised throughout the consultations; these programs are to be replaced by new major programs in Business Analytics and Strategy and Global Management, and as such, it was generally recognized that a suspension of intake to these majors was required to allow current students the time required to complete their programs.

As established by the Admission Targets Policy and Procedure, the President may suspend admissions to a program following consultation with the Dean, Senate, and the Board of Governors, subject to the provincial Program of Study regulations. As a result, the suspension of intake to the program is approved for the 2023-24 and 2024-25 academic years, pending approval by the Province.

I would request that you proceed accordingly.

Thank-you.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Bruno Silvestre, Dean, I.H. Asper School of Business
Kelley Main, Acting Dean, Faculty of Graduate Studies
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



Office of Provost and Vice-President (Academic)

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

**University
of Manitoba**

Date: February 10, 2023

To: Dr. Martin Scanlon, Dean, Faculty of Agricultural and Food Sciences
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

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

Re: Implementation of the Master of Applied Human Nutrition (M.A.H.N.) Program

On February 7, 2022, UM received formal notification from the Deputy Minister of Manitoba Advanced Education and Training, that the proposal to establish a Master of Applied Human Nutrition program has been approved (see attached). The letter highlights that this is the only pathway in Manitoba for students to obtain the training needed to become a registered dietician in Canada and appreciates the institution's ongoing commitment to meeting the educational and labour market needs of the province.

I hereby approve the implementation of the M.A.H.N. program effective the Fall Term 2023. I understand that the Department of Food and Human Nutritional Sciences will be applying to Equal, and subject to a successful registration of the program, will begin recruiting students for the first intake to the program for no earlier than the Fall 2023 Term. I would ask that the Department please keep the Vice-Provost (Academic Planning and Programs) apprised of the process in this regard.

Please note the following with respect to the program:

- the program is a one-year program, requiring 30 credit hours of graduate level coursework, including 18 credit hours of practicum training;
- the program will be funded through the reallocation of existing resources and tuition revenue, and as such, no additional financial support will be allocated in support of this implementation;
- the first-year domestic tuition rate for the program is \$10,410 (\$5,205 for terms 1 and 2), plus a continuing fee every term thereafter until completion; international students will be assessed the domestic rate plus the standard international differential fees; *noting that fees are subject to change based on approval by the UM Board of Governors and the Province;*
- the maximum capacity for the program, defined as first-year enrolment in the program, is twenty-four (24 students).

Consistent with Section 9.7(1) of the Advanced Education Administration Act, should you wish to make any significant modifications to, or cease to provide the program in the future, you are required to seek and receive approval from the Province. In this respect, the program is, and will be, subject to any regulations prescribed under Section 9.7(1) of the Act.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked so hard in designing and developing this new program.

Cc: Michael Benarroch, President and Vice-Chancellor
Greg Smith, Vice-Provost (Academic Planning and Programs)
Jeff Adams, Registrar and Executive Director, Enrolment Services
Cassandra Davidson, Academic Programs Specialist
Shelley Hopkins, Executive Director, Financial Planning
Jeff Leclerc, University Secretary
Randy Roller, Executive Director, Institutional Analysis



Advanced Education and Training
Office of the Deputy Minister
Room 160
Legislative Building
Winnipeg MB R3C 0V8

February 9, 2023

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

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposal to establish a new Master of Applied Human Nutrition program effective fall 2023, as submitted.

It is my understanding that the new Master's program will be the only pathway in Manitoba for students to obtain the educational and practice-based training needed for becoming Registered Dietitians in Canada. I appreciate the ongoing commitment of the University to meet the educational and labour market needs of the province and wish the University every success with the program.

I also understand that two seats will be reserved for Indigenous students and the program will offer practicum placements in northern and rural communities to help address the nutrition-related health issues within the local communities. I appreciate the University's ongoing commitment to meet the educational and social needs of northern and Indigenous students.

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

Sincerely,

Eric Charron

- c. Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division
Agnes Wittmann, Senior Director, Post-Secondary Institutions
Grant Prairie, Director of Universities, Post-Secondary Institutions



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

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

Date: January 16, 2023

To: Dr. Rod Lastra, Acting Dean, Division of Extended Education

From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

Re: Program Introduction, Micro-Certificate in Governance in Canadian Universities

At its meeting of January 11, 2023, the University of Manitoba Senate approved the proposal by the Division of Extended Education to offer a Micro-certificate in Governance in Canadian Universities.

Following consultation with the Division, I hereby approve the implementation of this program effective the 2023 Winter Term. No additional financial support will be allocated in support of this implementation.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to design the program.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Jeff Adams, Registrar and Executive Director of Enrolment Services
Jeff Leclerc, University Secretary
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Programs Specialist



Office of Provost and Vice-President (Academic)

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

**University
of Manitoba**

Date: March 6, 2023

To: Dr. Anastasia Kelekis-Cholakakis, Dean, Dr. Gerald Niznick College of Dentistry
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

From: Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

Re: Suspension of Intake to the Master of Dentistry in Pediatric Dentistry

On February 6, 2023, UM submitted a request to government for an unintended temporary cessation of the Master of Dentistry in Pediatric Dentistry. This follows Dr. Benarroch's decision of February 3, 2023, to approve the request to suspend intake to the program, subject to approval by the Province.

An unintended temporary cessation is deemed to be approved by government unless notified otherwise within 30 days of receipt of the proposal. Please find attached confirmation from the province that the request has been approved, and as such, I am requesting that you proceed with the temporary cessation of the program for one year.

Suspension of admissions to the program will be effective for the 2023-24 academic year. The review of this decision should be raised for no later than February 1, 2024. It is my understanding that in the interim, the College will begin the process of addressing the staffing resources needed for the on-going delivery of the program. Please keep my office informed on progress with respect to resourcing the program and on any additional challenges or issues, should they arise.

By copy of this memo, I would ask that the respective offices proceed accordingly.

Cc: Michael Benarroch, President and Vice-Chancellor
Diane Hiebert-Murphy, Provost and Vice-President (Academic)
Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences
Laurie Schnarr, Vice-Provost (Students)
Jeff Adams, Registrar and Executive Director, Enrolment Services
Jeff Leclerc, University Secretary
Randy Roller, Executive Director, Institutional Analysis
Cassandra Davidson, Academic Programs Specialist

March 6, 2023

Dr. Greg T. Smith
Vice-Provost (Academic Planning and Programs)
University of Manitoba
Greg.Smith@umanitoba.ca

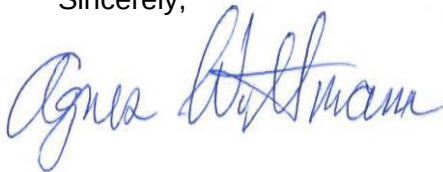
Dear Dr. Smith,

The Post-Secondary Institutions Branch approves the request for the unintended temporary cessation of the Master of Dentistry in Pediatric Dentistry for the academic year of 2023/24. We understand that the unintended cessation of the program is due to the unexpected vacancy of the program director position and we trust that the University is actively hiring in order to resume the program.

Please note that the University of Manitoba must advise the Minister through the Advanced Education Division, at least 120 days before the start of the subsequent academic year, of its intentions respecting provision of this program.

If you have any questions do not hesitate to contact me.

Sincerely,



Agnes Wittmann
Senior Director
Post-Secondary Institutions Branch

- c. Eric Charron, Deputy Minister of Advanced Education and Training
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division
Applicable Director
Grant Prairie, Director of Universities, Post-Secondary Institutions Branch



University of Manitoba Faculty of Arts

3rd Floor Fletcher Argue Bldg.
Winnipeg, Manitoba
Canada
R3T 5V5
Telephone (204) 474-9100
Fax (204) 474-7590

February 14, 2023

TO: S. Coyston, Office of the University Secretary

FROM: Jeff Taylor, Dean, Faculty of Arts

SUBJECT: **Letter of Participation in Summer Latin Reading Group**

At its meeting on February 7, 2023, Faculty of Arts Council considered and approved the Letter of Participation in Summer Latin Reading Group.

The information related to this proposal is attached. Please forward this proposal to the appropriate Senate Committees for information.

Enclosures.

cc: R. Jamieson, Acting Chair, Faculty of Arts CPAC
J. Riddell, Secretary, Faculty of Arts CPAC
G. Sobie, Manager, Student Services, Faculty of Arts

Proposal

Letter of Participation in the Summer Latin Reading Group

About the Summer Latin Reading Group

Starting with the Summer of 2013, the Department of Classics has been hosting Latin reading groups online for students, who typically have at least two semesters of Latin. Weekly readings, to which notes and vocabulary are added, are taken from an author suitable for post-beginner students. Selections to date have been drawn from the *Historia Regum Britanniae* (2013), *Hobbitus Ille* (2014), the *Biblia Sacra Vulgata* (2015), *Harrius Potter* (2016); *De Insulis Indiae Supra Gangem Nuper Inventis* (2017); *Fabula de Cinerella* (2018); *Historia Alexandri Magni de Preliis* (2019); *Fabulae Aesopi* (2020); *Ceres et Persephone, Orpheus et Eurydice* - from *Julia: A Latin Reading Book* (2021), and Ritchie's *Fabulae Faciles* (2021).

Benefits to the Department

The Department hopes that by offering to recognize the members' work they will remain engaged in learning Latin by being an active participant within a community of learners and that our students will continue on to intermediate and advanced courses. The students would benefit too in their subsequent courses, through having kept their language skills strong over the summer. Often the text is chosen to complement students' broader interests in traditional tales, or to illustrate the kind of non-canonical works available in Latin, ranging from Medieval Latin (Monmouth's *Historia Regum Britanniae*) to New-Latin (Columbus's *De Insulis Indiae Supra Gangem Nuper Inventis*), to Contemporary Latin (Needham's trans., *Harrius Potter et Philosophi Lapidis*). The Letter may also interest students who might like to reference the accomplishment when applying to undergraduate or graduate programs.

Delivery

The reading group has been managed through an online forum to which a new reading is posted on a Friday along with a key to the previous week's translation. There is room for members to discuss the text, post questions and answers, and suggest translations. Membership has ranged from 13 to 20 participants, with activity peaking at the beginning and end of the summer. The reading group typically runs 16 weeks, with each week's documents comprising one or two short passages of Latin ranging from 5-10 lines each. The most recent UofM LATN 1090 students make up the bulk of the members each summer, but advanced LATN students, and occasionally students from UofW and beyond have also joined.

Entrance Requirements:

Participants interested in the Letter will be encouraged to contact the host of the Reading Group, currently Dr. R. Nau (robert.nau@umanitoba.ca). Those seeking the Letter will need to have had some previous experience with Latin, but otherwise the Letter will be open to all who meet the participation requirements. Participants will need to register to the forum with an identifying email (i.e. official university email).

Participation Requirements:

Participating in the current year's reading group through posting in a minimum of 12 different threads by September 1st. Of the qualifying posts, 9 must be suggested translations of a passage.

Logistics:

The faculty member hosting the reading group will verify that the member qualifies for the Letter and the Department of Classics will maintain participants' records. A Letter of Participation signed by the Department Head with the university logo will be issued to the participant once the requirements have been met. Qualifying members will be invited to receive their Letter of Participation at the Department of Classics' annual Students Awards Reception, otherwise Letters will be mailed to members at their request.

February 16, 2023

Report of the Senate Committee on Instruction and Evaluation RE: Generative Artificial Intelligence

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meeting on February 16, 2023, the Committee had a discussion concerning generative artificial intelligence.

Observations:

1. At the February 1, 2023 Senate meeting, it was requested that SCIE consider the use of generative artificial intelligence in post-secondary education and report back to Senate on this matter.
2. SCIE had a preliminary discussion and determined that they would have an expert speak to them on the matter of generative artificial intelligence. The Chair agreed to arrange for a guest to speak to the committee at a future meeting.
3. Further updates will be provided to Senate as required.

Respectfully submitted,

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

January 16, 2023

Report of the Senate Committee on Libraries RE: Copyright Advisory Committee

Preamble:

1. The terms of reference for the Senate Committee Libraries (SCL) can be found at:
https://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/505.html
2. At its meeting on January 16, 2023 the Senate Committee on Libraries received a report from the Copyright Advisory Committee.

Observations:

1. The Copyright Advisory Committee membership includes:

Committee Chair: Vice-Provost (Libraries) and University Librarian
Vice-Provost (Academic Affairs)
Vice-Provost (Teaching & Learning) & Executive Director, Centre for the Advancement of Teaching and Learning
Associate Vice-President (Indigenous), Research, Scholarship and Curriculum
General Counsel, Office of Fair Practices and Legal Affairs
Assistant Director, Bookstore
Academic Administrator, Extended Education
Academic Administrator, Bannatyne Campus
Academic Administrator, Ft. Garry Campus, Faculty of Arts
Copyright Strategy Manager, Copyright Office
2. The Copyright Advisory Committee met once in 2022 and finalized the first review of their terms of reference and membership.
3. There have been recent copyright legislation changes, extending the duration of copyright from 50 years to 70 years after the death of the author. This change is not retroactive; works that are in the public domain will remain in the public domain.
4. The Copyright Office will introduce revamped webinars in UM Learn and a Copyright Decision Tool.

Respectfully submitted,

Ms. Lisa O'Hara, Chair
Senate Committee on Libraries



REPORT

TO: Senate Committee on Libraries

FROM: Althea Wheeler, Copyright Strategy Manager

DATE: January, 2023

RE: Activities of the Copyright Advisory Committee 2022

This is the first report of the Copyright Advisory Committee to the Senate Committee on Libraries.

The Copyright Advisory Committee met once during 2022. At the meeting there was confidential discussion of current copyright legislative changes, and potential lobbying efforts for the upcoming 2023 Copyright Act Review. The Committee agreed that tailored revisions to the UM Copyright Guidelines would be made pending potential external direction or collaborative efforts for a more fulsome revision of the Fair Dealing guidelines by University's Canada (then AUCC) which were adopted by the University and majority of the post-secondary educational sector in Canada.

There are a number of new copyright initiatives under development from the Copyright Office that were reviewed by the Committee. In January, 2023, the Copyright Office will be launching a re-vamped Copyright Webinars and Educational Resources course in UM Learn, and a Copyright Decision Tool. The updated Copyright Course includes CARL (Canadian Association of Research Libraries) Copyright Training Modules adapted to the University of Manitoba context, and an additional module of the University of Manitoba's Copyright Tutorial for online course and lecture delivery. Further redevelopment and revision of the Copyright Tutorial modules will be undertaken during 2023.

The Copyright Decision Tool incorporates a series of questions and answers respecting the type of copyright protected materials being used, how they will be used, and various associated copyright considerations (for example, whether an open or closed license applies that specifies how the material can be used). Users can click through options on the tree and at the end will receive either confirmation that they may use the copyright protected work as indicated, or an email will populate for them to send their question to the Copyright Office for additional assistance.

Members of the Copyright Advisory Committee also endorsed the collaborative plan that was developed to address copyright concerns around the production of print coursepacks by moving to the digital provision of non-textbook course materials in Leganto (branded as Reading Lists at the University of Manitoba) in UM Learn. The new collaborative Reading Lists service will be offered jointly by the Libraries and Bookstore, with the Libraries subsidizing the cost-recovery aspect of BookStore coursepack production as an ancillary service.

The Copyright Advisory Committee also finalized the first review of their terms and membership, which will be done on a bi-annual basis going forward.



UM

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-9593
F: 204-474-7511

MEMORANDUM

DATE: February 1, 2023
TO: Michael Benarroch, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary 
SUBJECT: ***APPROVAL OF MOTIONS***
Board of Governors – January 31, 2023

On January 31, 2023 the Board of Governors approved the following motions:

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

- A. Report of the Senate Committee on Awards (dated October 25, 2022)
- B. Report of the Senate Committee on Awards (dated November 15, 2022)
- C. Proposal for a Master of Art in Art and Architectural History, School of Art

Copy: D. Hiebert-Murphy
N. Andrew
C. Cook
M. Pinto
V. Koldingnes
E. Jurkowski
S. Coyston

JL/mw



UM

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-9593
F: 204-474-7511

MEMORANDUM

DATE: February 21, 2023

TO: Michael Benarroch, President and Vice-Chancellor

FROM: Jeff M. Leclerc, University Secretary 

SUBJECT: ***APPROVAL OF MOTION***
Executive Committee – February 21, 2023

On February 21, 2023 in an electronic vote, the Executive Committee, on behalf of the Board of Governors, approved the following motion:

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

- A. Report of the Senate Committee on Awards (dated December 20, 2022)
- B. Proposals from the Asper School of Business (Faculty of Management) for:
 - B-1) Bachelor of Commerce (Honours) in Business Analytics
 - B-2) Bachelor of Commerce (Honours) in Strategy and Global Management

Copy: D. Hiebert-Murphy
N. Andrew
C. Cook
V. Koldingnes
M. Pinto
S. Coyston
B. Silvestre

JL/mw

Report of the Senate Executive Committee

Preamble

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

Observations

1. Cancellation of March 1, 2023, Senate Meeting

The Senate Executive Committee cancelled the March 2023 Senate meeting. The Committee determined that, given the limited number of agenda items that would require consideration by Senate and/or the Board of Governors, it would be reasonable to defer consideration of these items to the April Senate meeting rather than have Senators convene for a short meeting.

The Senate Meeting Rules specify that:

...the Executive Committee of Senate shall have the authority to cancel a meeting of Senate if it determines that the amount and nature of the agenda items make it practicable to defer consideration, and provided that notice of such cancellation is given to members of Senate at least seven (7) days prior to the date Senate is scheduled to meet.

2. Comments of the Executive Committee of Senate

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

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee

[Terms of Reference](#)

March 22, 2023

Report of the Senate Executive Committee

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Professor Peter Blunden will be the Speaker for the Executive Committee for the April 5, 2023, meeting of Senate.

2. Comments of the Executive Committee of Senate

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

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee

[Terms of Reference](#)

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 Landscape Architecture.

Observations

1. The **Dept. of Landscape Architecture** proposes (1) course modification: LARC 7400 and M.L.Arch. supplementary regulation changes in response to a recommendation from its most recent accreditation review. As a first step in addressing time to completion for students, LARC 7400 (3) will shift from a required to an elective course. It is a topics course that is supposed to serve as preparation for the thesis or practicum but a large number of students don't complete it in time and are not ready to take it when they enroll in it. LARC 7040 Design Research does support research skills and is already a required course in the program. In addition, the department is updating their supplementary regulations to explicitly list all courses in the program.

Course Modification

LARC 7400 Landscape Topics

3

A critical examination of an individual topical study of relevance to contemporary landscape architecture. This course will lead to the completion of a practicum or thesis proposal. Course graded pass/fail.

NET CREDIT HOUR CHANGE

0

Recommendations

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

Dept. of Landscape Architecture

Respectfully submitted,

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

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

/ak

8 November 2022

To: Chair, Programs & Guidelines, and Faculty of Graduate Studies

From: Anna Thurmayr, Head and Professor, Department of Landscape Architecture

**Summary of Proposed Revisions to FGS Supplemental Regulations for Landscape Architecture (MLA)
including the Modification of LARC 7400: Landscape Topics**

Background Information

The Landscape Architecture Accreditation Council (LAAC) of the Canadian Society of Landscape Architects (CSLA) granted the University of Manitoba Landscape Architecture program full six-year accreditation in May 2021. The accreditation is accompanied by recommendations and suggestions for improvement, such as **Standard 4. Recommendation 2:**

Recommends that students shall graduate in a more timely fashion. As in other peer institutions, the MLA program should be three years, with the possibility of an extension for students interested in landscape studies or more advanced research.

Modifying the LARC 7400 Landscape Topics course and removing 3 credit hours from the total course requirement is phase 1 of a comprehensive revision of the Master of Landscape Architecture (MLA) curriculum. This is the kick-off for a further thorough curriculum review. The overall goal is to make room for new courses while reviewing and modifying the current MLA curriculum.

NEW Course Description of LARC 7400 Landscape Topics:

A critical examination of an individual topical study of relevance to contemporary landscape architecture. Students may take the course more than once for credit if the sub-topic differs. Course graded pass/fail.

The course LARC 7400 Landscape Topics is currently a required course for students enrolled in the Master of Landscape Architecture program. This course is taken with the student's Academic Advisor in preparation for the Thesis / Practicum. It is a one-on-one course with their academic advisor.

The proposed modification would turn this required course into an elective course.

Reasons for the Modification:

- Challenged by its self-directed setup, more than half of the current MLA students have registered twice or more in *LARC 7400 Landscape Topics* without changing the sub-topic due to non-completion of the first registration
- Perception and expectation issues on both student's and the advisor's side have been identified as why students register twice or more in this course and delay their progress.
Issues may include:
 - students and advisors may think this course can be taken multiple times
 - a lack of structure while allowing students to explore the topic but may lead to a delay in progress
 - sometimes an advisor allows a student to register for this course before they are ready for it
- The course *LARC 7040 Design Research* focuses on *formulating research methods appropriate to securing, analyzing, and interpreting research in Landscape Architecture* (https://aurora.umanitoba.ca/banprod/bwckctlg.p_disp_course_detail?cat_term_in=201990&subj_code_in=LARC&crse_numb_in=7040). This course introduces students to the skill set of doing research and writing a thesis/practicum proposal.

Changes to the FGS Supplementary Regulations for Landscape Architecture, 6.3.1 Thesis/Practicum Route

The new text reads:

There are three categories of students admitted to the MLA Program; MLA 1 Students are admitted without a design background; MLA 2 Students have a design background other than a four year Environmental Design degree (Landscape+ Urbanism (L+U) option) and MLA 3 Students possess an Environmental Design degree (L+U option).

The Master of Landscape Architecture (MLA) curriculum ranges from 39 ~~42~~ credit hours for students who have completed required courses in the Landscape + Urbanism option of the Bachelor of Environmental Design program, offered by the Faculty of Architecture, to 108 ~~111~~ Credit Hours for students with a non-design background.

Program requirements are determined at the time of registration in consultation with the Head of Department and the Graduate Student Advisor.

MLA3 Students: Required Courses - 39 Credit Hours

- LARC 7002 Landscape Construction and Professional Practice (3 credit hours)
- LARC 7330 LA Studio 3 (9 credit hours)
- LARC 7340 LA Studio 4 (9 credit hours)
- LARC 7250 LA Theory (3 credit hours)
- LARC 7040 Design Research (3 credit hours)
- GRAD 7000/GRAD 7030 Thesis/Practicum (0 credit hours)
- Elective Courses (12 credit hours)

MLA2 Students: Required Courses - 72 Credit Hours

- EVLU 4000 Philosophy, Ethics + Aesthetics (3 credit hours)
- EVLU 4002 Construction Materials (3 credit hours)
- EVLU 4008 Plant Ecosystems + Design (3 credit hours)
- EVLU 4016 History of Landscape + Urbanism (3 credit hours)
- EVLU 4018 Principles of Urban Design (3 credit hours)
- LARC 7222 LA Studio 2 (9 credit hours)
- EVLU 4014 L + U Studio 6 (9 credit hours)
- LARC 7002 Landscape Construction and Professional Practice (3 credit hours)
- LARC 7330 LA Studio 3 (9 credit hours)
- LARC 7340 LA Studio 4 (9 credit hours)
- LARC 7250 LA Theory (3 credit hours)
- LARC 7040 Design Research (3 credit hours)
- GRAD 7000/GRAD 7030 Thesis/Practicum (0 credit hours)
- Elective Courses (12 credit hours)

MLA1 Students: Required Courses - 108 Credit Hours

- Drawing Workshop (0 credit hours)
- Digital Drawing Workshop (0 credit hours)
- LARC 6150 LA Communication (3 credit hours)
- EVLU 3002 Site Planning (3 credit hours)
- EVLU 3000 History of Designed Environments (3 credit hours)
- EVLU 3004 Ecology + Design (3 credit hours)
- EVLU 3010 Landscape + Urbanism Theory (3 credit hours)
- EVLU 3012 Site Morphology + Grading (3 credit hours)
- LARC 7110 LA Studio 1, (9 credit hours)
- EVLU 3008 L + U Studio 4, (9 credit hours)
- EVLU 4000 Philosophy, Ethics + Aesthetics (3 credit hours)
- EVLU 4002 Construction Materials (3 credit hours)
- EVLU 4008 Plant Ecosystems + Design (3 credit hours)
- EVLU 4016 History of Landscape + Urbanism (3 credit hours)
- EVLU 4018 Principles of Urban Design (3 credit hours)
- LARC 7222 LA Studio 2 (9 credit hours)
- EVLU 4014 L + U Studio 6 (9 credit hours)
- LARC 7002 Landscape Construction and Professional Practice (3 credit hours)
- LARC 7330 LA Studio 3 (9 credit hours)
- LARC 7340 LA Studio 4 (9 credit hours)
- LARC 7250 LA Theory (3 credit hours)
- LARC 7040 Design Research (3 credit hours)
- GRAD 7000/GRAD 7030 Thesis/Practicum (0 credit hours)
- Elective Courses (12 credit hours)

At the end of the first design studio, the department head will discuss the MLA 1 students' progress with first-term instructors. If students in question are ready to progress, the opportunity to waive both EVLU 3008 and LARC 7222 will be offered, resulting in 90 Credit Hours of required courses.

Effects on current resources (e.g. discontinuation of library holdings, faculty reduction or reallocation, space implications)

The content and focus of *LARC 7400 Landscape Topics* are at the discretion of the faculty advisors and vary. By turning this required course into an elective course, there will be no effect on current resources.

Dates of Approval

The approval of the proposed curriculum changes (phase 1) was granted by Landscape Architecture's Department Council on October 21 and Architecture's Faculty Council on November 1, 2022.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Any single course cannot be used for credit toward more than one degree.	
6.3.1 Thesis/Practicum Route A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.	There are three categories of students admitted to the MLA Program; MLA 1 Students are admitted without a design background; MLA 2 Students have a design background other than a four year Environmental Design degree (Landscape+ Urbanism (L+U) option) and MLA 3 Students possess an Environmental Design degree (L+U option). The Master of Landscape Architecture (MLA) curriculum ranges from 39 credit hours for students who have completed required courses in the Landscape + Urbanism option of the Bachelor of Environmental Design program offered by the Faculty of Architecture to 108 Credit Hours for students with a non-design background. The Master of Landscape Architecture (MLA) curriculum ranges from 42 credit hours for students who have completed required courses in the Landscape + Urbanism option of the Bachelor of Environmental Design program offered by the Faculty of Architecture to 111 Credit Hours for students with a non-design background. Program requirements are determined at the time of registration in consultation with the Head of Department and the Graduate Student Advisor. <u>MLA 3 Students: Required Courses - 39 Credit Hours</u> <u>LARC 7002 Landscape Construction and Professional Practice (3 credit hours)</u> <u>LARC 7330 LA Studio 3 (9 credit hours)</u> <u>LARC 7340 LA Studio 4 (9 credit hours)</u> <u>LARC 7250 LA Theory (3 credit hours)</u> <u>LARC 7040 Design Research (3 credit hours)</u> <u>GRAD 7000/GRAD 7030 Thesis/Practicum (0 credit hours)</u> <u>Elective Courses (12 credit hours)</u> <u>MLA 2 Students: Required Courses - 72 Credit Hours</u> <u>EVLU 4000 Philosophy, Ethics + Aesthetics (3 credit hours)</u> <u>EVLU 4002 Construction Materials (3 credit hours)</u> <u>EVLU 4008 Plant Ecosystems + Design (3 credit hours)</u> <u>EVLU 4016 History of Landscape + Urbanism (3 credit hours)</u> <u>EVLU 4018 Principles of Urban Design (3 credit hours)</u> <u>LARC 7222 LA Studio 2 (9 credit hours)</u> <u>EVLU 4014 L + U Studio 6 (9 credit hours)</u> <u>LARC 7002 Landscape Construction and Professional Practice (3 credit hours)</u>

- [LARC 7330 LA Studio 3 \(9 credit hours\)](#)
- [LARC 7340 LA Studio 4 \(9 credit hours\)](#)
- [LARC 7250 LA Theory \(3 credit hours\)](#)
- [LARC 7040 Design Research \(3 credit hours\)](#)
- [GRAD 7000/GRAD 7030 Thesis/Practicum \(0 credit hours\)](#)
- [Elective Courses \(12 credit hours\)](#)

[MLA 1 Students: Required Courses - 108 Credit Hours](#)

- [Drawing Workshop \(0 credit hours\)](#)
- [Digital Drawing Workshop \(0 credit hours\)](#)
- [LARC 6150 LA Communication \(3 credit hours\)](#)
- [EVLU 3002 Site Planning \(3 credit hours\)](#)
- [EVLU 3000 History of Designed Environments \(3 credit hours\)](#)
- [EVLU 3004 Ecology + Design \(3 credit hours\)](#)
- [EVLU 3010 Landscape + Urbanism Theory \(3 credit hours\)](#)
- [EVLU 3012 Site Morphology + Grading \(3 credit hours\)](#)
- [LARC 7110 LA Studio 1, \(9 credit hours\)](#)
- [EVLU 3008 L + U Studio 4, \(9 credit hours\)](#)
- [EVLU 4000 Philosophy, Ethics + Aesthetics \(3 credit hours\)](#)
- [EVLU 4002 Construction Materials \(3 credit hours\)](#)
- [EVLU 4008 Plant Ecosystems + Design \(3 credit hours\)](#)
- [EVLU 4016 History of Landscape + Urbanism \(3 credit hours\)](#)
- [EVLU 4018 Principles of Urban Design \(3 credit hours\)](#)
- [LARC 7222 LA Studio 2 \(9 credit hours\)](#)
- [EVLU 4014 L + U Studio 6 \(9 credit hours\)](#)
- [LARC 7002 Landscape Construction and Professional Practice \(3 credit hours\)](#)
- [LARC 7330 LA Studio 3 \(9 credit hours\)](#)
- [LARC 7340 LA Studio 4 \(9 credit hours\)](#)
- [LARC 7250 LA Theory \(3 credit hours\)](#)
- [LARC 7040 Design Research \(3 credit hours\)](#)
- [GRAD 7000/GRAD 7030 Thesis/Practicum \(0 credit hours\)](#)
- [Elective Courses \(12 credit hours\)](#)

[At the end of the first design studio, the department head will discuss the MLA 1 students' progress with first-term instructors. If students in question are ready to progress, the opportunity to waive both EVLU 3008 and LARC 7222 will be offered, resulting in 90 Credit Hours of required courses.](#)

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 Faculty of Law.

Observations

1. The **Faculty of Law** proposes four changes to its L.L.M. supplementary regulations. The first is to clarify that the program permits admission only in the fall term. The second is to clarify that the English proficiency requirement for admissions can be achieved via the TOEFL (100 iBT) or the IELTS (minimum overall band of 7.0 in the academic module with a reading and writing band minimum of 7.0). The third is to amend admission requirements to allow consideration of applicants who have not received a J.D. or L.L.B. degree. The fourth is to align minimum performance in coursework requirements to that of the Faculty of Graduate Studies and Master of Human Rights (i.e., students must achieve a minimum grade of C+ in each course).

Recommendations

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

Faculty of Law

Respectfully submitted,

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

/ak

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



**University
of Manitoba**

Faculty of Law

Faculty of Law
224 Dysart Road
Winnipeg, Manitoba
Canada R3T 2N2
T: 204 474 9776
F: 204 474 7580
Donn.short@umanitoba.ca

November 7, 2022

Dr. Kelley Main
Dean (Acting), Faculty of Graduate Studies
500 University Centre
University of Manitoba
Winnipeg, MB

Re: Proposed Changes – LLM – Faculty of Law

Dear Dr. Kelley Main:

This letter sets out the proposed changes to the LLM program at the Faculty of Law. Law Faculty Council (“LFC”) approved the following changes on October 20, 2022:

1. Clarifying Term for All Admissions in Supplementary Regulations

The Faculty of Law admits students only for the Fall term. This has always been our practice. The Supplemental Regulations refer students to a web link for this information. We are tidying up that information in section 1.1.2 and expressly adding the restriction to Fall term only to the Supplementary Regulations.

2. Clarification of English Proficiency Requirement

Section 1.1.7 is to clarify that the Faculty of Law’s English proficiency requirement can be demonstrated through the TOEFL internet-based test (100) or a minimum overall 7.0 result on IELTS (Academic), with a reading and writing band minimum 7.0, as well as by the optional requirement of submission of written work.

3. Amendment to the Admission Requirements to Allow Consideration of Applicants Who Have Not Received a JD or LLB Degree

The current Supplementary Regulations in section 6.2 describe the current requirements for Admission:

Applicants to the LL.M. program will hold a Bachelor of Laws (LL.B.), a Juris Doctor (J.D.), or an equivalent civil law degree or other comparable degree in law.

The proposed change would amend section 6.3 as follows:

Applicants to the LL.M. program will usually hold a Bachelor of Laws (LL.B.), a Juris Doctor (J.D.), or an equivalent civil law degree or other comparable degree in law. Applicants who possess other demonstrable legal or applicable knowledge obtained through study within another relevant undergraduate or graduate degree will also be considered.

Rationale

In practice, this change has already been applied historically. Most other law schools in Canada, and the almost all European law schools allow a pathway for students without a law degree to be considered for entry into the LLM. The matter was discussed at the Law Faculty Council and unanimously it was agreed that this change should be made. For example, a student who holds a legal studies degree, a student who has studied the history of courts in the humanities or a scientist who has studied the patent process in attempting to commercialize a process could well require advanced legal studies as they embark upon graduate education, even though an entire general JD would be of no interest to them. Further, these LLM candidates would bring interdisciplinary diversity to our graduate school community in law. We only require that the candidate have undergraduate or graduate experience which allows a committee to acknowledge that have demonstrable or applicable legal knowledge in that regard. Further, this proposal is not a change so much as a clarification. We have previously admitted students with “comparable” education. This provision clarifies and develops what we mean by comparable or equivalent degrees.

4. Amendment in Performance in Course Work

Section 2.4, Performance in Coursework, of the current Supplementary Regulations currently reads as follows:

A minimum grade point of average of 3.0 with no grade below B must be maintained. A C+ is the equivalent of a failing grade.

LFC proposes that we bring our performance requirement in individual courses in line with the Faculty of Graduate Studies’ standard set out in its Academic Guide, and adopted by the MHR, by changing our minimum passing grade from B to C+.

Therefore, I propose that the individual course requirement specified in the Supplemental Regulations for the LLM be deleted. The effect of this deletion would mean that the LLM degree would rely upon the default language of the Supplemental Regulations.

We note that by making this change we would be harmonizing the individual course requirement for both degrees within our graduate program as the MHR already uses the default standard of C+.

A copy of the proposed revisions to our Supplementary Regulations with changes tracked is included.

Please let me know if you have any questions or suggestions. Thank you very much.

Sincerely,



Donn Short JD, PhD

Professor & Associate Dean (Research & Graduate Studies)

submit the application and documentation to the Faculty of Graduate Studies in time to meet the application deadline in place for a particular department/unit. Deadlines vary depending on the program to which the applicant is applying and whether the applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the [Graduate programs of study website](#).

Note: International students must pay special attention to transcript requirements (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

Proposed advisors should be indicated on the application form. Applicants are strongly advised to visit the Faculty of Law's website to view areas of research expertise.

All applicants must be approved by the Faculty of Law and the Faculty of Graduate Studies. Complete applications would include.

Statement of Intent: All applicants must submit a statement of intent (1-2 page maximum) as more fully described on the Faculty of Law web site.

Proposal: All applicants must submit a 3-4 page statement (as described on the Faculty of Law web site) of the proposed research.

Curriculum Vitae/Resume: All applicants must submit a recent curriculum vitae or resume.

MHR

Website: <https://law.robsonhall.com/programs/mhr/>

1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.

Term	Start Date	Canadian/US	International
Fall	September	July 1	April 1
Winter	January	November 1	August 1
Summer	May	March 1	December 1

IMPORTANT: These are not unit-specific application deadlines. Prospective applicants must consult the appropriate application program page on the [Graduate programs of study website](#).

For upcoming application deadlines, please consult the Graduate Program Pages:

LLM

Websites: <https://law.robsonhall.com/programs/llm>

and

<https://umanitoba.ca/explore/programs-of-study/master-laws-llm>

Faculty of Law Fellowship/Scholarship Funding Deadlines:

All complete applications are reviewed after the application deadline.

All admitted students are considered for funding opportunities. A separate application for funding is not required.

Graduate ~~studies-students~~ at the Faculty of Law are admitted for Fall Term and cannot commence in any other term-only.

It is the applicant's responsibility to ensure that all materials are received by the deadline.

MHR

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	https://umanitoba.ca/explore/programs-of-study/master-human-rights-mhr
1.1.3 Application Fee A \$100.00 (CDN) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.	
1.1.4 Transcripts Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (Please refer to Transcripts: International below). For international degrees or where the transcripts do or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.	
1.1.5 Transcripts: International Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees, a copy of the official degree certificate is also required.	
1.1.6 Transcripts: University of Manitoba University of Manitoba students are not required to submit University of Manitoba transcripts.	
1.1.7 Proficiency in English The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List . In all cases, test scores older than two (2) years (from the time of completing the test) are invalid. Thresholds required for successful completion are indicated in parentheses. • Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The “best score” will not be considered for admission. Only individual test scores will be used to meet the minimum requirements. • International English Language Testing System (IELTS™) (6.5 in the Academic Module) • Academic English Program for University and College Entrance (AEPUC) (65%) • PTE Academic (61% overall) Note:	LLM Applicants that are required to submit proof of English proficiency through the International English Language Testing System (IELTS™) (minimum overall band of 7.0 in the Academic Module with a reading and writing band minimum of 7.0) may do so by achieving one of the following: • Test of English as a Foreign Language (TOEFL) Internet based -iBT (100) • International English Language Testing System (IELTS™) (minimum overall band of 7.0 in the Academic Module with a reading and writing band minimum of 7.0) Applicants may be required to demonstrate proficiency based upon on other tests including the submission of written work. MHR

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or Department/Unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".	
2.4 Performance in Coursework 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 or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate Studies). A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the student's department/unit. 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 six (6) credit hours of remediated coursework. If a course is repeated or replaced, the higher 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 six (6) credit hours of coursework are normally Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s). Students are normally expected to complete remedial action by the end of the subsequent term. 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 <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>). Note: 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. Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplementary regulations. A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.	<u>LLM</u> A minimum grade point of average of 3.0 with no grade below B must be maintained. A C+ is the equivalent of a failing grade.
2.5 Mandatory Academic Integrity Course All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7500</u> Academic Integrity Tutorial (0 credit hours) within their first term of initial registration. Université de Saint-Boniface graduate students may choose to complete <u>GRAD 7500</u> or the French-language equivalent, <u>GRAD 7501</u>. Failure to complete this course will result in a registration hold and a grade of "F/NP" being assigned to the course which may lead to being "Required to Withdraw from the graduate program. Notes:	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
• Course-based; • Comprehensive Exam; • Project; • Major research paper.	
6.2 Admission Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include: • Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: - o Canadian institutions empowered by law to grant degrees; or - o 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: - o The University of Manitoba (see General Regulations - Pre-Master's); or - o Canadian institutions empowered by law to grant degrees; or - o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). 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. Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.	<u>LLM</u> Applicants to the LL.M. program will hold a Bachelor of Laws (LL.B.), a Juris Doctor (J.D.), or an equivalent civil law degree or other comparable degree in law. Applicants without a JD/LLB degree will possess demonstrable legal or other applicable knowledge obtained through study within another relevant undergraduate or graduate degree. <u>MHR</u> An admissions/selection committee, to be named by the program Director, will review all applications. 1. At least one undergraduate-level course in human rights or equivalent field experience is preferred. 2. Two letters of reference. Letters may be academic and/or professional. 3. Statement of interest (maximum two pages) that includes reasons for seeking admission, an outline of the applicant's relevant background, a tentative indication of whether the student is likely to pursue a thesis or practicum, and a potential thesis topic, if applicable. 4. Current resume or CV 5. An academic writing sample (only upon request).
6.3 Program Requirements In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations. Any single course cannot be used for credit toward more than one degree.	
6.3.1 Thesis/Practicum Route A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.	<u>LLM</u> Students must successfully complete: • LAW 7112 The Graduate Legal Research and Theory and Research Seminar – LAW 7110 – 23 credit hours

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 Natural Resources Institute.

Observations

1. The Natural Resources Institute proposes changes to its Ph.D. supplementary regulations to provide more clarity to Ph.D. student regarding core course selections and the level of coursework to be taken within the 12 credit hour requirement.

Recommendations

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

Natural Resources Institute

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
result in the student being Required to Withdraw from the Faculty of Graduate Studies. 7.4 Program Requirements All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations: - Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.¹ - Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.	<u>Ph.D. students entering with a Master's degree may take up to 21 credit hours in total.</u> <u>Students must take NRI 7310 Ph.D. Thesis Research Seminar (3).</u> <u>A minimum of 6 credit hours of courses must be completed within the Natural Resources Institute. The remaining 9 credit hours of 7000 level NRI electives will usually include one (1) of:</u> <u>- NRI 7222 Human Dimensions of Natural Resources and Environmental Management (3)</u> <u>- NRI 7232 Ecological Dimensions of Resource and Environmental Management (3)</u> <u>- NRI 7182 Sustainability, Economics, and Natural Resources (3)</u> <u>(Unless credit has already been received for one of the three courses above).</u> All PhD students will be required to complete a minimum of 12 credit hours of course work at the 7000-level or above, if they are entering the PhD program following a Master's degree (or its equivalent). Students may take up to 21 credit hours in total; any further coursework beyond the minimum 12 credit hours must be at the 3000-level or above. All Ph.D. students will be required to complete a minimum of 12 and a maximum of 21 credit hours of course work at the 7000-level or above, beyond the Master's degree (or its equivalent). A minimum of 6 credit hours of courses must be completed within the Natural Resources Institute and must include NRI 7310 Ph.D. Thesis Research Seminar. One of the 3 elective courses taken by PhD students will normally include one of the following: (NRI7222, NRI7232, NRI7182) unless taken previously. Individual programs of study will vary from student to student depending on each student's research interest and the recommendations of each student's advisor and Ph.D. advisory committee. Students will be encouraged to use the pool of Natural Resources Institute required and elective courses as well as appropriate graduate courses available outside of the Natural Resources Institute in order to select the best set of courses to complement their programs. This is because NRI does not intend to limit the options only to NRI offered courses.

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 Psychology.

Observations

1. The **Dept. of Psychology** proposes supplementary regulation changes concerning removing its GRE requirement previously required for all of its graduate programs. The GRE will be replaced with a "Program Preparedness Assessment" and a re-ordering of the department's two-stage process, such that the Stage 1 (faculty needs and interests assessment) occurs first. In addition, the department proposes a mechanism to allow students from marginalized backgrounds who may otherwise not meet the Stage 1 criteria an alternate path to admission.

Recommendations

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

Dept. of Psychology

Respectfully submitted,

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

/ak

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

February 28, 2023

Dear Senate Executive Committee,

I am writing on behalf of the department of Psychology in reply to your memo of December 5, 2022 to Acting Dean of the Faculty of Graduate Studies Kelley Main regarding the proposed changes to our supplemental regulations.

First, I want to thank the Committee for the consideration of our request and the thoughtful feedback. I also want to express our department's appreciation for the time that Dr. Tina Chen took with us to provide a more fulsome explanation of the committee concerns. Below I address these concerns and our suggested changes point-by-point. In addition, in a few cases I clarify the department's goals and some of our reasons for the approach we have taken. I trust these will fully satisfy the committee.

At the same time, I want to be clear that we consider changes of this nature to be a long-term, ongoing process of discussion and reflection. We have a number of other changes under consideration to our processes that touch on issues of diversity, equity and inclusion in our admissions procedures – such as an ongoing discussion of opportunities for altering our honours program, our pre-MA program and our admissions requirements to reduce unnecessary barriers to admission and bring our honours program more in line with that of other Canadian psychology programs. We expect this will address some of the Committee's concern that our plan does not go far enough to address systemic barriers. However, this process requires significant discussion and reflection within our department before we can proceed and could not reasonably be complete in time for our desired goal to remove the GRE requirement in time for the Fall 2024 admissions cycle. We therefore hope that the committee will be sympathetic to our desire to make smaller changes now to ensure that we are moving forward in a meaningful way, and that the further clarification we provide below will additionally address this concern.

Point-by-point response and changes:

- We have clarified the relationship between the general admissions process and the special admissions process for marginalized students by renaming the section “Overview of Admissions Process for External Applicants” to “Overview of General Admissions Process for External Applicants” and moving all discussion of a special admissions route for marginalized applicants to AFTER the general admissions section. This has also been combined with our prior-existing specific admissions category for Indigenous students for the sake of clarity and simplicity, and the process clarified and updated.
- We have clarified the language around identification of applicants for the special admissions route for marginalized applicants to refer to the admissions area as the initiator rather than the advisor.

- We have renamed the “program suitability assessment” as the “program preparedness assessment”. (This latter was the term used in our original pilot program in our BCS area, and we agree it is a better term.)
- We have rephrased the wording regarding who conducts the preparedness assessment to describe it as a decision of the area, rather than a single individual. However, please note that some of our areas are as small as 3 faculty members, any one of whom may be on leave at any given time. Moreover, our pilot run of removing the GRE within the BCS area (which had been approved a few years ago at Senate) found this process to be a significant workload burden. We will therefore allow areas to have a single individual conduct the preparedness assessment on behalf of the area – while noting that ALL admissions decisions are the responsibility of the area, not any individual faculty. This is our existing practice – we hope the altered language makes this more clear.
- Some additional language has been added to clarify who determines the Faculty Needs and Interests points and by what criteria. However, this process must necessarily be left open-ended given the diversity of needs and resources of faculty in our department across the areas.
- The description of the process at Stage 2 has been reorganized and reworded to clarify how the points system will be implemented. A few additional points of clarification:
 - For context, the full text of our instructions to applicants regarding the inclusion of personal background information (after considerable discussion both within and outside our department) currently reads: “**Optional** If you wish, you are invited to share as much or as little of your personal background as you feel appropriate within the given page limit. Your application will not be penalized if you choose not to disclose personal information, or for the content. Our program, consistent with the aims of our university and scientific and professional bodies, strives to include students of all backgrounds who reflect the diversity we see in society at large, and whose interest in psychology is informed by a wide range of experiences within and beyond formal academic training. If you choose to include personal information about your culture, race or ethnicity, religion, heritage, nationality, language, sexual orientation, physical and psychological functioning, gender, age, first-generation student and/or socio-economic status, it will be considered as additional context you have supplied for our understanding of your academic and professional achievements and goals.”
 - The committee questioned how applicants from marginalized or other diverse populations would be identified. We have had a number of conversations on this issue both within our department and with FGS regarding this issue and do not at this time see a better solution than the one that we have outlined, which encourages but does not require applicants to self-identify. We are also looking into the feasibility of introducing a check-box for applicants to self-identify whether they wish to be considered for admission via our special admissions route. We look

forward to ongoing discussions within the larger University community about this important issue.

- At the request of our applied/clinical programs, we have further added some language to provide a mechanism for these areas to exclude an applicant for admission, notwithstanding their Stage 2 ratings according to the structured system, if there is a significant concern regarding the applicant's professional suitability for clinical practice. This is necessary to ensure the safety of the vulnerability community members who are served by our students during practica and internship, and as professionals after they complete our program. In the prior system, this was assured by the Faculty Needs and Interests score. However, now that Faculty Needs and Interests are judged at Stage 1, before the entirety of the application is reviewed, it is necessary to add this mechanism to the system at Stage 2.
- Although not part of the Committee's letter, in response to discussion with Dr. Chen, we have included some additional language in our Special Admissions section to ensure that students admitted via this mechanism have the supports they need to succeed in their program.
- The Committee indicates concern that "the [Program Preparedness Assessment] would rely on standard sorts of admission criteria or evaluations, including a statement of intent and curriculum vitae, for example". We are not sure what other sources of information the Committee has in mind. Hopefully the further information we provide regarding our Statement of Intent and our instructions to applicants about what to include there, as well as our clearer articulation about how the information we do collect will be considered, will address the underlying concern here. We have also clarified in our department-internal instructions for the Stage 2 rating system (including FYI, but not intended to be added to our supplemental regulations) that experiences outside of standard academic experiences should be taken into consideration as appropriate in each of the categories.

Again, we thank the Senate Executive Committee for its very helpful feedback, and we trust that the clarifications and changes we have made address the concerns raised.

Sincerely,



Melanie Soderstrom
Associate Head, Department of Psychology
University of Manitoba



Department of Psychology

P404 Duff Roblin Building
190 Dysart Road
Winnipeg, Manitoba
Canada R3T 2N2
Phone: 204.474.9338
Fax: 204.474.7599
Email: psychology@umanitoba.ca

August 16, 2022

Dear Committee,

The department of Psychology is requesting the following changes to our supplemental regulations:

1. After significant discussion, we are removing the GRE requirement from our admissions process at all levels of graduate admission. This is to be consistent with other similar programs, the majority of whom no longer require GREs. This was approved at a meeting of Department Council in Fall 2021. Changes related to this can be found in sections 1.1.9 and 1.1.10
2. We are replacing the GRE requirement with a "Program Suitability Assessment" and reordering our two-stage process such that the faculty needs and interests assessment occurs at Stage 1 while the program suitability assessment will occur at Stage 2. This is in part because the program suitability assessment requires significant time investment so should only be conducted for students who have some reasonable likelihood of acceptance to the program. This was approved at a meeting of Department Council on May 13, 2022. Changes related to this can be found in section 1.1.10
3. Additionally, we are adding a mechanism to allow students from marginalized backgrounds who may otherwise not meet the Stage 1 criteria an alternate path to admission to ensure greater representation of these groups in our student body. This was approved at a meeting of Department Council on May 13, 2022. Changes related to this can be found in section 1.1.10
4. We have moved information about admission criteria to our PhD program from section 6.2 to section 7.1.1.

Sincerely,

Melanie Soderstrom
Professor
Associate Head (Graduate)
Department of Psychology

Preparedness Assessment Scoring Form

Assess points (out of 5) to each category according to the following anchors. Please try to use the whole scale.

1 = very low, 2 = low, 3 = average, 4 = high, 5 = very high

Preparedness for Graduate Training (Coursework) _____

Consider the quality and relevance of the applicant's prior coursework. Experiences outside of the formal academic setting (e.g. work experience) can also be considered if they are relevant in preparing the student for success in the program of study.

Preparedness for Research/Clinical Practice _____

Consider the applicant's academic research and/or clinical practice (as appropriate) training such as methodological coursework, thesis, and research assistantships. Experiences outside of the formal academic setting (e.g. work experience) can also be considered if they are relevant in preparing the student for success in research and/or clinical practice.

Written and/or Oral Expression _____

Consider the applicant's expression of ideas through written (statement of intent) and, where appropriate, oral (interview) expression. This should include both the quality/clarity of the written/oral expression, as well as the quality of ideas relevant to the discipline and proposed program of study. Care should be taken to consider diverse backgrounds in terms of cultural norms and differing experiences with languages/dialects.

Leadership, Diversity and Community Impact _____

Consider qualities of the applicant outside of specific academic strengths. This should include the applicant's past and potential for future contributions to communities within and outside of the University that may be advanced by their training within our programs, potential contribution to diversity within the department (particularly for underrepresented groups), and evidence of leadership.

Scoring:

Sum of category scores _____ /20

(Score sum – 4) * 2.5 = Scale Score out of 40.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
University of Manitoba students are not required to submit University of Manitoba transcripts.	
1.1.7 Proficiency in English The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List. In all cases, test scores older than two (2) years (from the time of completing the test) are invalid. Thresholds required for successful completion are indicated in parentheses. • Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The “best score” will not be considered for admission. Only individual test scores will be used to meet the minimum requirements. • International English Language Testing System (IELTS™) (6.5 in the Academic Module) • Academic English Program for University and College Entrance (AEPUCE) (65%) • PTE Academic (61% overall) Note: Some units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplementary regulations for details. Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website.	
1.1.8 Letters of Recommendation Letters of Recommendation are to be completed via the online application. Recommendation letters submitted via post or email are not accepted. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification. Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For The number of required recommendation letters for an application for admission is stated on the program's webpage which is available at this link.	
1.1.9 Admission Tests Some departments/units require admissions tests, such as the Graduate Record Examination (GRE®) or the Graduate Management Aptitude Test (GMAT™). These requirements are listed in the department/unit's supplementary regulations. If required, the scores must be submitted at the time of application.	Applicants to the following areas must submit Graduate Record Examination (GRE) scores on three (3) components including quantitative, verbal, and writing: • Applied Behaviour Analysis (ABA) • Clinical Psychology • School Psychology • Developmental Psychology • Quantitative Psychology • Social/Personality Psychology Applicants to the Brain and Cognitives Science area are <u>not</u> required to submit GRE scores; however, if an applicant chooses to do so, their

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
1.1.10 Entrance Requirements The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) (or equivalent) in the last two (2) previous years of full-time university study (60 credit hours). Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.	GRE scores will be considered in the admissions evaluation process. Applicants for all graduate programs must have a minimum 3.0 grade point average (on a 4.5 grade point system) for the most recent 60 credit hours of study at the university level. Information pertaining to applying for admission to the graduate program will be made available to prospective students on the Psychology Department web page. Admissions Process and Criteria A. Overview of <u>General</u> Admissions Process for External Applicants External applicants include all students applying to the Pre-M.A., M.A. or Ph.D. programs who are not currently registered in the Department in the area of graduate study to which they are applying. The application deadline is December 15th. Applicants <u>for general admission</u> are assigned admissions points in a two-stage process: <u>In the initial stage, admission points are assigned on the basis of 1) the applicant's grade point average (GPA) scored out of a maximum of 35 points and 2) a Faculty Needs and Interest score out of a maximum of 25 points, assigned by the admissions area. A Department-wide minimum of 40 admission points from the first stage is needed by the applicant in order to qualify for the second stage of the process.</u> <u>At the second stage, each applicant will be assigned additional admission points out of a maximum score of 40 based on a Program Preparedness Assessment conducted by the admissions area. The Assessment should be conducted by one or more faculty from the area who are NOT the prospective advisor for a given student.</u> In the first stage, admission points are assigned on the basis of the applicant's grade point average (GPA). Graduate Record Examination (GRE) scores are also considered for applicants to all areas except Brain and Cognitive Sciences. Applicants to the Brain and Cognitive Sciences will instead be evaluated as to their preparedness to the program via a separate assessment in lieu of the GRE. A Department wide minimum of 20 admission points from the first stage is needed by the applicant in order to qualify for the second stage of the process.

~~At the second stage, each applicant will be assigned additional admission points based on faculty needs and interests.~~

Applicants who receive more than 80 total points at Stage 2 may be recommended to FGS for admission immediately. For all applicants to a given admissions area, the area will specify acceptance, rejection, and wait-listing for each applicant. Wait-listed applicants will be redefined as rejected applicants, if not accepted by May 15. No rejected applicant may have more admissions points than any applicant accepted or wait-listed via the General admissions process ~~applicant~~.

In order for an area to admit a graduate student, an Advisor or co-Advisor must be identified at the time of admission who will supervise the student, assuming his or her normal progress, from admission through the completion of the relevant degree program.

B. Stage 1

1. GPA.

GPA will be calculated on the 4.5 scale used at the University of Manitoba. Alternative grading systems will be converted to this scale before admissions points are assigned. The calculation will be based on the most recent 60 credit hours (or its equivalent) completed by the student. When only part of a term's work is required to obtain the total of 60 credit hours for the calculation, the GPA for that specific term will be calculated and weighted by the number of credit hours needed to total 60. Admissions points will then be derived from the GPA by the following formula:

$$\text{GPA points} = \frac{(\text{GPA} - 3.00)}{1.50} \times 35$$

2. ~~GRE (for applicants to all areas except the Brain and Cognitive Sciences).~~

~~The writing, verbal and quantitative test scores of the Graduate Record Examination® will be weighted using the following formula:~~

~~GRE points = sum of~~

$$\frac{\text{GRE verbal} - 138}{32} \times 12$$

The admissions area will determine the Faculty Needs and Interest score out of a maximum score of 25, based on the judgment of the prospective advisor regarding potential fit with their research program (based on the applicant's Statement of Intent and CV), as well as other potential considerations where appropriate.

such as the availability of funding or the needs/expectations of community stakeholders (e.g. clinical advisors, communities receiving clinical supports via our programs). -

If a faculty member other than those explicitly listed by the applicant is interested in supervising that applicant, they should inform the specified faculty member(s) and the Area Coordinator that they wish to assign that applicant a Faculty Needs and Interest score. For applicants to the School Psychology Comprehensive stream, Faculty Needs and Interests points will be determined by the area Coordinator or their delegate.

$$\frac{\text{GRE quantitative} - 138}{32} \times 12$$

$$\frac{\text{GRE writing} - 3.0}{3} \times 11$$

3. Preparedness Assessment.

Two members of the Brain and Cognitive Sciences Area, who are not listed as an applicant's prospective advisor, will be assigned by the Area Coordinator to assess the applicant's preparedness for graduate studies, based on the material they have submitted in support of their application. These materials will include the applicant's Letter of Interest, Transcripts, Reference Letters, and (if submitted) their GRE scores. The two assessors will rate the applicant's materials out of a maximum score of 35 and the average of those two scores will determine the points awarded to applicant for this component.

4. The Department-wide minimum threshold for advancement to the second stage of the general admissions process is 40 (out of a total 60) points.

C. Stage 2

Program Preparedness Assessment

The goal of the Program Preparedness Assessment is to determine the applicant's level of preparedness for success within their program of study. In assessing applicants' preparedness, the area will take into account both traditional academic experiences as well as non-academic experience that may be relevant to their potential for success in the graduate program. Considerations of diversifying our graduate student complement and (for School Psychology, Clinical Psychology and Applied Behaviour Analysis areas) the needs of community stakeholders who rely on our students for clinical support both during and after completion

of their program of study, should also be taken into account at this stage.

At least one member of the applicant's admissions area group who did not assign the Faculty Needs and Interest points in Stage 1 and who is not the applicant's prospective advisor, will assess the applicant's preparedness for graduate studies, based on the material they have submitted in support of their application. These materials will include:

1. The applicant's Statement of Intent. The Statement of Intent lists the applicant's preferred advisor(s), and describes the applicant's research interests and experience (if applicable to the program area) and how their background (educational and otherwise) has prepared them for the program. Applicants can optionally provide other information about their background (e.g. culture, race or ethnicity, religion, heritage, nationality, language, sexual orientation, physical and psychological functioning, gender, age, first-generation student and/or socio-economic status). If provided, this information will be considered as additional context for understanding the applicant's academic and professional achievements and goals, and may be used to identify eligibility for the Special Admissions Consideration Category. Students may indicate in their letter of intent if they do not wish to be considered for the Special Admissions Category.

2. CV or resume.

3. Transcript.

4. Letters of Reference.

5. Individual interviews (for Clinical and School applicants).

The assessor will rate the applicant's materials out of a maximum score of 40 according to the following categories:

1. Preparedness for Graduate Training (Coursework) (10 points).
2. Preparedness for Research/Clinical Practice (10 points).
3. Written and/or Oral Expression (10 points).
4. Leadership, Diversity and Community Impact (10 points).

Notwithstanding the above process, for applicants to the Clinical, School or ABA program, if during the

Stage 2 evaluation the area determines that the applicant is professionally unsuitable for clinical practice, the area will assign 0 points out of 40 for Stage 2.

~~Each admissions area will assign points (maximum = 30) on the basis of factors deemed relevant to graduate training in the specific admissions area. These may include, but need not be limited to, the following: referee's recommendations, applicant scholarships, publications, awards, quality of undergraduate institution, specific skills and interests of the applicant, and faculty needs and interests. Each admissions area will determine and specify the procedure for assigning such points.~~

Admission Point Total

After Stage 2 points have been assigned by a given area, the sum of all points from both stages will be calculated for each applicant (maximum = 100 points). Applicants who receive more than 80 total points may be recommended to FGS to be offered admission immediately upon receipt to the department Graduate office. Applicants that areas wish to recommend for admission with scores below 80 will be recommended together once all areas have submitted their requests for admission. However, within an admissions area no rejected applicant may have more admissions points than any accepted or wait-listed applicant.

D. Special Admissions Consideration Category

~~The development of a Special Admissions Consideration Category for the Graduate Program in Psychology is, in part, an attempt to meet the challenge of recruitment, retention, and graduation of indigenous students in psychology at the graduate level.~~

Notwithstanding the general admissions procedure outlined in A-C, aApplicants who have met the minimal eligibility criteria for admissions as outlined by the Faculty of Graduate Studies may be recommended to the Graduate Admissions and Financial Support Committee (GAFS) by a particular admissions area of the Department as suitable for admission in the Special Admissions Consideration Category. To be eligible for this Special Admissions category, they must have self-identified as Indigenous or from another marginalized community or background, and/or have experienced hardship such that their current application materials may not reflect their true potential to succeed. Students may self-identify for this purpose either within their letter of intent or by contacting GAFS directly. Students who indicate (e.g. in their letter of intent) that they do not wish to be considered for Special Admissions will be

~~excluded from consideration for admission through this route.~~ Students admitted in this Category will not count against the entitlements of the faculty member. ~~and any one faculty member may have only one of these students at any one time.~~

Applicants reviewed within the Special Admissions Category are reviewed by the area according to the same criteria as applicants for general admission, with the exception/addition that:

1. Applicants within the category do not need to meet the Score thresholds for admission at Stage 1 and Stage 2.
2. Scores from applicants from this admissions category are not counted toward the rule that a rejected applicant may not have higher points than an admitted student.
3. The area must submit an assessment of need for the student indicating at a minimum: a) any additional coursework or training needed, b) any additional advisory or community support required and a commitment from the advisor to provide this additional support (and/or to locate relevant community support) and c) an assessment of available funding to support the student.

The additional training and/or supports outlined in #3 will be included in the letter of admission. Aside from these considerations, students admitted via the Special Admissions category will have the same expectations, rights and responsibilities as other students during their program of study, and will have the same access to departmental funding and other supports.

~~In order to be eligible for special consideration, applicants must be from the indigenous populations in Canada. Students from the indigenous populations who wish to be considered in the Special Admissions Consideration Category must so indicate in a cover letter accompanying their application form.~~

E. Exceptions

~~In some cases, when, for example, GRE scores are unavailable or judged to be inappropriate,~~ an admission area may wish to make an exception to the standard admissions process for reasons not otherwise anticipated in this document. Such exceptions are to be reviewed and approved by the full GAFS Committee before an alternative selection procedure is applied.

F. Off-Cycle Admissions

External applicants will normally be considered only during the December admissions season for subsequent September registration. However, a

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
- cannot be used for credit towards another degree; - may not exceed 50% of the credit hours of coursework required of the student's Graduate Diploma program at The University of Manitoba. Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Faculty of Graduate Studies; an original transcript and course equivalency must be provided.	
5.6 Recognition for Credit Graduate-level courses completed as part of a Graduate Diploma may be recognized toward a graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into graduate degree programs in same or related fields of study.	
SECTION 6: General Regulations: Master's 6.1 General Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following link), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following: - Thesis/practicum-based; - Course-based; - Comprehensive Exam; - Project; - Major research paper.	Students apply to one of the follow admissions areas: - Applied Behaviour Analysis (ABA) - Clinical Psychology - School Psychology - Brain and Cognitive Sciences - Developmental Psychology - Quantitative Psychology - Social/Personality Psychology The school psychology program has two streams, a 2-year comprehensive (non-thesis) stream, and a 3-year thesis stream.
6.2 Admission Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include: - Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: - Canadian institutions empowered by law to grant degrees; or - 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: - 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. All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering	General Applications for graduate study are accepted from students holding either a B.A. (Honours) or B.Sc.(Honours) degree from the University of Manitoba or its equivalent from another university. Students holding a four-year B.A. (Advanced Major) or B.Sc. (Major) from the University of Manitoba, or another Canadian university, are normally accepted into the pre-M.A. program. However, program areas can recommend applicants for admission to the M.A. program, notwithstanding, if they hold a four-year B.A. or B.Sc. degree from a program at any university recognized by the Faculty of Graduate Studies, that does not provide an opportunity to complete an honours degree and/or an honours thesis. Applicants for the Ph.D. program should hold an M.A. degree from the University of Manitoba or its equivalent from another university.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the website), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion.	
7.1 Admission 7.1.1 General criteria Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.	Ph.D. Program Applicants for the Ph.D. program should hold an M.A. degree from the University of Manitoba or its equivalent from another university. Students entering the Ph.D. program with an M.A. degree in psychology from a Canadian university or its equivalent will not be required to complete the M.A. requirements. Students without a Psychology Master's degree would be considered for admission on an individual basis. Students apply to one of the follow admissions areas: • Applied Behaviour Analysis (ABA) • Clinical Psychology • Brain and Cognitive Sciences • Developmental Psychology • Quantitative Psychology • Social/Personality Psychology
7.1.2 Direct Admission from the Bachelor's Honours or Equivalent With special recommendation of the department/unit, applicants without a Master's degree who have an honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years (60 credit hours) of undergraduate study). Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.	
7.1.3 Transfer from the Master's to the Ph.D. Program Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.	

Report of the Senate Committee on Admissions concerning a proposal from the Dr. Gerald Niznick College of Dentistry to modify the admission requirements for the Doctor of Dental Medicine program (2023.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Dr. Gerald Niznick College of Dentistry is proposing that the Individual Applicant Category and the Indigenous Applicant Category should be treated as two distinct categories.
3. The proposal was approved by the Dental College Council on October 3rd, 2022, and was endorsed by SCADM on February 23rd, 2023.

Observations:

1. Currently these two categories share a pool of positions that are available to applicants.
2. The proposed changes will result in an increase to the number of seats available in the Canadian Indigenous category which aligns with the College's commitment to the institutional EDI priorities.
3. This change will also result in an increase in the number of applicants admitted in the Individual Applicant Category.
4. There is no change to the selection process for either category.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Doctor of Dental Medicine program be approved effective for the Fall 2024 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

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

Proposal from the Dr. Gerald Niznick College of Dentistry (Committee for Selection in Dentistry) to the Senate Committee on Admissions regarding the Indigenous and Individual (formerly Special) Applicant Category student numbers

Section I – Description of the Changes

1. *Changes being proposed:*
 - a. That the undergraduate dentistry Indigenous Applicant Category be completely separated from the Individual (Special) Applicant Category, with which it currently shares acceptance positions.
 - b. That the number of positions in the Indigenous Applicant Category be increased from 2 to 5.
 - c. That the Individual (Special) Applicant Category maintain 4 dedicated positions.
2. *Background Information and Rationale:* These changes are being proposed in line with the priorities of the University of Manitoba as part of its Equity, Diversity and Inclusion (EDI) initiatives to improve the diversity and demographics of its programs. Within the Rady Faculty of Health Sciences where comparable categories exist, most programs have set admission capacity for Canadian Indigenous Category students at approximately 10% or higher of their classes. Dentistry currently is below this number. At the Dental College Council meeting of October 3, 2022 it was proposed that in order to improve the EDI components of our classes, the Canadian Indigenous Category positions available should rise from two (2) to five (5) students (17.5% of the class), allowing for a better representation of the population of Manitoba. To simplify the selection process, Dental College Council also recommended that the Canadian Indigenous Category and the Individual (Special) Category no longer share acceptance positions, and instead have their own maximum acceptance numbers, with the Canadian Indigenous Category at five (5) and the Individual (Special) Category at four (4). This would retain twenty (20) positions for the General (Regular) Applicant category. Note that unfilled positions in the Canadian Indigenous and Individual (Special) Applicant Categories revert to applicants from the General (Regular) Applicant Pool. There would be no changes to the process for selection within the Canadian Indigenous and Individual (Special) Applicant Categories.
3. *Current Requirement:* The current Applicant Information Bulletin for Dentistry in the two categories reads as follows:
 - a. Canadian Indigenous Applicant Category
 - i. Page 4, 2 of D Categories of Applicants: A maximum of two positions in the first year dental program may be allocated to applicants from the Indigenous populations of Canada in the Canadian Indigenous Category.
 - ii. Page 11, 2 of E Final Selection: A maximum of two applicants may be accepted into this category based on information gathered in the

interview process in conjunction with academic standing (as of June 1st of the year of application) and Canadian DAT performances.

- b. Individual (Special) Applicant Category
 - i. Page 5, 3 of D Categories of Applicants: A maximum of six positions in the first year program may be allocated to the combined Canadian Indigenous Applicant and Individual (Special) Applicant Categories, with a maximum of two positions being allocated to the Canadian Indigenous Applicant Category.
 - ii. Page 11, 3 of E Final Selection: A maximum of six applicants in the first year program will be accepted to the combined Canadian Indigenous Applicant and Individual (Special) Applicant Categories, with a maximum of two positions being allocated to the Canadian Indigenous Applicant Category.
4. *Proposed Requirement:* The proposed changes to the Applicant Information Bulletin for Dentistry would read:
- a. Canadian Indigenous Applicant Category:
 - i. Page 4, 2 of D Categories of Applicants: A maximum of five positions in the first year dental program may be allocated to applicants from the Indigenous populations of Canada in the Canadian Indigenous Category.
 - ii. Page 11, 2 of E Final Selection: A maximum of five applicants will be accepted into this category based on information gathered in the interview process in conjunction with academic standing (as of June 1st of the year of application) and Canadian DAT performances.
 - b. Individual (Special) Applicant Category
 - i. Page 5, 3 of D Categories of Applicants: A maximum of four positions in the first year program may be allocated to the Individual (Special) Applicant Category.
 - ii. Page 11, 3 of E Final Selection: A maximum of four applicants in the first year program will be accepted to the Individual (Special) Applicant Category.
5. *Effective Date:* The proposed effective date for these changes in the bulletin would be for the 2024-25 Dr. Gerald Niznick College of Dentistry Applicant Information Bulletin, with an application deadline of January 2024.

Section II – Consultation with other Faculties

The Dr. Gerald Niznick College of Dentistry proposed change will have no impact on other University of Manitoba Faculties. Therefore, consultation with other Faculties did not occur.

Section III – Recommendation

At the October 3, 2022 meeting of Dental College Council, the Dr. Gerald Niznick College of Dentistry recommended:

That undergraduate dentistry admissions Canadian Indigenous and Individual (Special) Applicant Categories be clearly separated into two separate categories AND that the number of available positions within the Canadian Indigenous Applicant Category increases from two (2) to five (5), retaining four (4) positions for Individual (Special) Applicant Category applicants and twenty (20) positions for the General (Regular) Applicant Category.

Report of the Senate Committee on Admissions concerning a proposal from the Dr. Gerald Niznick College of Dentistry to modify the admission requirements for the International Dentist Degree program (2023.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Dr. Gerald Niznick College of Dentistry is proposing two changes to the admission requirements for the International Dentist Degree Program (IDDP):
 - i. Track A applicants will be required to complete the Advanced Dental Admission Test (ADAT) instead of the Assessment of Fundamental Knowledge (AFK) examination.
 - ii. Track B applicants will be required to complete the Assessment of Clinical Judgement (ACJ) examination. They also must complete the National Dental Examination for Clinical Competence (NDECC) instead of the Assessment of Clinical Skills (ACS) examination.
3. The proposal was approved by the Dental College Council on October 3rd, 2022, and was endorsed by SCADM on February 23rd, 2023.

Observations:

1. The National Dental Examination Board advised that the AFK should no longer be used as an admissions pre-test. As a result, Canadian dental programs are switching to the ADAT instead of the AFK.
2. The change to the ACJ examination language in Track B is simply to clarify that applicants must have written and passed the examination.
3. The other change in Track B is because the ACS examination is no longer used so it is being replaced with the NDECC.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the International Dentist Degree program be approved effective for the Fall 2025 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

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

Proposal from the Dr. Gerald Niznick College of Dentistry (International Dentist Degree Program Selection Committee) to the Senate Committee on Admissions regarding the academic pre-requisite requirements for Track A and Track B applicants

Section I – Description of the Changes

1. *Changes proposed at the October 3, 2022 meeting of Dental College Council:*

- a. That within the International Dentist Degree Program (IDDP) Track A applicant category, Track A candidates will now need to complete the Advanced Dental Admission Test (ADAT) as an admission test replacing the currently used Assessment of Fundamental Knowledge (AFK) examination. As well, the bulletin will state that the ADAT must be written no later than March 1 in the year of application.
- b. That within the IDDP Track B applicant category, the following two changes be made:
 - i. That the bulletin be changed to state that applicants must “have written and passed” the Assessment of Clinical Judgment (ACJ) examination prior to applying instead of “may have written”.
 - ii. That the bulletin states that Track B applicants must complete the National Dental Examination for Clinical Competence (NDECC) by June of the calendar year of application, removing the option of applicants completing the Assessment of Clinical Skills (ACS) examination.

2. *Background Information and Rationale:*

The AFK examination currently used in the IDDP Track A selection process is sponsored by and is the property of the National Dental Examining Board (NDEB) of Canada. The NDEB notified the dental faculties and colleges across Canada in June 2022 that this examination should no longer be used as an admissions test/ pre-requisite requirement for their programs. Therefore the College of Dentistry needs a replacement for this examination. Currently Canadian dental programs are switching to the Advanced Dental Admission Test (ADAT), which is widely used across the United States.

Furthermore, by switching to the ADAT examination, this will meet objectives of the Provincial Fairness Commissioners in having a benchmark test that is more accessible to internationally trained dentist as the examination both costs less and is offered more frequently than the AFK examination. Both examinations test students on fundamental knowledge based questions relating to the practice of dentistry and offer comparable insight into applicants.

Applicants in the IDDP Track B process are individuals who have attempted and failed to achieve licensure through the direct licensure NDEB process in that year. The proposed changes to the Track B selection process are related to changes made at the NDEB in terms of both the timing and names of the examinations used in this process. The

change related to the ACJ examination is merely to clarify the language used in the bulletin in that applicants need to have both written and passed the examination. With regard to the second proposed change, the ACS examination is no longer used and has been fully replaced by the NDECC examination. The NDECC examination is also offered multiple times per year and a final cut-off date for Track B applicants needs to be clearly stated.

3. **Current Requirement:** The current Applicant Information Bulletin for IDDP in the two categories reads as follows:
 - a. Track A
 - i. Page 2, paragraph 2: Have completed and successfully passed the Assessment of Fundamental Knowledge (AFK) examination in English sponsored by the National Dental Examining Board of Canada (NDEB) prior to the application deadline. The AFK must be written no later than February in the year of application.
 - b. Track B
 - i. Page 2 paragraph 6: Have written and passed the Assessment of Fundamental Knowledge; “may have” written the Assessment of Clinical Judgment (ACJ) examinations sponsored by the National Dental Examining Board of Canada (NDEB) within three years prior to the Track B Application deadline, AND in the year of application have taken the Assessment of Clinical Skills (ACS) or the National Dental Examination of Clinical Competence (NDECC) sponsored by the National Dental Examining Board of Canada (NDEB) prior to the Track B Application deadline (the ACS/NDECC must be taken by December of the calendar year prior to application or June in the year of application).
4. **Proposed Requirement:** The proposed changes to the Applicant Information Bulletin for IDDP would read:
 - a. Track A Category:
 - i. Page 2, paragraph 2: Have completed the Advanced Dental Admission Test (ADAT) sponsored by the American Dental Association (ADA) prior to the application deadline. The ADAT must be written no later than March 1 in the year of application.
 - b. Track B Category
 - i. Page 2, paragraph 6: Have written and passed the Assessment of Fundamental Knowledge; “have written and passed” the Assessment of Clinical Judgment (ACJ) examinations sponsored by the National Dental Examining Board of Canada (NDEB) within three years prior to the Track B Application deadline, AND in the year of application have taken the National Dental Examination of Clinical Competence (NDECC) sponsored by the

National Dental Examining Board of Canada (NDEB) prior to the Track B Application deadline (the NDECC must be taken by June of the calendar year of application).

5. **Effective Date:** The proposed effective date for these changes in the bulletin would be for the 2025-2026 Dr. Gerald Niznick College of Dentistry International Dentist Degree Program Applicant Information Bulletin, with an application deadline of April 2024.

Section II – Consultation with other Faculties

The Dr. Gerald Niznick College of Dentistry IDDP proposed change will have no impact on other University of Manitoba Faculties. Therefore, consultation with other Faculties did not occur.

Section III – Recommendation

At the October 3, 2022 meeting of Dental College Council, the Dr. Gerald Niznick College of Dentistry recommended:

That the International Dentist Degree Program Track A applicant category accept the Advanced Dental Admission Test (ADAT) as a pre-requisite requirement for admission AND that the ADAT must be written no later than March 1 in the year of application.

That the International Dentist Degree Program Track B applicant category language change from “may have written” to “have written and passed” the Assessment of Clinical Judgment (ACJ) examination AND that the NDECC must be taken by June of the calendar year of application.

Report of the Senate Committee on Admissions concerning a proposal from the Rady Faculty of Health Sciences to modify the admission requirements for the Interdisciplinary Health Program (2023.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Rady Faculty of Health Sciences is proposing the creation of an Indigenous admission category for the Interdisciplinary Health Program (IHP).
3. The proposal was approved by the Rady Faculty of Health Sciences Faculty Executive Council on January 31st, 2023 and was endorsed by SCADM on February 23rd, 2023.

Observations:

1. The number of self-declared Indigenous students in both the Bachelor of Health Sciences and Bachelor of Health Studies programs is not reflective of the Indigenous population in Manitoba.
2. The creation of a separate category is designed to address barriers that Indigenous applicants have faced or are facing.
3. Applicants who select the Indigenous category will be considered in the general admissions category first.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Interdisciplinary Health Program be approved effective for the Fall 2024 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

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



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

Office of the Dean
A102 Chown Bldg.
753 McDermot Ave.
Winnipeg, Manitoba
Canada R3E 0W3
Ph: 204-789-3485

DATE: February 1, 2023

TO: Mr. Jeff Leclerc, University Secretary
Senate Committee on Admissions

FROM: Peter Nickerson, Dean & Vice-Provost, Rady Faculty of Health Sciences

SUBJECT: Senate Approval for Interdisciplinary Health Program- Indigenous Admission Category

The Rady Faculty of Health Sciences is requesting the initiation of Senate approval from the Senate Committee on Admissions regarding the proposal to create an Indigenous category for admission into the Interdisciplinary Health Program.

The above motion was approved unanimously at the Rady Faculty of Health Sciences Faculty Executive Council meeting on January 31, 2023.

This cover memo includes this proposal as one document in pdf format.

Please let me know if you require additional information or clarification.

Attachment

Copy: Olga Kuznetsova, Assistant, Office of the Registrar & Enrolment Services
Lanette Siragusa, Vice-Dean, Education, Rady Faculty of Health Sciences
Mark Nachtigal, Director, IHP
Karen Borbridge, Academic Advisor/Program Coordinator, IHP
Karen Holmes, Senior Academic Advisor, IHP

Proposal to Senate Committee on Admissions

Interdisciplinary Health Program Indigenous Admissions Category

Section I – Description of the change

The change being proposed is to create an Indigenous category for admission into the IHP to reflect the Indigenous population of Manitoba.

For the Health Sciences program, 17.5% of total seats:

- Up to 5 out of 30 Direct Entry (DE) spaces allocated (16.7% of DE spaces)
- Up to 2 out of 10 Advanced Entry (AE) spaces allocated (20% of AE spaces)
- Unused spaces will be reallocated to be used by the general applicant pool.

For the Health Studies program 17.5% of total seats:

- Up to 2 out of 10 for Direct Entry spaces allocated (20% of DE spaces)
- Up to 5 out of 30 for Advanced Entry spaces allocated (16.7% of AE spaces)
- Unused spaces will be reallocated to be used by the general applicant pool.

Indigenous learners will be required to self-declare on their application. All students must meet the minimum entry requirements which are:

Direct Entry:

1. *Bachelor of Health Sciences (B.H.Sc)*

A minimum average of 85% over the following, with no less than 60% in each course:

- English 40S
- Applied Mathematics 40S or Pre-Calculus Mathematics 40S
- Biology 40S
- Chemistry 40S

2. *Bachelor of Health Studies (B.H.St.)*

A minimum average of 85% over the following, with no less than 60% in each course:

- English 40S
- Applied Mathematics 40S or Pre-Calculus Mathematics 40S
- Biology 40S or Chemistry 40S
- An academic 40S course (as outlined in Appendix 1: Academic 40S Course List, included in the [Direct Entry Programs - Applicant Information Bulletin](#))

Advanced entry:

1. *Bachelor of Health Sciences (B.H.Sc)*

All applicants must have completed a minimum of twenty-four (24) credit hours of university level course work, with a minimum Adjusted Grade Point Average of 2.50. Course work must consist of 6 credit hours of Arts course work, 6 credit hours of Science course work, and 12 credit hours of electives. All course work must be completed by the end of the April exam period for the Fall term and the end of the August exam period for the Winter term.

2. *Bachelor of Health Studies (B.H.St.)*

All applicants must have completed a minimum of twenty-four (24) credit hours of university level course work, with a minimum Adjusted Grade Point Average of 2.50. All course work must be completed by the end of the April exam period for the Fall term and the end of the August exam period for the Winter term.

Applicants who select the Indigenous category for admission will be considered in the general admission category first. If they are not competitive in the general admission category, they will then be considered for one of the seats in the Indigenous category. Applicants to the Indigenous admission category will be ranked based on the calculated Adjusted Grade Point Average (for Advanced Entry applicants) or high school admission average (for Direct Entry applicants) to determine which students are admitted.

Background and rationale:

At the time of the 2021 census, Manitoba's Indigenous population was 17%. Our current enrolment statistics (provided by the Office of Institutional Analysis) indicate 9.4% of BHSc and 6.4% of BHSt students self-declare as Indigenous. Thus our enrolment statistics do not reflect the population of Manitoba and it was determined that an Indigenous category for admission was warranted to address potential barriers for learners that may be under-represented. For example, entry into the Health Sciences program is competitive, requiring a 4.0 adjusted GPA for the 2022 Fall admissions and this may be excluding Indigenous students that may experience hardships accessing post-secondary education. It is important to have a student population that is representative of our provincial demographics, as the intention is for our graduates to use their knowledge to benefit Manitoba communities.

Section II - Consultation with other faculties

The proposed change does not affect other Faculties or Departments.

Section III - Recommendation

It is recommended that the SCADM endorse the creation of an Indigenous category to the IHP admissions. It is proposed that the change take effect for the Fall 2024 intake.

This proposal was approved at the Interdisciplinary Health Program Council meeting on December 13, 2022.

February 16, 2023

Report of the Senate Committee on Instruction and Evaluation RE: Revised Voluntary Minor Regulation, Interdisciplinary Health Program, Rady Faculty of Health Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meeting on February 16, 2023, SCIE considered a proposal from the Rady Faculty of Sciences to revise the Interdisciplinary Health Program's Voluntary Minor regulation.

Observations:

1. The Faculty is proposing to change the name of the regulation to Optional Minor.
2. The Faculty is proposing to allow students to use courses required for their degree program towards their chosen Minor.
3. Students in the Interdisciplinary Health Program would not be permitted to complete a Health Sciences or a Health Studies Minor.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed revisions to The Voluntary Minor, Interdisciplinary Health Program, Rady Faculty of Health Sciences, effective September 1, 2023.

Respectfully submitted,

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

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



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

Office of the Dean
A102 Chown Bldg.
753 McDermot Ave.
Winnipeg, Manitoba
Canada R3E 0W3
Ph: 204-789-3485

DATE: February 1, 2023

TO: Mr. Jeff Leclerc, University Secretary
Senate Committee on Instruction & Evaluation

FROM: Peter Nickerson, Dean & Vice-Provost, Rady Faculty of Health Sciences

SUBJECT: Senate Approval for Interdisciplinary Health Program- Academic Calendar Revision

The Rady Faculty of Health Sciences is requesting the initiation of Senate approval for the proposed changes to the Academic Calendar regarding the Voluntary Minor section revision.

The above motion was approved unanimously at the Rady Faculty of Health Sciences Faculty Executive Council meeting on January 31, 2023.

This cover memo includes this proposal as one document in pdf format.

Please let me know if you require additional information or clarification.

Attachment

Copy: Marcia Yoshida, Student Appeals & Academic Governance Officer, Office of the University Secretary
Lanette Siragusa, Vice-Dean, Education, Rady Faculty of Health Sciences
Mark Nachtigal, Director, IHP
Karen Borbridge, Academic Advisor/Program Coordinator, IHP
Karen Holmes, Senior Academic Advisor, IHP

Proposal to Senate Committee on Instruction and Evaluation

Interdisciplinary Health Program - The Voluntary Minor section revision

This proposal was approved at the Interdisciplinary Health Program Council meeting on December 13, 2022.

Rationale for the change:

The original statement, located in the [Academic Calendar under the Interdisciplinary Health Program \(IHP\) Overview section](#), is directed towards IHP students and identifies the rules for which minors they are allowed to pursue. The current wording prevents students from being able to complete a minor in which the required courses are also a part of their IHP degree program. Because of the interdisciplinary nature of the IHP degrees, required courses come from different faculties and limits the options for which minors students can pursue. For example, PSYC 1200 is a required course and it also required for the Psychology minor. By allowing degree required courses to also be used towards a minor, students will be able to declare that they've gained knowledge in a concentrated area of study, enriching their academic experience.

Reference: <https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/interdisciplinary-health-programs/>

Current wording:

The Voluntary Minor

Students in the Interdisciplinary Health Program may declare and complete a Minor from departments and interdisciplinary programs in which a Minor is offered. A Family Social Sciences Minor is available. Information about Minors in programs other than Interdisciplinary Health is found in the appropriate description of departmental/school/faculty program offerings in the Academic Calendar.

Completion of the Minor is entirely optional. Students may not, however, declare both their Major and Minor from the same department/interdisciplinary program. No course may be used as part of a prescribed program in the Interdisciplinary Health Program and also be part of a prescribed Minor. For example, if a course in Chemistry is part of a student's degree requirements, it cannot be used as part of a Minor in another program. Completion of a Minor may require that a student take more than the minimum number of credit hours for graduation.

Proposed changes:

~~The Voluntary~~Optional Minor

Students in the Interdisciplinary Health Program may declare and complete a Minor from departments and interdisciplinary programs in which a Minor is offered. However, IHP students are not permitted to complete a Health Sciences or Health Studies Minor. For example, a Health Sciences student cannot complete a Health Studies minor. A Family Social Sciences Minor is available to all IHP students except Health Studies students who are completing the Family Health concentration. Information about Minors in programs other than Interdisciplinary Health is found in the appropriate description of departmental/school/faculty program offerings in the Academic Calendar.

Completion of the Minor is entirely optional. Courses required in a student's specific degree program are acceptable for use in a chosen Minor. Students may not, however, declare both their Major and Minor from the same department/interdisciplinary program. No course may be used as part of a prescribed program in the Interdisciplinary Health Program and also be part of a prescribed Minor. For example, if a course in Chemistry is part of a student's degree requirements, it cannot be used as part of a Minor in another program. Completion of a Minor may require that a student take more than the minimum number of credit hours for graduation.

Revised Regulation:

Optional Minor

Students in the Interdisciplinary Health Program may declare and complete a Minor from departments or interdisciplinary programs in which a Minor is offered. However, IHP students are not permitted to complete a Health Sciences or Health Studies Minor. For example, a Health Sciences student cannot complete a Health Studies minor. A Family Social Sciences Minor is available to all IHP students except Health Studies students who are completing the Family Health concentration. Information about Minors in programs other than Interdisciplinary Health is found in the appropriate description of departmental/school/faculty program offerings in the Academic Calendar.

Completion of the Minor is entirely optional. Courses required in a student's specific degree program are acceptable for use in a chosen Minor.

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Academic Regulations, Juris Doctor, Faculty of Law

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meetings on November 17, 2022 and February 16, 2023 SCIE considered a proposal from the Faculty of Law regarding academic regulations for the Juris Doctor program.

Observations:

1. The Faculty's formal review of its policies and procedures was established in 2021. In January 2022 a special committee of the Dean was given the mandate to consolidate and update the rules, procedures and regulations of the Faculty. This work was informed by review of pedagogical reports, the *Faculty of Law Academic Innovation Report*, the Academic Affairs Committee report entitled *A Vision for Experiential Education at Robson Hall: Supporting Students' Transition to Practice* and the *Requirements of an Approved Canadian Common Law Degree of the Federation of Law Societies*.
2. The Faculty wishes to ensure fairness for students while maintaining a positive student experience.
3. The *Juris Doctor Policies and Procedures* includes policy statements on ten different areas. SCIE's observations focused on Evaluation, Practice-Based Learning and Progression Rules.

Evaluation

1. The regulations concerning evaluation would include the following:
 - a) Adherence to National Standards
 - b) Appeals
 - c) Deferrals and Extensions
 - d) Juris Doctor Students in Non-law courses
 - e) Non-Juris Doctor students
 - f) Reasonable accommodations.
2. Students would be permitted to request deferral of examinations and accommodations for Brief Extenuating Circumstances and Long-term Extenuating Circumstances.
 - a) A Brief Extenuating Circumstance would be defined as "a situation outside of a student's control that affects their ability to fulfill their academic obligations and requirements for a period lasting no more than 120 hours (5 days). This

means a medical event or condition; a student circumstance requiring compassion, including bereavement; a religious observance; or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event.”

- i) Students who request a deferred examination due to a Brief Extenuating Circumstance would submit a Self-Declaration Form for Brief or Temporary Absence to their instructor and the Associate Dean of the Juris Doctor program.
 - b) A Long-Term Extenuating Circumstance would be defined as “a situation outside of a student’s control that affects their ability to fulfill their academic obligations and requirements that lasts longer than 120 hours (5 days), or an accumulation of Brief Extenuating Circumstances for a given student in each semester totaling ten or more business days. This means a medical event or condition; a student circumstance requiring compassion; an accommodation authorized through Student Accessibility Services; or a religious observance.”
 - i) Students requesting a deferred examination due to a Long-Term Extenuating Circumstance would be required to provide medical documentation or other supporting documents along with their request.
- 3. Applications for deferred examinations would normally be filed within 48 hours of the scheduled date of the missed examination, or within 48 hours of the last examination missed. Deferrals may be granted beyond the 48-hour period if there are justifiable reasons for the delay. Deferred examination applications would be assessed and determined by the Associate Dean of the Juris Doctor program.
- 4. Initial approval of all deferred examinations would be conditional upon verification that the student has completed all required components of the course and that it is mathematically possible for the student to pass the course by writing the final examination.
- 5. Where a student is granted a deferral of a mid-term examination, the final grade for the course may be calculated based on the other evaluations used in the course weighted at 100% without including the mid-term examination, if the Associate Dean of the Juris Doctor program determines that the student has met the bona fide academic requirements for the course.
- 6. The regulations provide guidance on the scheduling and nature of deferred, re-deferred and supplemental examinations.
- 7. The regulations provide guidance on extensions for papers and assignments due to short term extenuating circumstances or long-term extenuating circumstances.

Practice-Based Learning

- 1. Practice-based learning opportunities would be available to students and could take the form of externships, competitions, internships and other clinical opportunities and

clerkships. Practice-based learning opportunities include for-credit and not-for-credit opportunities.

2. Students in their second year would be restricted to 12 credit hours of pass/fail for-credit opportunities.
3. Students in their third year would be restricted to 18 credit hours of pass/fail for-credit opportunities.
4. Optional, not-for-credit opportunities would be made available to students, which may be recorded on the participant's student experience records where the opportunity requires a substantial investment of time and energy.

Progression Rules

1. The program is a three-year program, consisting of 92 credit hours. Students must complete two years of the program at the University of Manitoba. A student may take one year of the program at another university, if granted permission by the Associate Dean of the Juris Doctor program. In special circumstances, a student would be permitted to take more than one year of the program at another Canadian University, with the permission of the Juris Doctor Academic Standings Committee.
2. Students would be required to complete an academic year before being permitted to progress to the next year or to graduate.
3. A student may be required to establish fitness to resume studies if they have withdrawn from the program for medical or compassionate reasons, received deferred examinations for all exams in a final examination series, or failed to write deferred examinations as scheduled.
4. Students may be permitted to take a non-LAW course if approved by the Associate Dean of the Juris Doctor program, although grades obtained in the non-LAW courses would not be applied to the JD degrees.
5. Students may be permitted to take up to six credit hours of courses offered by another approved university law program during inter-session or summer session, if granted prior approval. These courses may count toward their degree.
6. A student who is enrolled in 18 or fewer credit hours would be a part-time student. Part-time students are required to take LAW 1460, LAW 1530 and LAW 1540 and one other course from the first-year curriculum in their first year. In their second year a part-time student must take all remaining first-year courses. The Associate Dean of the Juris Doctor program has the authority to waive this requirement.
7. Students would be required to complete all requirements of the Juris Doctor degree in three full time years, or up to six years with exceptions for accommodations.
8. To be in good academic standing, students must achieve a Degree Grade Point Average of 2.0 or higher, achieve a grade of C or higher in any graded mandatory course and achieve a pass in any Pass/Fail course.

9. The first time a student's Degree Grade Point Average drops below 2.0 they would receive an Academic Warning from the Chair of the Standings Committee and would be required to meet with an Academic Advisor to discuss potential supports.
10. The second time a student's Degree Grade Point Average drops below 2.0 the student would be placed on Academic Probation and would be required to meet with the Academic Standings Committee and provide a plan for addressing the matters that led to Academic Probation.
11. The third time a student's Degree Grade Point Average drops below 2.0 the student would be required to withdraw from the Faculty of Law and would be ineligible to take courses from the Faculty of Law for one academic term. The student would be required to submit a written request for reinstatement which would be considered by the Academic Standings Committee. Oral submissions may also be considered.
12. Students would be permitted to write supplemental examinations in the following circumstances:
 - a) A student who earns a grade of less than C in any mandatory first-year course may write one supplemental examination or assignment for that course.
 - b) The Academic Standings Committee may permit a second-year student who earns a grade of less than C to write a supplemental examination or assignment if circumstances warrant. If the student receives a grade of less than C on any supplemental examination, the student must repeat the course.
 - c) Any student who earns a grade less than a D in any mandatory third-year course may write one supplemental examination or assignment in that course.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed academic regulations on Evaluation, Practice-based Learning and Progression Rules, Juris Doctor program, Faculty of Law, effective September 1, 2023.

Respectfully submitted,

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

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



University of Manitoba | Faculty of Law

5. EVALUATION

PREAMBLE: In the course of delivery of the approved common law degree set out in the [National Requirement](#) of the Federation of Law Societies of Canada, the evaluation system for courses in the Faculty of Law will be fair and transparent and provide reasonable accommodations.

POLICY: The evaluation system for the Juris Doctor program adheres to the [National Requirement](#) of the Federation of Law Societies of Canada; the [current curriculum](#) is available online. The evaluation system is transparent to students and faculty, communicates expectations in advance, enables students to understand why they received the grades they did and provides avenues for appeal on reasonable grounds. Grading guidelines are outlined in the procedures section, including accommodations provisions for students as approved by [Student Accessibility Services](#) of the University of Manitoba.

PROCEDURES: Evaluation procedures at the Faculty of Law set academic standards and assist students in meeting them. Each Evaluation procedure is established and reviewed according to the following general categories:

- Adherence to National Standards
- Appeals
 - *Mid-Term Grades*
 - *Final Grades*
 - *Grading Guidelines*
 - *Guidelines for Pass/Fail Courses*
 - *Juris Doctor Grades Appeal Committee*
 - Membership
 - Responsibility to Faculty Council
 - *Senate Committee on Appeals*
- Deferrals and Extensions
 - *Deferrals of Exams and Accommodation: Brief Extenuating Circumstance*
 - *Deferrals of Exams and Accommodation: Long-term Extenuating Circumstance*
 - *Rescheduled Examinations*
 - *Missed Mid-Term Examination*
 - *Illness or Emergency During Examination*

- *Scheduling Deferred and Supplemental Examinations (Both Brief and Long-Term Extenuating Circumstances)*
- *Nature of Deferred and Supplemental Examinations and Re-Writing Examinations*
- *Papers and Assignments*
- *Rescheduling Exams*
- Juris Doctor Students in Non-law courses
- Non-Juris Doctor students
- Reasonable Accommodations

ADHERENCE TO NATIONAL STANDARDS

Evaluation of Juris Doctor coursework adheres to the standards set out in the [*National Requirement*](#) of the Federation of Law Societies of Canada.

APPEALS

Appeals of Mid-Term Grades

Mid-term assignments, papers, or examinations which are considered in the determination of the final grade for a course shall be retained in the custody of the instructor or the faculty until six months after the appeal period for final grades has elapsed.

A student shall be permitted to examine their mid-term assignments, papers, or examinations under conditions prescribed by the Associate Dean of the Juris Doctor program in consultation with the instructor.

A student may appeal the evaluation of a mid-term assignment, paper, or examination, as a part of a final course grade appeal only. As a professional school, the Faculty of Law does not permit students to appeal mid-term grades during the delivery of any course, though students have the right to challenge marks they received for term-work as part of the appeal of their final grade, in accordance with the [*Final Examinations and Final Grades Policy*](#) of the University.

Appeals of Final Grades

Appeals at the Faculty of Law will be conducted in accordance with the procedure outlined in the [*Final Examinations and Final Grades Procedures*](#) of the University of Manitoba, in addition to the following procedures approved for use at the Faculty of Law by the Law Faculty Council. The word paper(s) in this section means all types of written and documentary evaluative devices, including mid-term assignments, papers, and examinations.

A student may examine their paper(s) under conditions prescribed by the Associate Dean of the Juris Doctor program in consultation with the instructor. A student shall be entitled to examine their papers either in the Faculty of Law or on premises of comparable security to those in which students are allowed to review their papers elsewhere than in the Faculty of Law (which may be

electronic with student-signed confidential disclosure), provided that in the latter case, the student bears any cost involved.

To the extent that the appeal puts their assessment in issue, all of the student's papers in that course will be reviewed, including work submitted during the term.

In the appeal document, the student must specify valid grounds for appeal and provide detailed particulars supporting these grounds. The student's grounds for appeal should centre on the academic merit of the work at issue. Examples of invalid grounds for appeal include the following:

- Student is applying for jobs that require excellent marks
- Student was surprised or disappointed by mark
- Student worked very hard on the course
- Student's other marks are higher

An appeal will be considered by the instructor who assigned the original grade and a second reader with appropriate knowledge of the subject matter. Instructors are encouraged to provide a rubric and/or model answer when papers are reviewed. The standard of review for the second reader is whether a reasonable marker could have reached the same conclusion as the instructor, rather than whether the second reader would have assigned a different grade.

All exams, papers, or assignments resulting in a final course grade value of 1.0 or less shall be automatically reread by the instructor and another instructor (second reader) with appropriate knowledge of the subject matter. Instructors are encouraged to provide a rubric and/or model answer when papers are reviewed.

Students who wish to appeal the results of a grade appeal based on procedural grounds must file an appeal with the office of the Associate Dean of the Juris Doctor program. A request for a review of appeal procedures must be filed within ten (10) working days of receipt of notification of the result of a Grade Appeal.

Grading Guidelines

The grade performance of students in all courses will be recorded according to the [University of Manitoba grading guidelines](#). A change to the grading mode requires Senate approval through the appropriate Senate Standing Committee.

Guidelines for Pass/Fail Courses

In each pass-fail course, ROASS requires that the instructor must communicate in writing to students what is required to earn a pass.

A list of these courses is available online in the [University Academic Calendar](#).

Juris Doctor Grade Appeals Committee

The Juris Doctor Grade Appeals Committee oversees the processing of student appeals related to pass-fail, grade re-calculation, and re-evaluation of final grades in the Faculty of Law. If an

appeal document clearly does not raise any valid ground of appeal, the Committee will deny the appeal without it being considered by the instructor or the second reader. To be valid, grounds of appeal must centre on the academic merit of the work at issue.

The Juris Doctor Grade Appeals Committee ensures fair and consistent grade appeal processes that maintain the integrity of the Juris Doctor Program. The Faculty of Law Juris Doctor Appeals Committee is the first level of appeal of final grades and oversees the processing of appeals at the Faculty of Law. The committee does not typically decide any given appeal; that is left to the instructor whose grade is being appealed, and the second reader.

Membership

- The Chair (Associate Dean of the Juris Doctor program)
- Two faculty members of the Faculty of Law elected by Faculty Council

Should an appeal be made regarding a grade assigned by one of the members of the Juris Doctor Appeals Committee, the Dean shall appoint an alternate to perform that member's duties on the Committee for that appeal only. A Committee member whose grade is being appealed shall still be involved in the determination of the appeal as the instructor who assigned the grade, along with a second reader.

Responsibility to Faculty Council

The Chair of the Appeals Committee will provide an annual report to Faculty Council summarizing the work of the Committee of the previous year. The report will include the number and types of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the Committee's experience of concern to the Council.

Senate Committee on Appeals

The [Senate Committee on Appeals](#) is the second level of appeals.

DEFERRALS and EXTENSIONS

Extenuating Circumstances Defined

- *Brief Extenuating Circumstance*: a situation outside of a student's control that affects their ability to fulfill their academic obligations and requirements for a period lasting no more than 120 hours (5 days). This means a medical event or condition; a student circumstance requiring compassion, including bereavement; a religious observance; or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event. A scheduled vacation or holiday is NOT a Brief Extenuating Circumstance.
- *Long-Term Extenuating Circumstance*: a situation outside of a student's control that affects their ability to fulfill their academic obligations and requirements that lasts longer

than 120 hours (5 days), or an accumulation of Brief Extenuating Circumstances for a given student in each semester totalling ten or more business days. This means a medical event or condition; a student circumstance requiring compassion; an accommodation authorized through [Student Accessibility Services](#); or a religious observance. A scheduled vacation or holiday is NOT a Long-Term Extenuating Circumstance.

Deferrals of Exams and Accommodation: Brief Extenuating Circumstance

A student who cannot write a particular test, including a mid-term examination and a final examination, due to a Brief Extenuating Circumstance will receive a deferral by submitting a [Self-Declaration Form for Brief or Temporary Absence](#) to their instructor and to the Associate Dean of the Juris Doctor program. The Associate Dean's office will monitor students' use of Brief Extenuating Circumstances at the Faculty of Law.

For any test other than a midterm or final examination, and for any midterm or final examination, the office of the Associate Dean of the Juris Doctor program, in consultation with the course instructor, shall be responsible for scheduling the deferral.

Deferrals of Exams and Accommodation: Long-Term Extenuating Circumstance

A student who cannot write a particular test, including a mid-term examination and a final examination, due to a Long-Term Extenuating Circumstance must [apply for a deferred examination](#) to the office of the Associate Dean of the Juris Doctor program setting out the reasons for the deferral.

The application must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed.

The application must be accompanied by a medical certificate or otherwise, appropriate documentation certifying the reasons for the requested deferral, the inability of the student to write the examination at the regularly scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Associate Dean of the Juris Doctor program shall decide whether the application is approved. Based on the student's ongoing incapacity or in other justifiable situations, a deferral may be granted to a student who applies after the forty-eight (48) hour period has lapsed.

Students requesting a deferred examination due to a known condition must normally apply twenty (20) working days before the day of the scheduled examination with the office of the Associate Dean of the Juris Doctor program. Students who receive accommodations from Student Accessibility Services must work with the office of the Associate Dean of the Juris Doctor program to schedule their deferred examinations.

Initial approval of all deferred examinations by the Associate Dean of the Juris Doctor program shall be conditional upon verification that the student has completed all required components of

the course and that it is mathematically possible for the student to pass the course by writing the final examination. Approval will be rescinded if these conditions are not met.

Any students requesting a deferred examination(s) on the grounds that the examination(s) conflict(s) with vacation or holiday plans will not normally be granted a deferral.

Rescheduled Examinations

Upon request, an examination scheduled in the December and April examinations shall be rescheduled by the Associate Dean of the Juris Doctor program under circumstances specified by the [University's Registrar's](#) office.

Missed Mid-Term Examination

Where a student is granted a deferral of a mid-term examination, the final grade for the course may be calculated based on the other evaluations used in the course (i.e., assignments, papers, and final exams) weighted at 100% without including the mid-term examination, only if the Associate Dean of the Juris Doctor program determines that the student has met the bona fide academic requirements for the course based on those other evaluations.

Illness or Emergency During Examination

If a student becomes ill or receives word of a family emergency during an examination and is unable to continue, the student must report at once to the examination invigilator, hand in the examination, and indicate either that they wish to submit their examination paper as: (1) completed; or (2) not completed and with the right to request a deferred examination. The invigilator must record all notifications. Students leaving an examination early in compliance with this section are eligible to apply for a deferred examination.

Only students who do not complete the examination and notify the invigilator of why they cannot complete the examination shall be eligible to apply for a deferred examination.

Scheduling Deferred and Supplemental Examinations (Both Brief and Long-Term Extenuating Circumstances)

The scheduling of deferred, rescheduled, and supplemental examinations shall be at the discretion of the Associate Dean of the Juris Doctor program.

Deferred and supplemental examinations ordinarily shall be scheduled to enable the results to be communicated by August 15th, annually.

When an application for a deferred examination is approved, the Associate Dean of the Juris Doctor program, in consultation with the instructor concerned, shall schedule the deferred

examination to take place normally within thirty (30) working days from the end of the examination series from which the examination was deferred, considering the following:

If a deferred final examination is granted for a course that is a prerequisite to another course or courses, students may be permitted to remain registered in those affected courses. However, if the examination is written after the revision deadline and the pre-requisite course is not satisfied, the student will be withdrawn from all courses requiring it. Deferred examinations in pre-requisite courses should be scheduled early in a term to ensure that results are available before the course revision deadline.

The Faculty of Law shall endeavour to schedule deferred examinations as soon as possible for potential graduands so that final grades may be available in sufficient time to meet planned graduation deadlines.

In the event students are unable to write the deferred examination within thirty (30) working days:

- The deferred examination shall be written at the next scheduled examination series in which the course is offered (unless the Associate Dean of the Juris Doctor program chooses to make other arrangements); subsequent requests for re-deferral may result in the student being denied registration in the current or a future term until all outstanding examination obligations have been completed.
- The Associate Dean of the Juris Doctor program in consultation with the instructor concerned may assign a grade without examination. In such cases, the grades shall be assigned based on the term work and assignments.
- The deferred examination must be written within a time frame that enables the examination to be written and graded, and, if necessary, a supplemental examination to be written and graded before the start of the next academic term where the progression rules require the successful completion of an entire academic year before a student is eligible to proceed in the next academic year.

Nature of Deferred and Supplemental Examinations and Re-Writing Examinations

The nature, character, format, length, and content of all examinations, including deferred, rescheduled, and supplemental examinations, shall be at the discretion of the instructor responsible for setting the examination.

Apart from supplemental examinations that a student may be required to write to be eligible to progress or to graduate, a student cannot re-write an examination or assignment to improve a grade.

Papers and Assignments: Brief Extenuating Circumstances

A student who cannot complete a particular assignment, including a final paper, by the deadline due to a Brief Extenuating Circumstances will receive an extension by submitting a Self-Declaration Form for Brief or Temporary Absence to their Instructor and to the Associate Dean of the Juris Doctor Program.

The Associate Dean of the Juris Doctor Program may grant an extension for an appropriate number of days, not exceeding five business days.

Papers and Assignments: Long-Term Extenuating Circumstances

A student who cannot complete a particular assignment, including a final paper, by the deadline due to a Long-Term Extenuating Circumstance must apply for an extension to the Office of the Associate Dean of the Juris Doctor program setting out the reasons for the extension.

The application must be accompanied by a medical certificate or otherwise, [appropriate documentation](#) certifying the reasons for the requested extension, the inability of the student to complete the assignment by the deadline and, where possible, an indication of the period of incapacity. Based on the evidence, the Associate Dean of the Juris Doctor program shall decide whether the application is approved, in consultation with Accessibility Services when appropriate.

University policy states that in addition to the grade, the recommendation for extension should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. The following maximum extensions are allowed:

- (a) for courses terminated in April – August 1st
- (b) for courses terminated in August – December 1st
- (c) for courses terminated in December – April 1st

Juris Doctor Students in Non-law courses

Information related to non-law courses is found in the Progression Rules procedures.

Non-Juris Doctor Students

Students not currently in the Juris Doctor program but taking Juris Doctor courses (LLM, MHR students) may have rules particular to their program that apply in addition to these rules about evaluation in the Juris Doctor courses.

Reasonable Accommodations

Upon request and submission of satisfactory documentation, other accommodation, such as extended time for writing an examination, or writing an examination in a separate room, shall be

made by the office of Student Accessibility Services, consonant with the [*National Requirement*](#) of the Law Societies of Canada.

Last Policy Review: December 2022

Policy and Procedure Review Cycle: Every two (2) years.

Related University Policies: [*Deferred and Supplemental Examinations Procedures*](#); [*Final Examination and Final Grades Policy*](#); [*Final Examinations and Final Grades Procedures*](#); [*Grade Point Averages Policy*](#); [*Repeated Course*](#); [*Student Discipline Bylaw*](#); [*Student Academic Misconduct Procedure*](#); [*Student Non-Academic Misconduct and Concerning Behaviour Procedure*](#); [*Student Discipline Appeal Procedure*](#); [*Self-Declaration for Brief and Temporary Student Absences Policy*](#); [*Self-Declaration for Brief and Temporary Student Absences Procedure*](#); [*Self-Declaration Form for Brief and Temporary Student Absence*](#), statements on [*Academic Integrity*](#)



University of Manitoba | Faculty of Law

7. PRACTICE-BASED LEARNING

PREAMBLE: Excellent, practice-based experiences for the Juris Doctor students of the Faculty of Law are an important element of a high-quality legal education.

POLICY: Practice-based learning at the Faculty of Law will be comprised of for-credit and not-for-credit opportunities for students to experience and acquire skills for the effective practice of law under the mentorship of qualified faculty and practitioners. Practice-based learning at the Faculty of Law will adhere to the standards of the [*National Requirement*](#) of the Federation of the Law Societies of Canada.

PROCEDURES: Practice-based learning at the Faculty of Law responds to the needs of legal practice and is established and reviewed according to the following general guidelines:

- All for-credit opportunities must be initially submitted to the Faculty of Law Academic Affairs Committee for consideration and ultimately be approved by Law Faculty Council.
- The maximum number of Pass/Fail for-credit opportunities for Juris Doctor students in third year will be restricted to 18 credit hours.
- The maximum number of Pass/Fail for-credit opportunities for Juris Doctor students in second year will be restricted to 12 credit hours.

Procedures for the following topics are outlined below:

- Externships
- Competitions
- Internships and other Clinical Opportunities
- Clerkships

EXTERNSHIPS

General Requirements

- Externships are for 3L students.
- Co-requisite course LAW 3024 Legal Professions and Professional Responsibility in the Fall term
- Some externships may have additional prerequisite and co-requisite course requirements.

Academic Credit

Externships involve an 8-month placement spanning the fall and winter terms. Students earn six (6) credits per term for twelve (12) credits over both terms.

Typical enrolment limits:

- Legal Help Centre Externship: normally up to ten (10) students.
- University of Manitoba Community Law Centre (UMCLC) Criminal Law Externship: up to normally ten (10) students.
- Manitoba Law Reform Commission Externship: normally one (1) student.
- L. Kerry Vickar Business Law Clinic Externship: normally up to ten (10) students.
- Cochrane Saxberg Indigenous Community Legal Clinic Externship: normally eight (8) - ten (10) students.
- RobsonCrim Attorney General Externship: normally one (1) – two (2) students.

As stated, these are typical enrolment limits. The Associate Dean of the Juris Doctor program has discretion to increase or reduce these numbers in consultation with the Director of Clinical Practice.

Application Criteria

- 3L
- Completion of required externship application forms
- If required, an interview

Application Process

1. To apply for externships, students must fill out the appropriate externship application package(s).
2. Each externship has a separate package to be filled out and submitted to the UM Faculty of Law Externship Online Application Portal, and application deadlines vary from year to year and across the Externships.
3. Students may apply for more than one externship and must rank each application according to their preference.
4. Student interviews, if necessary, will take place after the application deadline has passed.
5. Following interviews, students will be ranked by the placement organizations. Successful students will be informed of their placement.

Externships Include

Legal Help Centre Externship

The Legal Help Centre is a legal clinic in Winnipeg that offers legal and social service information and summary legal advice to those who meet the financial eligibility guidelines. Students assist clients through legal clinics and fieldwork. They can also expect to conduct research and prepare legal documents, participate in the court process, participate in outreach services and community involvement, and engage in other learning experiences.

University of Manitoba Community Law Centre (UMCLC) Criminal Law Externship

This course is meant to develop a student's skills in criminal law by having the student participate in seminar instruction, court observation, and assisting supervising lawyers in relation to criminal law activities and case conduct. Students can expect to be taught foundational criminal law knowledge and engage in student representation of Legal Aid Manitoba clients charged with summary conviction offences.

Manitoba Law Reform Commission Externship

The Manitoba Law Reform Commission is Manitoba's official law reform agency. Students will be given the opportunity to assist with all stages of Commission reform projects, from proposals to final reports. The students will mostly assist in the projects' legal research and consultation stages.

L. Kerry Vickar Business Law Clinic Externship

This externship provides students with fundamental corporate and commercial law skills. Students will be exposed to work from various entities such as not-for-profits, charitable, community-based, and start-up enterprises. The legal skills learned will provide students with a comprehensive understanding of business law.

Cochrane Saxberg Indigenous Community Legal Clinic Externship

Students will work with supervising lawyers in numerous locations near Winnipeg to provide free legal assistance to Indigenous community members. During the externship, students will learn how to interview clients, provide counsel, develop and manage client files, and conduct qualitative research. Significant focus on decolonization and indigenizing the law will be part of this externship opportunity.

RobsonCrim Attorney General Externship

A unique externship opportunity placing students within the Manitoba Department of Justice in the Public Safety Division. The focus of this externship will be for students to work with government lawyers and staff on matters related to policing.

COMPETITIONS

Participation by the Faculty of Law in any competition in each academic year is at the discretion of the Dean, with input from the Director of Clinical Practice. *Note:* a moot or competition may or may not happen each year, due to resource constraints.

General Requirements

- Competitions are for 2L and 3L students
- Tryouts for oral presenters
- Writing sample if applying as a researcher
- Any competition must be approved by Law Faculty Council, relying on recommendations from the Academic Affairs Committee

Academic Credit

Moot competitions count as 3 credit courses. The Solomon Greenberg moot is part of the LAW2650 Advocacy class program and does not count for 3 credits.

Usual per student limits on the number of competitions

- A student may participate, either as an oralist or as a researcher, in no more than one external Appellate Advocacy Moot for academic credit in each academic year. For the purposes of this rule, “Appellate Advocacy Moot” includes the Jessup International Moot, the Gale Cup Moot, the Fox Moot, the Corporate Securities Moot, and the Bowman Moot.
- In addition to an appellate advocacy moot, a student may participate in one of the following competitions for credit in the same year as the appellate advocacy moot: the Kawaskimhon National Aboriginal Moot, the McIntyre/Sopinka Cup, the National Family Law Negotiation Competition, and the Canadian Negotiation Competition. The rationale for this rule is that these competitions provide a different educational experience than an appellate advocacy moot. For example, a student could participate for academic credit in the Kawaskimhon National Aboriginal Moot, or the Bowman Moot, or both the Bowman Moot and the Kawaskimhon Moot, in the same year.
- Any participation in external competitions, either Appellate Advocacy Moots or otherwise, must not exceed the maximum number of Pass/Fail for-credit opportunities for a given year, as outlined above in the general guidelines to this Procedure.
- A student is generally prohibited from participating in the same competition in the same role in two successive years. For example, a student shall not participate in the Bowman Moot as an Oralist in their second year and then again in that moot as an Oralist in their third year; however, a student may participate for example, in the Bowman Moot as an Oralist for one year, and as a Researcher in the next.
- The Director of Clinical Practice has the discretion, in collaboration with Academic Affairs, to waive these limits in appropriate circumstances, such as when there are more spaces than students who would be eligible under the usual limits.
- The Director of Clinical Practice will inform students of their selection for moots in advance of course registration.

Application Process

- Students must sign up for tryouts and rank the moots they wish to participate in by preference.
- A tryout will be held during which students argue for a prescribed number of minutes in front of the Moot Selection Committee.

Competition Descriptions

Donald G.H. Bowman National Tax Moot
Moot is based on taxation in Canada.

Jessup International Law Moot Court

This moot involves a simulated dispute between states before the International Court of Justice.

The Laskin Moot

Bilingual moot concerning administrative and constitutional law.

Kawaskimhon Moot

A consensus-based, non-adversarial moot that incorporates Indigenous legal traditions with federal, provincial, and international law. This includes roundtable negotiations on a topic pertaining to Indigenous law.

Solomon Greenberg Trial Moot → Western Canada Trial Moot (MacIntyre Cup) → Sopinka Cup.

The Solomon Greenberg Trial Moot is an in-house advocacy moot. Eight (8) competitors are chosen by the professors of the 2L LAW2650 Advocacy course, who select the top students from that class to compete. The top two students from the Solomon Greenberg Trial Moot will go on to represent the Faculty of Law in the Western Canada Trial Moot and, if successful, will move on to the Sopinka Cup Moot.

National Family Law Negotiation Competition (NFLNC)

This competition will simulate legal negotiations in which law students, acting as lawyers, negotiate a series of family law issues. The National Family Law Negotiation Competition is a competition for students who have studied family law and negotiation. Working in teams of two, the law students will negotiate with opposing teams in three successive rounds of increasing complexity. The competition will be judged by senior family law practitioners and judges from across Canada. Preference will be given to students who have already completed both Negotiation and Family Law, but students who are enrolled in either or both of those courses during the Fall Term after the selection process may also be considered.

Bastarache Moot

A French-language legal advocacy competition centred around an appeal from a lower court decision concerning statutory or constitutional language rights.

Canada Negotiation Competition

A competition where students engage in a simulated legal exercise to negotiate a series of legal issues.

Julius Alexander Moot

An equity and diversity issues moot.

Gale Cup Criminal Appellate Moot

Concerns a previously decided Supreme Court of Canada Decision on criminal and/or constitutional law topics.

Harold G. Fox Moot

Intellectual property law competition.

Moot Researcher

Engages in research to assist the moot team before and at the competition. Generally, a 3L student.

Selection Criteria

Preference is given to third-year students.

INTERSHIPS AND OTHER ACADEMIC OPPORTUNITIES

General Requirements

Internships and clinics are for 3L students.

Some internship and clinical courses have prerequisite and co-requisite course requirements.

Academic Credit

Academic credit is determined by the Academic Affairs Committee and endorsed by Law Faculty Council.

Application Process

Application processes are laid out in the syllabus for each course.

Internships

Public Interest Law Centre Internship 1 & 2 (PILC)

Normally one (1) – two (2) students work with the PILC under the supervision of a PILC lawyer. They will engage in significant legal research projects relating to current or potential PILC cases; interviews, assessments, and referrals of persons seeking to employ the PILC's services; and they will be responsible for conducting one (1) or two (2) files.

Other Clinical Course Opportunities

UMCLC (Legal Aid Clinic)

Students will assist in the operations of Legal Aid Manitoba. No limit on student numbers.

Clinical Administrative Law

Students learn and develop legal skills through classroom work and simulated exercises focused on administrative law. Normally up to sixteen (16) students.

Rights Clinic

Students work on real-world litigation files under the supervision of a lawyer. Students also engage in community advocacy and legal information delivery. Usually up to ten (10) students.

Selection Criteria

Selection criteria are laid out in the syllabus of each course.

CLERKSHIPS

General Requirements

The twenty-five (25) students with the highest-grade point average in 2L are invited to apply.

Clerkships Include

- Court of Appeal Clerkship
- The Court of King's Bench Clerkship
- Provincial Court Clerkship

Academic Credit

- The Court of Appeal Clerkship spans the entire year in the form of two 3 credit hour courses. The students who take this clerkship will take the Court of Appeal Clerkship in the fall semester and the Court of Appeal Clerkship Advanced in the winter semester.
 - Normally four (4) students
- The Court of King's Bench is 3 credits and offered in the Fall and Winter terms.
 - Normally two (2) students per term
- The Provincial Court Clerkships are 3 credits each and are offered in the fall and winter terms.
 - Normally two (2) students per term

Application Process

Students who apply for a clerkship will be selected by a committee of faculty members chosen by the Dean's Office.

Selection Criteria

The committee considers a range of factors in making their decisions, including:

- Proven academic strength.
- Proven research strength.
- Genuine interest in the program.
- Other considerations students wish to raise.

PRACTICE-BASED CLASSROOM LEARNING

The following mandatory courses in the Juris Doctor curriculum provide practice-based learning:

- Legal Methods – LAW 1540 or Méthodes juridiques - LAW 1542
- Legal Systems - LAW 1530
- Legal Negotiation - LAW 2680 or Négociation - LAW 2682
- Introduction to Advocacy – LAW 2650 or Plaidoirie - LAW2652

Several elective (optional) courses in the Juris Doctor curriculum provide practice-based learning, including the following:

- Advanced Legal Research – LAW 3360
- Advanced Advocacy – LAW3340
- Intensive Criminal Law – LAW 3532
- Clinical Administrative Law – LAW 3020

EXPERIENCE RECORD OPPORTUNITIES

Optional, not-for-credit learning opportunities will be made available to students in the Juris Doctor program. Where a given learning opportunity requires a substantial investment in time and energy, it will be recorded on the participating students' experience records.

Last Policy Review: October 2022

Policy Review Cycle: Every two (2) years.

Procedure Review Cycle: Every two (2) years.

Related University Policies: University of Manitoba [Experience Record](#)

Related Faculty of Law Policies: Evaluation Policy; Progression Rules Policy



University of Manitoba | Faculty of Law

8. PROGRESSION RULES

PREAMBLE: These rules provide a map to guide and support students throughout their Juris Doctor degree to achieve a logical progression and foundational framework for a career in law. The Juris Doctor program is designed to offer increasing complexity and sophistication through progression so that students develop increasing mastery in their legal training. The Academic Standings Committee has been established to deal with all matters related to a student's academic progression through the Juris Doctor degree program.

POLICY: To earn a Juris Doctor degree, a student will undertake a comprehensive program of study to obtain an understanding of the complexity of the law and the interrelationships between different areas of legal knowledge in line with the [National Requirement](#) of the Federation of the Law Societies of Canada.

PROCEDURES: The Juris Doctor program of study is ordinarily a three-year full-time degree. Ordinarily, a student must complete two years of the program in residence to obtain the Juris Doctor degree. However,

- with the permission of the Associate Dean of the Juris Doctor program, a student may take one year of the Juris Doctor program at another university.
- with the permission of the Juris Doctor Academic Standings Committee, in special circumstances, a student may take more than one year of the Juris Doctor program at another Canadian university toward their University of Manitoba Juris Doctor degree.

Academic Program

The University of Manitoba's [Academic Program for the Study of Law](#) consists of three full-time academic years or equivalent, for a total of 92 course credits.

The course of study consists primarily of in-person instruction and learning and/or instruction and learning that involves direct interaction between instructor and students.

Faculty-specific policies are permitted under the [Final Examinations and Final Grades Policy](#) of the University.

The Faculty of Law Juris Doctor Prerequisites

Many of the courses in the Juris Doctor program have prerequisites. A list of these courses and a progression chart are available on the [Faculty of Law website](#).

General Progression Rules

A student must complete an academic year according to the prescribed accumulation of credits before being allowed to progress to the following year or to graduate.

Students may be prevented from re-registration in the following circumstances:

- Withdraw from the program for medical or compassionate reasons
- Received deferred examinations for all exams in a final examination series
- Who fail to write deferred examinations as scheduled

In these situations, students may be required to establish, through appropriate medical consultation, preparedness to resume studies.

Non-Law Courses

Juris Doctor students may take a non-LAW course in addition to their LAW courses. In first year, law, JD students are required to take 32 credits. They may, with the approval of the Associate of the Juris Doctor program, take a non-LAW course in addition to those 32 credits. In second and third year law, JD students require 30 LAW credits each year. They may, with the approval of the Associate Dean of the Juris Doctor program, take a non-LAW course in addition to those 30 credits. Grades obtained in non-law courses are not applied to JD degrees.

Outside Courses

With the prior approval of the Office of the Associate Dean of the Juris Doctor, admitted JD students may take a maximum of 6 credit hours of courses offered by other university law programs during an inter-session or summer session and these courses may count toward their University of Manitoba Juris Doctor degree.

Students may receive credit only for studying at approved institutions. "Approved institutions" are institutions that are party to an exchange agreement with the Faculty of Law, courses which are offered or administered by another Canadian law school, those approved by the Association of American Law Schools, or those offered by any other well-reputed university approved by the Associate Dean's Office.

Part-Time Students

Per academic year, a student enrolled in 18 or fewer credit hours is a part-time student in the Faculty of Law.

Course Requirements for Part-Time Students

In a part-time student's first year, they must take LAW 1460 Constitutional Law, LAW 1530 Legal Systems, and LAW 1540 Legal Methods (or Méthodes juridiques), in addition to at least one additional course from the first-year curriculum. The Associate Dean of the Juris Doctor program has the authority to waive this requirement.

In a part-time student's second year, they must take all outstanding first year courses. The Associate Dean of the Juris Doctor program has the authority to waive this requirement.

Time to Completion

The time to completion for all requirements of the Juris Doctor degree is three (3) full-time equivalent years, or up to six (6) years with exceptions for accommodation consonant with the National Requirement, determined through the Associate Dean of the Juris Doctor program in consultation with the Academic Affairs Committee.

JURIS DOCTOR ACADEMIC STANDINGS COMMITTEE

Membership

- The Associate Dean of the Juris Doctor program as Chair (non-voting)
- Two Faculty Members (elected by Law Faculty Council)
- Two Student Representatives (one appointed by MLSA, one appointed by MILSA).
- Student Advisor or Indigenous Legal Studies Coordinator, as applicable.

Good Academic Standing

To be in good academic standing, a Juris Doctor student must satisfy the following requirements:

- achieve a degree [grade point average](#) (DGPA) in the Faculty of Law of 2.0 or higher; and
- achieve a grade of C or higher in any graded mandatory course in the Faculty of Law; and
- achieve a Pass in any Pass/Fail course in the Faculty of Law.

Procedure for students whose DGPA does not meet the standard

Student grades shall be reviewed by the Student Advisor at the conclusion of each academic term in which they receive a final grade, to flag any students whose TGPA (Term Grade Point Average) is below 2.0 or has received a grade of less than C in any mandatory course. The Student Advisor will notify the Chair of the Academic Standings Committee with these student numbers and grade information for consideration and action by the Committee.

Academic Warning. The first time a student's DGPA drops below 2.0 they will receive an Academic Warning from the Chair of the Academic Standings Committee. Students who receive such a warning are required to meet with the Academic Advisor to explore the potential need for additional support.

Academic Probation. The second time a student's DGPA drops below 2.0 the student will be placed on Academic Probation by the Chair of the Academic Standings Committee and must meet with the Academic Standings Committee and provide a plan for addressing the matters that led to academic probation.

Required to Withdraw. The third time a student's DGPA drops below 2.0 the student is required to withdraw from Law and will be ineligible to take courses from the Faculty of Law for a period of one academic term. The student must submit a written request for reinstatement to the Associate Dean of the Juris Doctor program who will confer with the Academic Standings Committee. The decision of the Academic Standings Committee may be that the student is found to be ineligible to proceed in Law. This decision may be appealed to the Senate Committee on Appeals.

Written requests for reinstatement must be received by the office of the Associate Dean of the Juris Doctor program by May 1 for Fall term reinstatement, and by November 1 for Winter term reinstatement. Oral submissions may also be considered. If the student is reinstated to take courses in the Faculty of Law, that student will be in Good Academic Standing until and if the student's DGPA drops below 2.0.

First Year Law Students

Any student who earns a grade of less than C in any mandatory first-year course may write one supplemental examination or assignment in that course.

Second Year Law Students

In any mandatory second year course, the Committee has the discretion, if it believes circumstances warrant, to permit any student who earns less than a grade of C to write a supplemental examination or assignment. If a student receives less than a grade of C on any supplemental examination or assignment (in any year of the JD Program), the student must repeat the course.

Third Year Law Students

Any student who earns less than a D in any mandatory third-year course may write one supplemental examination or assignment in that course.

Senate Committee on Appeals

The [Senate Committee on Appeals](#) is the second level of appeals.

Last Policy Review: December 2022

Policy and Procedure Review Cycle: Every two (2) years.

Related University Policies: [Access and Privacy Policy](#); [Access and Privacy Procedure](#); [Authorized Withdrawal](#); [Final Examination Procedures](#); [Final Grades Procedures](#);

Additional responsibilities of students and academic staff are set out in [ROASS](#). These include: [Responsibilities of Academic Staff with Regard to Students Policy and Procedure](#); Undergraduate [Conflict of Interest Between Evaluators and Students Due to Close Personal Relationships Policy and Procedure](#); [Electronic Communication with Students Policy](#); [Final Examination and Final Grades Policy](#); [Grade Point Averages Policy](#); [Intellectual Property Policy](#); [Multi-Sectioned Courses Policy](#); [Respectful Work and Learning Environment Policy](#); [Sexual Violence Policy](#); [Responsible Conduct of Research Policy](#); [Student Advocacy resources](#); [Student Discipline Bylaw and Procedure](#); [Student Discipline](#); [Teaching Evaluation Policy](#); The University of Manitoba Undergraduate [Accessibility Policy and Procedure](#); [University Health and Wellness Services](#); [Voluntary Withdrawal Policy](#).

Report of the Senate Committee on Rules and Procedures Regarding the Election Process for Senate Members to the Board of Governors and the Senate Executive Committee

Preamble

1. The terms of reference https://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/509.html of the Senate Committee on Rules and Procedures (SCRP) are available on the University Governance website. The mandate of SCRP is “to consider and recommend on any matter concerning rules and procedures.”
2. Since last reporting to Senate, the Committee met on March 2, 2023 to review a proposal from the University Secretary regarding revisions to the election process for Senate Members to the Board of Governors and the Senate Executive Committee.

Observations

1. With the ongoing Senate Committee and Process Review, a number of recommendations are being made in an effort to improve the effectiveness of the bicameral governance system at the University of Manitoba.
2. The Senate Committee and Process Review Working Group considered several options with respect to revising the election process for Senate Members to the Board of Governors and the Senate Executive Committee as outlined in the “Elections” section of the *Senate Meeting Rules* to address the desire of members of Senate to have more information about candidates for these positions in advance of the vote.
3. The revised process (Appendix 1) is intended to address concerns identified by members of Senate and would provide for an extended nomination period for nominations and additional information regarding the candidates putting their names forward for election, while still allowing for nominations from the floor.
4. SCRCP acknowledged the importance of the vote taking place during a meeting of Senate to ensure that members of Senate present at the meeting are those who elect their representative(s) to Senate Executive and the Board of Governors.
5. The revised process further aligns with the University’s commitment to diversity in all forms, including representation on Senate, the Board of Governors, and their respective Committees.

Recommendation:

The Senate Committee on Rules and Procedures recommends:

THAT Senate approve the revisions to the election process for members of Senate to the Board of Governors and the Senate Executive.

Respectfully submitted,

Dean Jeffery Taylor, Chair
Senate Committee on Rules and Procedures

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

Election Process for Senate Members to the Board of Governors and the Senate Executive Committee

Senate elects members to the University's Board of Governors and the Senate Executive Committee. The nominations and voting for these elections occur at scheduled meetings of Senate, typically at the May Senate meeting. In the last Senate assessment survey and in feedback to the University Secretary from a number of Senators, this process was identified as problematic in that apart from the candidates' names, many Senators do not have information on the candidates on which to make a choice.

The process for the nomination and election for these roles has not changed in many years. There is an opportunity to revise the process to address the concern and provide more information to Senators. I recently raised this issue with the Senate Committee and Process Review Working Group for advice and they suggested that the following revised process be considered:

- University Secretary makes a call for nominations to all members of Senate for any vacancies.
- Nomination period held over two weeks.
- Nominations would require a 150-word (maximum) introduction provided by the candidates, that would outline their experience and what they would hope to bring to the role.
- Information on the nominees and their introductions would be included in the May Senate agenda.
- One final call for nominations would be made at the Senate meeting.
- A secret ballot vote would be held at the Senate meeting, if required.

I have drafted a revised elections section of the *Senate Meeting Rules* to reflect the revised process for the consideration and feedback of the Senate Committee on Rules and Procedures and Senate.

ELECTIONS

To the Board of Governors and the Senate Executive Committee:

1. Elections shall normally be held at the May meeting of Senate.
2. The University Secretary shall issue a call for nominations for any vacancies to all eligible members of Senate. The call for nominations should be made such that a two-week nomination period occurs prior to the publication of the Senate agenda. The call for nominations shall state the University's commitment to diversity in all forms.
3. Any eligible member of Senate may make a nomination or self-nominate. Nominees shall submit a 150-word (maximum) introduction, outlining their background and what they would want to contribute if elected.
4. Information on the nominees, and the introductions provided shall be published in the Senate Agenda.
5. At the Senate meeting at which the election is held, one final call for nominations shall be put forward by the Chair. Following this call for nominations, a motion to close nominations shall be entertained.
6. Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e., faculty, school, department etc.) shall be announced.
7. Only before the close of nominations or after the first ballot shall any person have the right to withdraw.
8. All voting shall be by secret ballot. To cast a vote for a particular candidate, Senators shall print clearly the name of such candidate on the ballot provided. Following the announcement of the results, the ballots shall be destroyed by the Returning Officer.
9. If a tie results from any one of the elections which prohibits the unique determination of the appropriate terms of office, the question shall be resolved by another election involving only the candidates who have so tied.
10. Those elected shall take office on June 1.
11. The University Secretary shall be the Returning Officer for all elections.



University
of Manitoba

Office of the Vice-President
(Research & International)

110/111 Administration Building
66 Chancellor's Circle
Winnipeg, Manitoba R3T2N2
T: 204 474 6915
F: 204 261 1318
vpri@umanitoba.ca

To: Mr. Jeff Leclerc, University Secretary

From: Dr B. Mario Pinto, Vice-President (Research and International)
and Chair, Senate Committee on University Research

Date: February 1, 2023

Subject: Periodic Review of Research Centres and Institutes

Attached is the report of the Manitoba Institute for Materials (MIM) conducted by the Senate Committee on University Research (SCUR), according to the Policy on Research Centres, Institutes, and Groups.

Please include these reports and recommendations on the next Senate agenda. Please feel free to contact me should you require and further information.

Thank you.

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

umanitoba.ca/research

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH
SUB-COMMITTEE REPORT ON THE REVIEW OF THE
MANITOBA INSTITUTE FOR MATERIALS (MIM)

Preamble:

1. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in section 3.3.1 of the Policy, and involved a review of annual reports of the centre/institute as well as a report prepared by the research centre/institute director which contained:
 - A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
 - a five-year plan which identifies future research directions and development strategies;
 - letters indicating continued support for the research centre/institute from appropriate department heads and faculty/school deans/directors; and
 - the names of individuals who could provide external assessments of the research centre/institute.
2. The membership of this sub-committee was as follows:
Dr. Andrew Halayko, Rady Faculty of Health Science (Chair)
Dr. Warren Cariou Faculty of Arts
Dr. Dawn Sutherland, Faculty Graduate Studies and Faculty of Education
3. The assessment of the sub-committee was as follows:
 - (a) **The extent to which the research centre/institute has fulfilled:**
 - (i) **The general objectives of research centre/institutes as stipulated under the Policy; and**
 - (ii) **Its specific objectives, as indicated on its establishment;**

The original goal for the Manitoba Institute for Materials was to encourage and foster more networking and collaboration among researchers with diverse backgrounds and increase the

visibility of the research programs related to materials science both internally and external to the University. The information provided indicates that this goal has been met, and the 5-year plan indicates a feasible vision for further growth (see below).

Multiple tangible specific objectives have been achieved. Some highlights include multiple Commercial Service Agreements with local and regional industrial bodies; adding new multi-user, broadly accessible infrastructure (WED funds); and a new facility (2016). Members have also acquired significant external funding for MIM-linked infrastructure and research (eg. CFI), developed a broad multidisciplinary educational environment (graduate and undergraduate) (eg. workshops, visiting speakers/seminars, conference), effective external partnerships and visibility with government and industry.

Other specific objective-driven achievements include:

- An impressive number of publications by members – both through collaborative studies and individual research programs that relied on MIM infrastructure.
- Excellent educational programming, including an annual conference, undergraduate student workshops, undergraduate classes, seminars that feature visiting speakers and local researchers.
- Governance structure is well defined with complementary jurisdictions and focus (*Director*; *Steering Committee* for fiscal performance and liaison with VPRI, Deans, and external stakeholders; *Operations Committee* for facility operations and accessibility; *Facilities Management Committee* to facilitate “awareness” in multiple departments and faculties; and an *Education & Outreach Group* to oversee training courses, workshops, annual Manitoba Materials Conference, and community engagement).
- They have established and annually pay into a Provision Fund: ~\$200,000 currently, so can withstand a major instrument failure.
- As a Centre, they are supporting/leading major research infrastructure submissions (eg. 2021, CFI MSI application with the Earth Materials and Archaeometry Centre).
- Large membership: seven UofM faculties represented (77 members), 6 external.
- Large number of trainees: members supervise at least 22 research associates (post- PhD), 49 postdoctoral scholars, 142 Ph.D. and 154 M.Sc. students.

The five year plan outlined in section 7 of the report contains a clear outline of the intended research direction of the institute through the adopted themes referred to as Manitoba’s Material Advantage. The sustainability plan of the institute recognizes the strengths and weaknesses of MIM and addresses the anticipated challenges. The plan’s strength lies in taking advantage of a strong regional profile and existing partnerships to secure sustainability for future development. Thus there will be increased emphasis on demonstrating diverse collaborative activity (a foundation for the future).

Though the committee is impressed and supports the directions and achievements of MIM, we have suggestions for consideration. These will be important elements that need to be more fully developed before the next required review:

1. Though there is considerable strength in the diversity of the research and disciplines within the centre, there is an absence of a plan that articulates commitment to, and achievements in attaining cultural and gender diversity. It is unclear what the current metrics may be. The Centre should develop an EDI plan with actionable objectives. This will have two tangible

impacts. First, it will enable MIM to provide individual researchers a template of the EDI plan, which can be used to enhance individual and group research applications. Second, having a specifically articulated EDI plan would better align the Centre with objectives and priorities of UofM, and increase accessibility to potentially new and more diverse members.

2. Though there is a well-developed educational environment and associated activities, there seems to be no direct involvement of trainees or trainee groups in the governance committees and operations of MIM. There is an excellent opportunity here to offer trainees exposure and experience in leadership, as well as bringing the voice of trainees more directly into individual committees (eg. Education and Outreach Group). There does not seem to be a trainee category for membership per se. Perhaps, this is something that could be developed to better engage trainees as active leaders in MIM, rather than remaining in a more passive learner role.

(b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies and current and projected financial viability.)

A fairly thorough budget and 5 year plan for funding is provided. This seems realistic and sustainable going forward. As presented they have confirmed the presence of a renewable annual Soft Revenue agreement (\$86,000) from VPRIO, Engineering, Environment, Earth and Resources, Science, and Agriculture/Food to 2026. In addition they account for Instrument Usage Revenue and “accrued revenue”. Expenses include Salary/Stipend for Operations Coordinator and RAs, Facility Operations (Consumables, Instrument Service costs, Office Operations), and a proposed \$25,000 per year allocation to a Provision Fund. They project a positive carryover budget each year for 5 years.

The committee had one uncertainty pertaining to budget, and that relates to how IOF from individual CF awards to MIM investigators may be used toward the operations of the facility as a whole. This seemed to be alluded to in the text but it was not evident in the budget sheets. Also, it is not clear how a successful application to the 2021, CFI MSI competition (with the Earth Materials and Archaeometry Centre)(decision pending) might positively impact the budget. These questions do not reduce confidence in the fiscal sustainability, rather, they draw attention to a perhaps “rosier” situation than is being reported (conservatively).

Recommendation:

On behalf of the Sub-committee for the Review of the *Manitoba Institute for Materials*, I am recommending to SCUR:

THAT the Manitoba Institute for Materials (MIM), be renewed for a term of 5 years, from May 29, 2023 through , May 29 2028.

Respectfully submitted,



Andrew J Halayko, PhD, FCAHS, ATSF
Professor and Canada Research Chair in Lung Pathobiology and Treatment
Physiology and Pathophysiology, University of Manitoba

Review of the Manitoba Institute for Materials (MIM)

Reporting Period: 2018-2022
Level 2 Institute of the
University of Manitoba

Prepared by:
Derek Oliver, Director (2014-Present)
Jolly Hipolito, Operations Coordinator (2018-Present)

1 General Background

1.1 Provide a brief history of the centre/institute including:

1.1.1 When it was established

The Manitoba Institute for Materials (MIM) was established by Senate in November 2009.

1.1.2 Why was it established (can be taken from original proposal) include a rationale for continuance?

MIM was created in recognition that interdisciplinary research in materials underpins significant technology requirements and economic productivity within the provincial, national, and international economies – and that the University of Manitoba is home to world-leading materials researchers spread across 6 faculties that, together, represent a large “faculty” worth of effort, resources, and productivity. Furthermore, MIM was created to meet the need for shared research infrastructure that would leverage the expertise and grant-winning capabilities of individuals, boosting the research and productivity of many research groups and foster partnerships with external organizations.

MIM has built on the strong individual research presence of its members and, prior to the pandemic, showcased their interactions and productivity along with external partnerships at the annual Manitoba Materials Conference. Last held in 2019, this event attracted over 200 attendees, 34% from outside the University. The Conference will return in 2023. MIM’s stewardship of a successful Western Economic Diversification (WED) grant has seen the development of a new facility for materials characterization. This integrated facility is without peer and has directly impacted the training of over 400 students, the research of over 85 academic PIs and the signing of over 30 contracts with external organizations.

MIM has established itself as a significant regional presence both as a disseminator of high-quality research and as an infrastructure resource for the materials and manufacturing community that represents over 10% of the provincial economy. With world-class facilities and researchers, MIM is a recruiting draw for the University of Manitoba and is a key contact during hiring processes and as new colleagues commence their position.

1.1.3 Where it is located

MIM is now centrally located at 20 Sifton Road which has been designed with full accessibility in mind. MIM connects users of its facilities with member laboratory facilities in the Faculty of Science, the Price Faculty of Engineering, the Faculty of Agricultural and Food Sciences, the Rady Faculty of Health Sciences, the Faculty of Kinesiology and Recreation, and the C.H. Riddell Faculty of Environment, Earth, and Resources.

1.2 Provide information on:

1.2.1 The advisory body/board including the role and participants

The Institute is led by the Director, Dr. Derek Oliver. The work of the director is overseen by the Steering Committee who act as the board of directors for MIM and are responsible for institutional oversight including fiscal performance. The Steering Committee is chaired

by the VP (Research and International), the “core” Deans (Science; Engineering; Environment, Earth, and Resources), external stakeholders and the Director.

An Operations Committee (Director, Operations Co-ordinator, Technical staff, and a user representative - Dr. Mario Bieringer, Chemistry) meets biweekly to co-ordinate instrumental and facility operational matters. As specific topics arise, additional user/stakeholder representatives augment the Operations committee to review operational processes, user accessibility and usage reporting structures as well as prioritization of maintenance and potential equipment purchases.

The Facilities Management Committee focuses on the collection and organization of information about infrastructure accessible by members and the outside community. The goal of the committee is to facilitate awareness, access, and support of infrastructure important to the materials research community. This committee consists of a representative from the following departments: Dr. Michael Schindler, Earth Sciences; Dr. Cyrus Shafai, Electrical & Computer Engineering; Dr. Can-Ming Hu, Physics; Dr. Lanre Ojo, Mechanical Engineering; Dr. Guozhen Zhu; Mechanical Engineering; Dr. Wen Zhong, Biosystems Engineering.

The Education & Outreach Group manages the training environment by overseeing training courses for users, workshop development/delivery, hosting the annual Manitoba Materials Conference, visiting speakers, and running outreach and community engagement events. This committee is comprised of: Dr. Mario Bieringer, Chemistry; Dr. Lanre Ojo (Mechanical Engineering); Dr. Francis Lin (Physics and Astronomy); Dr. Scott Kroeker (Chemistry); Dr. Derek Oliver (Director), and Jolly Hipolito (Operations Co-ordinator).

1.2.2 The funding sources including types and amounts

The present 5-year financial agreement supporting MIM was confirmed by the “core” Deans and the Associate VP (Partnerships) on 4 November 2021.

Current Annual Financial Support for MIM:

Vice-President Research & International	\$30,000
Price Faculty of Engineering	\$21,000
Faculty of Environment, Earth, and Resources	\$14,000
Faculty of Science	\$14,000
Faculty of Agricultural and Food Sciences	\$7,000
Total:	\$86,000

2 Mission and Objectives

2.1 Provide in point form, the mission, and objectives of the centre/institute

The mission of MIM is to create an internationally recognized research and educational environment that facilitates collaboration and innovative research in materials at the University of Manitoba.

Objectives that support this mission include:

- facilitating multidisciplinary materials research at the University and provide advice on its further development;
- encourage the exchange knowledge and expertise among researchers;
- increase visibility of materials research occurring at the University and in the region;
- secure multiuser-, broadly accessible infrastructure for materials research.
- coordinate and create major funding proposals;
- help to maintain the research readiness and sustainability of multiuser research infrastructure;
- establish a multidisciplinary educational environment;
- represent the interests of the entire materials research community;
- serve as an interface to government and industry;

2.2 How have objectives been achieved?

The objectives of MIM have been achieved by:

- 31 Commercial Service Agreements (Contracts) secured by the MIM facility with local and regional industrial bodies (for comparison, the entire Price Faculty of Engineering has secured ~150 in the same timescale).
- increased visibility/profile: success of the Manitoba Materials Conference and sponsoring visiting speakers of topical interest to materials researchers;
- multiuser-, broadly accessible infrastructure secured through WED success and new facility commissioned/opened in 2016;
- new funding submissions: major WED submission in February 2017, MSI submission September 2021;
- maintenance/sustainability: initiatives to encourage members to site new instruments in MIM e.g.: 2021 cryoTEM installation in MIM of 2021 augmented by CFI grant for a DED (J. Stetefeld: Chemistry/Science); colloidal silica polisher (A. Camacho: Earth Sciences/Environment, Earth, and Resources); CFI-funded *in-situ* “PicoIndenter” stage for Transmission Electron Microscope (G. Zhu: Mechanical Engineering/Price Faculty of Engineering);
- multidisciplinary educational environment: graduate and undergraduate courses, summer student workshops, training for users;
- interface to government and industry through participation in sector forums (CARIC, “Yes Winnipeg”, Prairies Economic Development Canada);
- facilitating the development of discoveries and the transfer of knowledge and IP related to materials research outside the University by supporting NSERC Partnership projects (Engage, CRD and Strategic) and through publications and presentations by members.

2.3 If objectives have changed, provide reasons why and provide new objectives.

Not applicable.

3 Research Accomplishments

3.1 Summarize numbers and types of publications/presentations. Provide a list of all publications/presentations in Appendix I

Members have published ~1600 peer-reviewed publications in the last five years, with over 240 added in 2022 as of 01 November 2022.

3.2 Summarize funds received. Provide list of funds received, including researcher, fund type, and amount received in Appendix II

- External Conference Sponsorship for 2018 & 2019 meetings (submissions from MIM in the name of the Director) totalled \$12,700.00.
- CFI and NSERC grants of individual members are listed in Appendix II

3.3 List initiatives promoting research collaboration

- **Prior to the pandemic, MIM was a key destination for the development of national/international investment in Winnipeg/Manitoba.** Pandemic restrictions meant that no tours were held in 2020, 2021 and most of 2022. We are returning to pre-pandemic levels of activity in this regard.
- **Undergraduate Initiatives seeding new research and enhancing the regional profile:** MIM hosts an annual undergraduate student workshop for NSERC USRA/VPRIOR URA recipients working with MIM members. These students receive an introduction to the techniques and hands-on instrumental time. The students (and their advisors), receive 3 hours of complementary instrument time in support of their project. Prior to Covid-19, MIM would lead tours for lab groups of MIM members that comprises of UG, M.Sc., Ph.D., post docs, RA's, technicians, and high school students.
- **Initiatives for established researchers:** During facility initialization, instrument time was offered at commissioning rates, encouraging researchers to try out the facility/resource. Complementary instrument time (2 hours) is given to MIM members publishing work from instruments in the MIM facility and that list MIM as a second affiliation on the publication. Complementary instrument time (3 hours) is provided to members receiving VPRIOR and other internal seed grants (e.g. collaborative research initiative). Qualified user process has been developed for students requiring extensive instrument use and out-of-hours access.
- **Partnership initiatives for new infrastructure:** Grant awardees placing infrastructure into the MIM facility have cost-free access while their funding ensures the sustainability of the infrastructure (e.g. warranty period and/or required maintenance contract period). In return, MIM personnel are trained in use of infrastructure and MIM charges access fees to other users to ensure sustainability. Grantee only pays fees once warranty/contract funds expire.
- **Investment in preparation and support equipment:** MIM was fortunate to have a suite of analytical instrumentation included in the foundation planning that complement the major infrastructure. Using money saved (not backfilling a maternity leave, teaching relief that couldn't be taken) and instrument user fees, approximately \$100,000 has been invested in sample preparation equipment (grinding/polishing/mounting and a colloidal silica polisher, purchased in collaboration with researchers in the Department

of Earth Sciences) and a plasma cleaner (essential for the TEM sample holders) that benefits all users.

- **Establishment of a Provision Fund:** MIM has established and annually pays into a provision fund that is protected under University Policies from the vagaries of carry-over constraints. The provision fund currently stands at ~\$200,000 which means that MIM is capable of withstanding a major instrument failure (e.g. replacement of the source in the TEM which is likely due in the next 12-24 months). Such a failure would represent ~75% of these resources. To illustrate the sustainability challenges, recently-quoted annual costs for maintenance contracts on the major instruments exceed \$300,000, and the hardware upgrades to the TEM alone to support upgrading the control computer to Windows 10 (from Windows 7) would represent a one-time cost in the neighbourhood of \$300,000 (a replacement Windows 7 computer would cost ~\$15,000).
- **Initiation of major research infrastructure submissions:** In collaboration with Dr. David Levin (Biosystems Engineering), MIM lead a \$5.2M submission to Western Economic Diversification in February 2017. In 2021, MIM lead a submission to the CFI MSI competition with the Earth Materials and Archaeometry Centre.

3.4 List research promotion eg. Visiting scholars, conferences, workshops

- **MIM Sponsored speakers**
MIM sponsors a visiting speaker in each of the colloquium series in Chemistry and Physics and Astronomy, reflecting the centrality of these disciplines to the study of materials. Subject to fund availability, MIM also sponsors a third speaker, intended as a joint talk shared by both colloquia. In 2019, MIM sponsored visits from Taylor Sparks (Material Science & Engineering, U of Utah) and Shabir Banzarjeh (IQST, U of Calgary). The visit of Jonathan Sessler (Chemistry, U of Texas) in 2020 was canceled due to Covid. This initiative is re-commencing in 2022/2023 academic cycle.
- **Manitoba Materials Conference**
Annual conference held in the center of the Fort Garry Campus in the EITC atrium and adjoining rooms. Over 2018-2019 we averaged 202 participants (>30% are non-academic and external to UoM) and over 50 student posters representing research across campus. Pandemic restrictions prevented MIM from organizing the conference in 2020, 2021 and 2022.
- **Workshops**
MIM holds an annual undergraduate workshop for summer students of MIM members to become familiar with the infrastructure available. The workshop includes a lecture and hands-on experience with state-of-the-art equipment in small groups.

4 Training Accomplishments

4.1 Summary of the number of undergraduate, masters, and PhD students, and other trainees (e.g. Post-doctoral fellowships, research fellows)

The institute represents 89 research faculty members spread across 7 faculties, supervising over 22 research associates (post- PhD), in excess of 49 postdoctoral scholars, ~142 Ph.D. and ~154 M.Sc. students.

As of 15th November 2022, MIM has trained 388 internal users and 54 external users. On the WED-funded electron microscopy suite, 107 were trained on the TEM, 66 on the SEM and 240 on the E-SEM. Activity levels in the MIM facility were, initially, severely constrained by the pandemic restrictions. However, despite managed access and distancing protocols, MIM staff were able to regain pre-pandemic operating levels well before the lifting of restrictions.

4.2 Discuss any unique training situations

- **Undergraduate/Graduate Course in Instrumental Characterization:** MIM has been involved with CHEM 4802/GEOL 4280/GEOL 7790/ ECE 4860 since 2013. This course is an innovative and rigorous exposition of materials characterization team-taught by experts in the subfields. Undergraduate and graduate students are given the unique opportunity for hands-on experience on the state-of-the-art instrumentation related to advanced materials characterization (SAXS/WAX, XPS, ICP-OES, XRD, Auger, EPMA, AFM, SEM, SIMS, and TEM). A rare opportunity which gives our graduates a benefit when they enter the workforce. The course is regarded as groundbreaking by visitors from cognate facilities and interview candidates seeking faculty positions at the UoM.
- **Additional course-based experiences:** Students in BIOE 7380 and MBIO 7040 have utilized the facility for training. In the case of MBIO 7040, students undertook individual projects using the Environmental SEM.
- **Instrument training:** All staff have undergone extensive customized training on the new suite of instrumentation (SEM, ESEM and TEM) by the manufacturer (FEI). MIM staff received training on the new Thermo Fisher Scientific Talos cryoTEM that was installed by Science, the electro-chemical scanning microscope in Dr. Sabine Kuss' lab, as well as the new colloidal silica gel polisher.
- **An undergraduate workshop** is held in conjunction with the Manitoba Materials Conference in May. All NSERC USRA and VPRIO URA recipients working with MIM members are eligible for this introduction to our Characterization Facility and instruments plus lunch. Completion of this training entitles their project to be eligible for 3 free hours of MIM instrument time during the summer months.

5 Research Dissemination & Service

5.1 Discuss how research has been disseminated

MIM members typically disseminate their research through traditional means such as peer-reviewed journal papers, conference papers/presentations and other seminars. The relevant peer-reviewed journal publications are documented in Appendix I.

The Institute facilitates and supports research through activities such as the annual Manitoba Materials Conference, workshops and other interactions based around visiting speakers. Of particular note is the annual Manitoba Materials Conference. This event showcases research from the breadth of the on-campus membership and combines it with pertinent presentations from local industry, funding agencies and cognate organizations. This provides dissemination not just of explicit research results, but a greater awareness of the capabilities and potential that exists for partnerships and collaboration within the institute.

Smaller workshops bring together researchers and industrial groups to efficiently share information and look for synergies that can be built on for future collaboration. Participation in these and events raise the profile of the institute and provide informal dissemination of research undertaken within the Institute. Post-pandemic workshops currently planned to support partnership-building and rejuvenation include topical areas such as metal-based additive manufacturing and materials for food packaging. These workshops will bring together industry contacts and academic researchers.

5.2 Discuss how the centre/institute has provided service

Service to the Institute Membership

- Instrumental training for all summer students affiliated with MIM members.
- Complementary instrument time to seed new work. Eligibility established by: including MIM affiliation when publishing work from MIM instruments; NSERC URSA/VPRIOR URA summer student projects; collaborative and other VPRIOR grants programs.
- Taking on hosting/sustainability of research infrastructure. This is a transparent financial framework for acknowledging and honouring PI efforts in securing instruments/service agreements.

Service to the wider University

- The technical expertise of our support staff which help researchers plan experimental/sample preparation strategies. This is an enormous educational and research support resource for all facility users – and is provided without cost to researchers regardless of their membership status.
- MIM provides a framework for language that demonstrates enhancement of HQP training in grant submissions made by members. Interdisciplinary interactions are strongly expressed through our programming and our capacity to support

infrastructure management can strengthen grant applications by clear demonstration that a wide range of users will be able to access instrumentation.

- Users siting infrastructure with MIM do so with confidence that they can benefit from support without needing to worry about additional administrative loads.
- Small-group workshops bring together members/non-members and relevant industry to develop new partnerships.

Service to partners from outside the University

- MIM provides a flexible and responsive pathway to partnering with the University community. External partners can draw on our expertise and resources with ease - 30 signed/completed Technical Service Agreements is clear evidence that this process is working (by way of a benchmark, the Price Faculty of Engineering has added ~100 such contract agreements over a similar timescale).
- External partners are invited to be present when their samples are being worked on in the new facility. Thus, the report/data provided isn't "dry", the individual bringing us the sample can ask questions and deepen their understanding as the analysis evolves. This enhances their confidence in the data and minimizes the chance for misunderstandings.
- MIM provides a single point of contact for external partners. Our support staff can co-ordinate sample handling/analysis requirements with infrastructure not directly managed by MIM and we provide a harmonized billing/invoicing process for the external client.
- MIM is a key destination for investment facilitators such as "YES Winnipeg".

5.3 How has the centre/institute impacted programs and policies

- MIM has provided leadership, support and input into the development of the *High Performance Materials, Structures and Processes* theme within the University of Manitoba Strategic Research Plan 2015-2020.
- The interdisciplinary materials course provides a significant impact to students that participate, not only in terms of their direct exposure to the range of instrumentation but also to the cultures of the different disciplines represented/participating in the delivery of the course.
- MIM's presence has provided a focal point for external policymakers and consortia. MIM's activity formed the basis of the U15 document *Manitoba's Material Advantage* describing the industrial/academic hub of provincial materials-related activity in a submission to the Federal Minister of Science. MIM has been a destination for Ministerial tours (provincial and federal) as well as part of the "roadshow" for organizations such as "YES Winnipeg" whose brief is to attract new investment to Winnipeg and the surrounding areas.

6 Current Membership

6.1 Provide a list of the names of members and research associates, including their affiliation

The membership of MIM covers 7 faculties:

- 29 – Price Faculty of Engineering [‡]
- 7 – Clayton H Riddell Faculty of Environment, Earth, and Resources [‡]
- 24 – Faculty of Science (including 5 adjunct faculty) [‡]
- 11 – Faculty of Agricultural and Food Sciences (includes Biosystems Engineering) [‡]
- 3 – Rady Faculty of Health Sciences
- 1 – Faculty of Arts
- 1 – Faculty of Kinesiology and Recreation Management

[‡] denotes “core” faculty that provides current financial support

MIM membership outside of The University of Manitoba:

- 1 – Dalhousie University
- 1 – NRC
- 4 – The University of Winnipeg

Total of 84 memberships at MIM including 15 partially-active members (e.g. senior scholars, denoted “*”)

In addition:

- Seconded technical support: Dr. A. Khan (Engineering) and Dr. R. Sidhu (Science)
- MIM Operations Co-ordinator (funded via VPRIO/core faculties): Jolly Hipolito

Name	Department	Faculty
Nabil Bassim *	Mechanical Eng.	Engineering
Mohamed Bassuoni	Civil Eng.	Engineering
Jonathan Beddoes *	Mechanical Eng.	Engineering
Eric Bibeau	Mechanical Eng.	Engineering
Mario Bieringer	Chemistry	Science
Gregory Bridges	Elec. & Comp. Eng.	Engineering
Douglas Buchanan	Elec. & Comp. Eng.	Engineering
Nediljko Busida	Chemistry	Science
Peter Budzelaar	Chemistry	Science
Jacob Burgess	Physics and Astronomy	Science
William Caley *	Mechanical Eng.	Engineering
Aflredo Camacho	Earth Sciences	Environment, Earth, and Resources
Anton Chakhmouradian	Earth Sciences	Environment, Earth, and Resources
Tapash Chakraborty *	Physics and Astronomy	Science
Mahesh Chaturvedi *	Mechanical Eng.	Engineering

Ying Chen	Biosystems Eng.	Agricultural and Food Sciences
Nazim Cicek	Biosystems Eng.	Agricultural and Food Sciences
Rebecca Davis	Chemistry	Science
Chuang Deng	Mechanical Eng.	Engineering
Ehab El-Salakawy	Civil Eng.	Engineering
Chyngyz Erkinbaev	Biosystems Eng.	Agricultural and Food Sciences
Mostafa Fayek	Earth Sciences	Environment, Earth, and Resources
Philip Ferguson	Mechanical Eng.	Engineering
Rodrigo Franca	Dentistry	Health Sciences
Michael Freund *	Chemistry	Dalhousie University
Beata Gorczyca	Civil Engineering	Engineering
Kathy Gough	Chemistry	Science
Haskel Greenfield	Anthropology	Arts
Norman Halden *	Earth Sciences	Environment, Earth, and Resources
Frank Hawthorne *	Earth Sciences	Environment, Earth, and Resources
David Herbert	Chemistry	Science
Mark Hewko	Biosystems Eng.	Agricultural and Food Sciences
Can-Ming Hu	Physics and Astronomy	Science
Mike Jackson	Medicine	Health Sciences
Alex Ko	Elec. & Comp. Eng.	NRC
Filiz Koksel	Food and Human Nutritional Sciences	Agricultural and Food Sciences
Behzad Kordi	Elec. & Comp. Eng.	Engineering
Scott Kroeker	Chemistry	Science
Christian Kuss	Chemistry	Science
Sabine Kuss	Chemistry	Science
Hagar Labouta	Pharmacy	Health Sciences
David Levin	Biosystems Engineering	Agricultural and Food Sciences
Francis Lin	Physics and Astronomy	Science
Song Liu	Biosystems Eng.	Engineering
Arkady Major	Elec. & Comp. Eng.	Agricultural and Food Sciences
Russell Mammei	Physics Dept.	The University of Winnipeg
Sean McKenna	Chemistry	Science
Jason Morrison	Biosystems Eng.	Agricultural and Food Sciences
Olanrewaju Ojo	Mechanical Eng.	Engineering
Derek Oliver	Elec. & Comp. Eng.	Engineering
John Page	Physics and Astronomy	Science

Jitendra Paliwal	Biosystems Eng.	Agricultural and Food Sciences
Dimos Polyzois *	Civil Eng.	Engineering
Nipon Rattanawangcharoen *	Civil Eng.	Engineering
Jamie Ritch	Chemistry	The University of Winnipeg
Roy Roshko	Physics and Astronomy	Science
Ayesha Saleem	Kinesiology and Recreation Management	Kinesiology and Recreation Management
Elham Salimi	Elec. and Comp. Eng.	Engineering
Martin Scanlon	Food Science	Agricultural and Food Sciences
Michael Schindler	Earth Sciences	Environment, Earth, and Resources
Georg Schreckenbach	Chemistry	Science
Cyrus Shafai	Elec. & Comp. Eng.	Engineering
Ahmed Shalaby	Civil Eng.	Engineering
Sherif Sherif	Elec. & Comp. Eng.	Engineering
Jesko Sirker	Physics and Astronomy	Science
Byron Southern *	Physics and Astronomy	Science
Robert Stamps	Physics and Astronomy	Science
Jörg Stetefeld	Chemistry	Science
Dagmar Svecova	Civil Eng.	Engineering
Douglas Thomson	Elec. & Comp. Eng.	Engineering
John Vail *	Physics and Astronomy	Science
Johan van Lierop	Physics and Astronomy	Science
Feiyue Wang	Environment and Geography	Environment, Earth, and Resources
Christopher Wiebe	Chemistry	The University of Winnipeg
Sanoji Wijenayake	Biology	The University of Winnipeg
Gwyn Williams *	Physics and Astronomy	Science
Christine Wu *	Mechanical Eng.	Engineering
Nan Wu	Mechanical Eng.	Engineering
Urs Peter Wyss *	Mechanical Eng.	Engineering
Malcolm Xing	Mechanical Eng.	Engineering
Wen Zhong	Biosystems Eng.	Agricultural and Food Sciences
Guo-Zhen Zhu	Mechanical Eng.	Engineering

6.2 Provide name of Director and the reporting structure

The Director of MIM, Professor Derek Oliver, reports to the Vice President (Research and International).

7 Five-year Plan

7.1 Discuss the future research direction and development strategies for the centre/institute

7.1a Introduction

The original stated goal for the Manitoba Institute for Materials (MIM) was *to encourage and foster more networking and collaboration among the researchers with diverse backgrounds and increase the visibility of the research programs both internally and externally to the University.*

Over the last 5 years, MIM has:

- confirmed materials research and researchers as an identifiable strength within the University of Manitoba;
- expanded a regional network that extends beyond academia with a geographical footprint including Alberta, Saskatchewan, Northern Ontario, North Dakota and South Dakota;
- developed instrumental service and training capabilities without regional peer¹;
- continued to provide an interdisciplinary hands-on course for undergraduate and postgraduate students in all faculties.

MIM will take advantage of this regional profile and existing partnerships to secure sustainability as the cornerstone of future development. While looking ahead, the challenge for MIM and the wider university is to recognize that demonstrating strength through collaborative activity was not only essential to the past success of MIM, but is the foundation of MIM's future.

7.1b Institutional Aspirations/Drivers: Strategic Research Planning

The University of Manitoba Strategic Research Plan 2015-2020 has provided a key framework for thematic research areas to articulate their stature. Quoting this document:

...measures of success will include indicators of:

- (a) research capacity-building through recruitment and retention of outstanding faculty;*
- (b) networking, partnership and collaboration (local, national, international, within and between disciplines/sectors);*
- (c) recruiting top students and providing outstanding training opportunities; and*
- (d) knowledge dissemination and translation.*

With respect to these attributes, MIM has:

- a) been the focus of two designated CRC chairs (Zhu, Tier II in Mechanical Engineering; Budisa, Tier I in Chemistry) and a search for a Tier II Chair in *Emerging Materials for Sustainable Chemistry* that is presently in hand. Other chair searches in various faculties have sought chairholders whose collaborations/plans overlap with materials research and these complement existing chairholders that are MIM members;
- b) established and strengthened a regional network that builds partnerships across academia and into industry, bringing in topical speakers in foundational disciplines and from industry,

¹ The nearest fully-equivalent facilities are at the University of Minnesota (MN, USA), Simon Fraser University (BC), CCEM/McMaster University (ON), NINT/U. of Alberta resources are not as integrated/accessible as ours, UND Grand Forks has comparable but more aged equipment and inferior levels of expertise/support.

- promoting the “brand” of the facility through participation in national exhibitions of microscopy images (e.g. *Hidden Worlds*, Canadian Science & Technology Museum 2017);
- c) continued to develop the interdisciplinary course, built student engagement in the annual conference, targeted summer undergraduate researchers for instrument access and workshops – all contributing to an outstanding interdisciplinary training environment;
 - d) fostered a culture of high-quality research output amongst individual members while celebrating successes and using the incentive of complementary instrument time linked to internal collaborative grants and summer students to stimulate new projects and interactions based in the new facility.

Recommendation

That the Manitoba Institute for Materials be renewed for a further 5 –year term. *This reflects the success of the institute and the position of regional and institutional influence that the activities of the institute have developed.*

MIM activities are central to the *High Performance Materials, Structures and Processes* research theme identified within the most recent Strategic Research Plan. The membership self-identifies the following interdisciplinary areas of endeavour: complex natural systems, complex crystalline materials and nanostructures, composite material systems, high performance computing materials research, MEMS and NEMS, mechanics of materials and structures, photonic and phononic interactions with materials, quantum materials, soft materials, surfaces, interfaces and ultrathin films. Numbering ten in total, these clearly represent the diversity of the institute, from fundamental to applied research. This recitation illustrates the basic challenge: how to collate individual researchers into meaningful thematic groups without dissociating individuals from the well-defined research themes upon which they secure funding such as NSERC Discovery Grants.

Self-categorization of student posters at the annual conference and a glance through the publications listed in Appendix I illustrates that MIM members collaborate between these areas and clearly publish in multiple fields. The membership is consistently clear in their desire to see this longer list of focussed areas as the public face of MIM: there is reluctance to express these areas of endeavour solely in terms of “applied” science. These apprehensions reflect two key concerns: the desire of many members to articulate the importance of fundamental discovery science; and the importance of focussed excellence in rankings for NSERC Discovery and similar competitions.

Notwithstanding these comments, a strategic planning exercise undertaken in 2018/2019 by the institute members (in-person participation of 75% of the membership) lead to the adoption of four major research themes (detailed discussion in 7.1e below):

- Composite materials of all persuasions: *Metallurgical, Structural, Sustainable*
- Quantum and Extreme Materials: *Discovery Science and Sensors*
- Materials that Mimic Biology and/or Support Natural Systems experiencing Environmental Stress: *Sustainable/Renewable Materials for Future Technology*
- Energy Harnessing and Storage: *Local Opportunities with International Impact*

Collectively, these are referred to as ***Manitoba’s Material Advantage***.

7.1c Institutional Aspirations/Drivers: Sustainability

- **MIM's strengths** lie in the diversity and connectedness of the membership, the responsiveness and expertise of MIM's technical support staff, and the quality of the recently-commissioned instruments and infrastructure.
- Defined as *challenges that we have greatest capability to influence/resolve*, **MIM's weaknesses** include the diversity of our membership, the small size of our support staff contingent, the imbalance between MIM's capacity to raise revenue and the service costs of our infrastructure, and incomplete building work.
 - Membership diversity strengthens MIM's case before funding mechanisms such as Western Economic Diversification, but only adds secondary support for traditional competitions such as CFI/NSERC.
- **MIM's opportunities** are scenarios that will significantly boost MIM's strategic positioning without MIM having a great deal of influence over the outcomes. These include seeking funding for new instruments (e.g. a Focused Ion Beam), supporting member initiatives to seek funding for new instruments, CRC appointments that are awaiting decisions, and engagement within next cycle of the University of Manitoba Strategic Research Plan.
- **Threats to MIM** are defined as *scenarios that cannot be controlled by MIM and would imperil MIM's ability to function as a sustainable entity*. These include withdrawal of funding or baseline support by one or more core faculties, significant major equipment failure, any requirement for complete or partial financial self-sufficiency. MIM's shared model has the capability to support and ensure sustainability and relevance to a broad user based. However, the gap between the costs that users can bear and the full costs of independently operating the facility is too large to bridge within the current funding climate.
- **MIM supports institutional commitments to EDI and Indigenization/Decolonization.** MIM's membership reflects the diversity (and lack thereof) of its members and has limited control over this. However, MIM focusses on creating a safe and welcoming working environment within our facility in which all are made welcome and can work in a respectful environment. As we are a new building, the facility included gender-neutral washrooms from the outset.

MIM's technical staff, like those in similar shared facilities across Canada, reflect a heightened level of diversity for the disciplines represented. Whenever we have undertaken hiring processes, we have been assiduous to employ best practices to ensure that this is continued. We have highlighted the expanding diversity of our research membership by inviting our newest members to present at the annual conference. At our conference, the student poster competition is structured to mitigate against unconscious and other biases and provide a sound basis for the judges to evaluate the research excellence of our students.

In May 2021, the MIM staff participated with in the "Our Path To Reconciliation" workshop with Valerie Williams and Cary Miller as a part of their commitment to learning the impacts and implications if the TRC Calls to Action.

7.1d Institutional Aspirations/Drivers: Formal Training Programs

The HQP training environment provided by MIM through the interdisciplinary materials characterization course is complemented by a range of specialized senior undergraduate and graduate courses offered by MIM members in their respective departments. Two specific initiatives have been discussed: (i) developing a graduate program in materials science/engineering and (ii) the viability of applying for NSERC *CREATE* funding for a subset of the research activity within MIM.

Consideration of an interdisciplinary materials graduate program has met with major concerns:

- perceptions that smaller departments would lose their disciplinary identity if 10-20% of their graduate students were identified with the new program rather than the host department;
- increased workload to administer the program - for faculty members making up the governance committees, for the administrative staff of MIM (the time impact here would require baseline funding to justify the required division of labour);
- concerns of a lack of attractiveness to students – experience from other interdisciplinary programs has shown that students feel their chances of success in UMGF (and similar) pools are stronger in their host department than in the program quota and familiarity/comfort with “disciplinary” departmental regulations/precedents;
- a lack of enthusiasm for any program that doesn’t include the PhD pathway.

The current budget model does little to allay these concerns as the default setting would see student fees distributed to their “home” faculty (i.e. the faculty in which their primary advisor works). A separate agreement would be required in order to see flow-through of these funds to provide resources for the proposed program. These concerns are strongly-held and there is a lack of interest amongst MIM members to discuss this proposal further without considerable evidence that these concerns can be completely resolved.

NSERC *CREATE* funding relies on a strong network of academic researchers, typically across multiple universities, and industrial partnerships for the internship component of the program. MIM can and will provide support to any member seeking to lead a *CREATE* initiative but, like most funding mechanisms, the strength of the application draws much from the strength and alignment of the application leader’s research to the proposed program.

7.1e Research Directions: Manitoba’s Material Advantage

Composites for Manufacturing: Metallurgical, Structural, Sustainable

This theme is centered on composite materials activity in Mechanical Engineering (metallurgical), Civil Engineering (structural), Biosystems Engineering (new textiles and natural fiber-based composites) and Dentistry. This core collaborates with members specializing in X-ray diffraction (Chemistry/Geology) and MIM members that are also active in SIMTReC Canada. In total this aggregation represents about a third of the membership and several research chairholders. This theme is clearly aligned with manufacturing strengths in the province. From the perspective of *CREATE* training, the challenge is to generate sufficient cash from these industries (in addition to existing funds) and to identify a second university to participate in/enhance the program.

Quantum and Extreme Materials: Discovery Science and Sensors

This theme centres on fundamental discovery science, particularly in Physics and Chemistry with close collaborations existing with Earth Sciences, C. Wiebe at The University of Winnipeg and sensor development in Electrical & Computer Engineering. Examples of unique collaborations include D.A. Buchanan's collaboration with M. Gericke developing detector technologies for subatomic physics and the participation R. Mammei (U. Winnipeg/TRIUMF) in MIM. If the footprint could extend to include the novel textiles initiatives (Biosystems Engineering), the associated startup companies in this area provide an engaged community from a *CREATE* partnership perspective. This grouping represents about a third of the membership and includes existing chairholders. This group has a particularly strong theoretical component which has led the recent formation of the Manitoba Quantum Institute (Director: J. Sirker)

Biological Processes and Structures: Sustainable and Renewable Materials for Future Technology

This grouping reflects the combined presence of N. Budisa and J. Stetefeld (Chemistry) with their associated collaborations including D. Levin, S. Liu, W. Zhong (Biosystems Engineering) and M. Xing (Mechanical Engineering). There is clear synergy with the textile's researchers and the associated startup community as well as the potential for connections to sensor research. This grouping represents connects a handful of prolific researchers.

Energy Harnessing and Storage: Local Opportunities with International Impact

This grouping currently comprises some of our newer researchers, in particular D. Herbert and C. Kuss as well as the appointee from the current CRC Tier II search in *Emerging Materials for Sustainable Chemistry*. The mining profile of the province adds a mineral resource dimension to this grouping that makes it amenable to a range of sustainability as well as energy-based research. The group also benefits from past collaborations with M. Freund (Dalhousie) and N. Lewis (CalTech).

These four themes provide MIM's research focus for the next strategic planning cycle. The vitality of these groupings is reflected by collaborative success – examples being the investment in the CryoTEM instrument that was led by members of the *Biological Processes and Structures* theme, the Development of the Manitoba Quantum Institute within the *Quantum and Extreme Materials* theme and the addition of a new CRC II in the *Energy Harnessing and Storage* theme.

7.2 Include and discuss the budget

The shared budget below was confirmed on 4 November 2021 and reflects 5-year term that commenced on 1 April 2020.

Vice-President Research & International	\$30,000
Price Faculty of Engineering	\$21,000
Faculty of Environment, Earth, and Resources	\$14,000
Faculty of Science	\$14,000
Faculty of Agricultural and Food Sciences	\$7,000
Total:	\$86,000

Appendix III includes: Annotated Financial statement for 21/22, and projections.

Appendix I: Knowledge Transfer

* Please note that, due to their length/size Appendix 1.A and Appendix 1.B are provided as separate files accompanying this document.

A. Representative sample of papers from a range of disciplines showcasing data obtained using MIM infrastructure

Arun Krishnamurthy and Scott Kroeker. *Improving Molybdenum and Sulfur Vitrification in Borosilicate Nuclear Waste Glasses Using Phosphorus: Structural Insights from NMR* Inorganic Chemistry **61** (2022) 73–85

E. C. G. Hastie, M. Schindler, D. J. Kontak & B. Lafrance, *Transport and coarsening of gold nanoparticles in an orogenic deposit by dissolution–reprecipitation and Ostwald ripening*, Nature Communications: Earth & Environment **2**, Article number: 57 (2021)

Marc R. Del Bigio, Ravinder K. Sidhu, Colin J. Kazina, and Demitre Serletis, *Inflammation and obstruction of distal catheter slits in ventriculoperitoneal shunts: likely role of graphite* Journal of Neurosurgery **133** (2020) 1495-1502.

Alireza Rafieerad, WeiangYana, Ahmad Amiri, Sanjiv Dhingra, *Bioactive and trackable MXene quantum dots for subcellular nanomedicine applications* Materials and Design **196** (2020) 109091

Ikra Iftekhar Shuvo, Mashiur Rahman, Tasneem Vahora, Jason Morrison, Shawna DuCharme, Lin-P'ing Choo-Smith, *Producing light-weight bast fibers from canola biomass for technical textiles* Textile Research Journal **90** (2019)

A.G. Odeshi, A.A. Tihamiyu, D. Das, N. Katwal, I.N.A. Oguocha, A.K. Khan *High strain-rate deformation of T8-tempered, cryo-rolled and ultrafine grained AA 2099 aluminum alloy* Materials Science & Engineering A **754** (2019) 602–612

Parveen K. Sharma, Nisha Mohanan, Ravinder Sidhu, and David B. Levin *Colonization and degradation of polyhydroxyalkanoates by lipase-producing bacteria*. Canadian Journal of Microbiology **65** (2019)

G. Asala, A.K. Khan, J. Andersson, and O.A. Ojo, *Microstructural Analyses of ATI 718Plus Produced by Wire-ARC Additive Manufacturing Process* Metallurgical and Materials Transactions A **48** (2017) 4211-4228

B. Comprehensive listing of peer-reviewed publications by MIM members for the period 2018-2022.

*Secretary's note: Appendices 1.A and 1.B are not included with the Senate agenda but would be made available to Senators upon request to the Office of the University Secretary.

Appendix II: Funds Received

Manitoba Materials Conference External Sponsors:

- A. Koncan and Associates: \$500 (2023)
- Carl Zeiss Canada: \$3000 (2018, 2019, 2023)
- EnviroTrec: \$1000 (2018, 2019)
- Gamble Technologies Ltd: \$250 (2019)
- Integrated Engineering Software: \$1500 (2018, 2019, 2023)
- LPR Engineering: \$500 (2019, 2023)
- Mitacs: \$400 (2019, 2023)
- Pollard Banknote Ltd: \$3000 (2018, 2019, 2023)
- Research Manitoba: \$4500 (2017)
- Royal Canadian Mint: \$1500 (2018, 2019, 2023)
- Systems for Research: \$3000 (2018, 2019, 2023)
- TestLabs International Ltd: \$1000 (2018, 2019)
- Winpak Ltd: \$1500 (2018, 2019, 2023)

Research Grants (listed below) where infrastructure has been installed in MIM:

- DED for TALOS F200C, Canada Foundation for Innovation (2020): Stetefeld, Jorg;

Canada Foundation for Innovation (CFI)

*Obtained from the CFI Projects Funded Database and listed by date of the **final decision**. The award value listed is the CFI component of the total awarded.*

CFI 2020 (Exceptional Opportunities Fund – COVID-19): \$950,000

Jörg Stetefeld, Nediljko Budisa, Kevin Coombs; Acquisition of a Direct Electron Detector to enhance the new TALOS F200CCryo-EM; \$950,000

CFI 2019: \$500,334

Sabine Kuss; Quantitative Electroanalytical Facility for the Investigation of Biological Systems; \$102,697

Nediljko Budisa; Biomaterials Discovery Platform; \$159,139

Michael Schindler; Kristin Brink; Environmental Nano-Geoscience Facility; \$238,498

CFI 2018: \$174,462.

Koksel Ustundag, Havva; John R. Evans Leaders Fund; Tailoring quality during processing of protein rich plant-based foods and food ingredients; \$160,000

Stamps, Robert; John R. Evans Leaders Fund; Desktop Supercomputers for Design of Advanced Functional Materials; \$114,462

CFI 2017: \$316,000.

Burgess, Jacob; John R. Evans Leaders Fund; Atomically resolved dynamics of emergent quantum state sand strongly correlated materials; \$160,000

Zhu, Guo-Zhen; John R. Evans Leaders Fund; In-situ temperature-controlled nano-mechanical testing in transmission electron microscopes; \$156,000CFI 2016: \$159,841

Deng, Chuang; John R. Evans Leaders Fund; In-situ nano-mechanical and nano-electrical characterization of low-dimensional nanomaterials; \$159,841.

Natural Sciences and Engineering Reserch Council (NSERC)

Obtained from the *NSERC Awards Database*. First installment of multiple-year grants (e.g. discovery grants) listed/totalled.

NSERC 2021: \$381,504 in new awards

Discovery Grants: \$180,000 first installment of 5 years unless noted

Chyngyz Erkinbaev: Understanding the mechanisms of pulse microstructural transformation under thermal treatments. \$28,000

Francis Lin: Investigation of Immune Cell Trafficking in Complex Cellular Environment; \$58,000

Jitendra Paliwal: Optical techniques for quality monitoring and preservation of cereal grains; \$36,000

Dagmar Svecova: The use of accelerated bridge construction; \$26,000

Nan Wu: Development of Advanced Technologies for Structural Damage Identification and Prediction: \$32,000

Research Tools & Instruments Grants: \$145,222

Hagar Labouta: Nanoparticle Tracking Analysis Platform for in vitro Characterization of Engineered and Natural; \$145,222

NSERC 2020: \$467,540 in new awards

Discovery Grants: \$240,000 first installment of 5 years unless noted

Mohammed Bassuoni: Impoving the Process for Cold Weather Concreting: Novel Concrete Mixtures and Innovative Curting Methods; \$43,000

Mario Bieringer: Understanding Inorganic Solid State Reactivity for the Design of Functional Materials; \$29,000

Nediljko Budisa: Chemical evolution of synthetic cells by reprogramming protein tranlation with non-canonical amino acids; \$50,000

Frank Hawthorne: A theoretical Basis for Minerology and Behaviour of Minerals in Earth Processes; \$30,000

Hagar Labouta: Combind *in vitro* Experimental and Computational Approaches for Predicting Identity and Behaviour of Protein Corona-Adsorbed Nanoparticles; \$28,000

Douglas Thomson: High throughput and accuracy single cell dielectric analysis and dielectric dyes; \$28,000

Feiyue Wang: The role of thioredoxin system in regulation of synaptic development and neurotransmission in the central nervous system; \$32,000

Research Tools & Instruments Grants: \$227,540

Filiz Koksel: Rheometer for characterizing the mechanical properties of food materials; \$144,145

Johan van Lierop: Atomic magnetism of skyrmion lattices: Probing Dzyaloshinskii-Moriya interactions using advanced low temperature conversion electron Mossbauer spectroscopy; \$83,395

Discovery Accelerator Supplements Program: \$40,000

Can-Ming Hu: Cavity Spintronics: Expanding the horizons for microwave, THz, magnetic, and quantum technologies; \$40,000

NSERC 2019: \$611,000 in new awards

Discovery Grants: \$421,000 first installment of 5 years unless noted:

Bridges, Gregory; Microwave Devices for Biosensors and Single Cell Dielectric Spectroscopy; \$46,000

Chen, Ying; Simulations of micro-dynamics of soil, tool, and crop residue using the discrete element method (DEM); \$55,000

Deng, Chuang; Design and multiscale characterization of new metallic systems with hierarchical microstructural heterogeneity; \$28,000

Ferguson, Philip; Predictive Drone Control for Interplanetary Exploration; \$32,000

Hu, Can-Ming; Cavity Spintronics: Expanding the horizons for microwave, THz, magnetic, and quantum technologies; \$75,000

Kuss, Christian; Conjugated Polymer Binders for Lithium, and Sodium-Ion Batteries; \$28,000

Kuss, Sabine; Scanning Photoelectrochemical Microscopy and its Application to Biological Systems; \$24,000

Liu, Song; Development of Functional Materials for Battling Bacterial Contamination; \$33,000

Sirker, Jesko; Many-body Quantum systems out of Equilibrium; \$34,000

Wang, Feiyue; Visual Recognition Beyond Supervised Learning; \$28,000

Zhu, Guo-Zhen; Deformation Physics of Nanoscale Features in Magnesium Alloys; \$38,000

Research Tools & Instruments Grants: \$150,000

Kuss, Sabine; A Scanning Electrochemical Microscope for the analysis of Biological Systems; \$150,000

Discovery Accelerator Supplements Program: \$40,000

Hu, Can-Ming; Cavity Spintronics: Expanding the horizons for microwave, THz, magnetic, and quantum technologies

NSERC 2018: \$607,085 in new awards

Discovery Grants: \$479,000 first installment of 5 years unless noted:

Buchanan, Douglas; Olfactory Sensors and MEMS Based Ultrasonic Transducers; \$28,000
Camacho, Alfredo; Understanding the processes that affect isotopic ages to resolve both time and rates of geologic processes; \$25,000
Chakhmouradian, Anton; Carbonatites in plate-collision zones; implications for mantle processes, carbon cycling and rare-earth metallogeny
El-Salakawy, Ehab; FRP-Reinforced Concrete Columns under Cyclic-Reversed Loads; \$43,000
Fayek, Mostafa; Ore Systems, Tectonics and the Geochemical Cycles of Metals; \$43,000
Major, Arkady; Towards high power, high repetition rate, broadband coherent light sources: development and applications; \$34,000
Oliver, Derek; P-N and P-i-N junction silicon microwire arrays for solar energy conversion; \$28,000
Scanlon, Martin; Process Effects of constitutive Properties of Soft Aerated Food Materials; \$33,000
Shalaby, Ahmed; Calibration and validation of mechanistic-empirical performance models for pavement design and remaining service life analysis; \$36,000
Sherif, Sherif; Sparse integrated computational optical imaging systems; \$28,000
Stamps, Robert; New paradigms for designer materials; \$50,000
Stetefeld, Jörg; Structure-Property relationship of S-layer protein assemblies at extremophilic archaea bacteria
van Lierop, Johan; Unravelling nanoscale ordering by investigating the emerging pathways between electronic structure and magnetism; \$41,000
Wang, Feiyue; Models and methods of statistical dependence with applications in clinical trials and risk management; \$18,000

Research Tools & Instruments Grants: \$128,085

Fayek, Mostafa; Operating systems for the Cameca 7f SIMS; \$84,414
Stetefeld, Jörg; Quasi-Elastic Light Scattering for in-depth protein and protein-complex characterization; \$43,671

NSERC 2017: \$560,000 in new awards

Discovery Grants: \$330,000 first installment of 5 years unless noted.

Burgess, Jacob; Atomic scale dynamics of correlated materials and emergent quantum states; \$30,000.
El-Salakawy, Ehab; Seismic Performance of FRP-Reinforced Concrete Columns; \$24,000. **1 year term*
Fayek, Mostafa; Tracing Metals From Source To Trap Using Traditional And Non-Traditional Isotope Systems; \$22,000. **1 year term*
Gough, Kathleen; Vibrational spectrochemical imaging studies of materials from macro to nanoscale; \$45,000.
Kavgic, Miroslava; Coupling Phase Change Materials and Model Predictive Controls for Energy Efficiency and Thermal Comfort in Canadian Buildings; \$23,000.
Kordi, Behzad; Online Electromagnetic Condition Monitoring Techniques for High Voltage Systems; \$37,000.

Levin, David; Bioengineering Next Generation Biopolymers; \$24,000.

Ojo, Olanrewaju; Advanced Joining of Gamma Prime Precipitation Strengthened Cobalt-base Superalloy; \$37,000.

Schreckenbach, H. Georg; Quantum Chemistry – Fundamental Insights and a Tool for Addressing Materials, Energy and Environmental Challenges; \$60,000.

Stetefeld, Jörg; Structure-Property relationship of S-layer protein assemblies at extremophilic archea bacteria; \$28,000. **1 year term*

Research Tools & Instruments Grants: \$150,000

Burgess, Jacob; An Ultrafast THz Light Source for the Study of Correlated Materials at the Atomic Scale; \$150,000

Discovery Accelerator Supplements Program: \$80,000

Kordi, Behzad; Online Electromagnetic Condition Monitoring Techniques for High Voltage Systems; \$40,000.

Ojo, Olanrewaju; Advanced Joining of Gamma Prime Precipitation Strengthened Cobalt-base Superalloy; \$40,000

Appendix III: Financial Statements

III.A MIM FY 2021/2022 Financial statement.

	\$	\$
Revenue		
<i>Salary contributions from Faculties (ongoing)</i>		
Science	100,000	
Riddell EE&R	50,000	
Engineering	100,000	
		250,000.00
<i>Soft Revenue (As agreed for FY 20/21 - 24/25)</i>		
VPRIO	30,000	
Science	14,000	
Riddell EE&R	14,000	
Agriculture & Food Sciences	7,000	
Engineering	21,000	
	subtotal	86,000.00
<i>Teaching/Training Revenue (negotiated annually)</i>		
Lab Fees (for interdisciplinary course)	-	no course in 2021
	subtotal	-
<i>Instrument Usage Revenue</i>		
Usage Revenue (all instruments)	88,995	relatively strong year: post-pandemic activity
Instrument time: course (MIM instruments)		course didn't run due to distancing constraints
	subtotal	88,995.00
<i>Conference & Workshop sponsorship/support</i>		
External sponsorship		no conference in 2021
Internal sponsorship (Faculties, VPRI0)		no conference in 2021
	subtotal	-
<i>Accrued savings and other income</i>		
Other Revenue	41,000	EM Cancellation for TEM - costs shared with faculties
Pooled Carryover	116,633	Carried forward with plan for larger Provision fund contribution
	subtotal	157,633.00
Expenses		
<i>Salaries (staff designated by faculties)</i>		
Science	100,000	
Riddell EE&R	50,000	
Engineering	100,000	
		(250,000.00)
	net operational revenue	\$ 332,628
<i>Salary/Stipend</i>		
Operations Co-ordinator (incl. benefits)	62,495	
Stipends (RAs instead of teaching relief)	16,005	Timing resulted in excess of \$10k
	subtotal	(78,500.20)
<i>Facility Operations</i>		
Instrument & Lab Consumables	33,714	
Instrument time: (other labs)	115	
Instrument time: course (MIM Instruments)	-	no course in 2021
Instrument Service costs	54,803	includes cost of EM cancellation installation
Office Operations	1,981	
Provision Fund (min. planned contribution is \$25k)	90,000	
Teaching buyout (Director, RA stipends instead)	(468.00)	refunded airfare - pandemic cancellation of trip
	subtotal	(180,145.00)
<i>Visibility/Outreach</i>		
Annual Conference (MMC), workshops, opening		no conference in 2022
Visiting Speakers		no visiting speakers in 2021/2022
	subtotal	-
	net operational expenses	\$ (258,645)
Total		\$ 73,983 carried fwd for TEM repair

III.B MIM projected budget for forthcoming three years

1. Income based on existing instruments
2. Lab fees for course are negotiated annually, ability to distribute dependent on resource availability
3. Conference support involves competitive leveraging, conference costs will scale back if support not found
4. Instrument revenue is conservative estimate based on past experience
5. TEM requires repair ~\$40k+ taxes, work scheduled for Q3 of FY 2022/2023

	Q1 & Q2 (actual) FY 2022/2023 \$	projected FY 2022/2023 \$	projected FY 2023/2024 \$	projected FY 2024/2025 \$	
Revenue					
<i>Salary contributions from Faculties (ongoing)</i>					
Science	50,000	100,000	100,000	100,000	
Riddell EE&R	25,000	50,000	50,000	50,000	
Engineering	50,000	100,000	100,000	100,000	
	<u>125,000.00</u>	<u>250,000.00</u>	<u>250,000.00</u>	<u>250,000.00</u>	
<i>Soft Revenue (Agreed for FY 20/21 - 24/25)</i>					
VPRI0	30,000	30,000	30,000	30,000	
Science	-	14,000	14,000	14,000	
Riddell EE&R	-	14,000	14,000	14,000	
Engineering	21,000	21,000	21,000	21,000	
Agriculture & Food Sciences	7,000	7,000	7,000	7,000	
	<u>58,000.00</u>	<u>86,000.00</u>	<u>86,000.00</u>	<u>86,000.00</u>	
<i>Teaching/Training Revenue (negotiated/reviewed annually)</i>					
Lab Fees (for interdisciplinary course)	-	15,000	15,000	15,000	as received from faculties
	-	<u>15,000.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	
<i>Conference & Workshop sponsorship/support - depends on donors and timing across year-end</i>					
External sponsorship	-	5,500	5,500	5,500	
Internal sponsorship (Faculties, VPRI0)	-	4,500	4,500	4,500	
	-	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	
<i>Instrument Revenue</i>					
Pooled Carryover from preceding FY	73,983	73,983	16,316	14,816	
Internal fees (Interdisciplinary course, MIM inst.)	-	7,500	7,500	7,500	MIM share as distributed under facility operations
User fees (all instruments)	38,033	60,000	60,000	60,000	
	<u>112,016.00</u>	<u>141,483.00</u>	<u>83,816.00</u>	<u>82,316.00</u>	
<i>Other Revenue</i>					
	-	-	-	-	
	-	-	-	-	
Expenses					
<i>Baseline salaries (staff designated by faculties)</i>					
Science	50,000	100,000	100,000	100,000	
Riddell EE&R	25,000	50,000	50,000	50,000	
Engineering	50,000	100,000	100,000	100,000	
	<u>(125,000)</u>	<u>(250,000)</u>	<u>(250,000)</u>	<u>(250,000)</u>	
<i>Salary/Stipend (includes commitments and J. Low leave estimate)</i>					
Operations Co-ordinator Salary & Benefits	33,331	66,077	70,000	74,000	
Other Benefits for Employees (MMC prizes)	-	6,000	6,000	6,000	
Stipends from Teaching/Research Buyout (Director)	6,000	-	-	-	
	<u>(39,331.00)</u>	<u>(72,077.00)</u>	<u>(76,000.00)</u>	<u>(80,000.00)</u>	
<i>Facility Operations</i>					
Instrument time: course (other labs)	-	7,500	7,500	7,500	shows allocation of course income to instruments
Instrument time: course (MIM Instruments)	-	7,500	7,500	7,500	shows allocation of course income to instruments
Instrument time: other labs for MIM work	405	90	-	-	invoices paid to other labs for using their resources
Instrument service incl contract(s)	6,666	50,000	-	-	TEM repair commitment
Instrument purchase(s)	8,000	8,000	-	-	Commitment in place
Lab consumables/supplies/equipment	3,707	5,000	5,000	5,000	
Lab operations incl SF6 sensors, Bookit	311	6,000	6,000	6,000	
Office Supplies, Phone, furnishings, freight etc	3,200	5,000	3,000	3,000	
Provision Fund	-	50,000	50,000	50,000	min is \$5k per year, target is \$25k per year
Teaching/Research Buyout (Director)	-	10,000	10,000.00	10,000	
	<u>(22,289)</u>	<u>(149,090)</u>	<u>(89,000)</u>	<u>(89,000)</u>	
<i>Visibility/Outreach</i>					
Ann. Conference (MMC), UG Workshop, Speakers	-	15,000	15,000	15,000	
	-	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>	
operating income	\$ 170,016	\$ 252,483	\$ 194,816	\$ 193,316	
operating expenses	\$ (61,620)	\$ (236,167)	\$ (180,000)	\$ (184,000)	
surplus (deficit) carried forward	\$ 108,396	\$ 16,316	\$ 14,816	\$ 9,316	



University
of Manitoba

Price Faculty of Engineering

Office of the Dean
E2-290 EITC
75A Chancellors Circle
Winnipeg, Manitoba
Canada R3T 5V6
T: 204 474 9809
F: 204 275 3773

November 1, 2022

Re: Support for Renewal of the Manitoba Institute of Materials

I am pleased to support the Manitoba Institute of Materials' (MIM) application for renewal as a Research Institute at the University of Manitoba. MIM is undoubtedly a successful example of interdisciplinary collaboration across Faculties and with external partners.

The Price Faculty of Engineering identifies "Advanced Manufacturing Technologies & Materials" as one of the interdisciplinary research concentrations that define the current research thrusts of the Faculty. This aligns with the "High Performance Materials, Structures and Processes" theme within the University of Manitoba Strategic Research Plan 2015-2020. MIM has an important role in supporting this research as well as materials-related research in the other strategic thematic research areas of the Faculty. As a result, 30 engineering faculty members spanning all the Engineering Departments and all these thematic research areas are members of MIM.

By its nature materials research and characterization requires access to a wide range of advanced instrumentation, predominantly based on x-ray or electron beam techniques. MIM maintains an enviable suite of such equipment with facilities on par with any Canadian university – and kept this facility operational for all users throughout the pandemic. As an example, Dr. Guozhen Zhu (just completed her first term as CRC Tier II chair in Mechanical Engineering) has just graduated a PhD student whose data were largely obtained using MIM resources. These facilities require considerable technical and budgetary support. MIM has been effective in organizing this support to maximize the efficiency with which this equipment can be utilized by researchers from across the University and from the external community. It is safe to say that without MIM, some key characterization facilities would not be supportable and would not be operational.

In addition to this ongoing support of existing equipment, MIM has the leadership role for establishing the funding for new facilities through NSERC grants, CFI applications or other funding opportunities. This coordination role of MIM is critically important to the ongoing success of materials research at the University of Manitoba. The annual Manitoba Materials Conference hosted by MIM and to be resumed in 2023 brings prospective industry and government partners to meet and network with faculty members and students from Engineering, Science, EER and other Faculties. The meeting has a strong student focus through a vibrant poster competition and provides an excellent showcase for research excellence and collaborative R&D in the region.

Sincerely,

Marcia Friesen, Ph.D., P.Eng.
Professor & Dean



UNIVERSITY
OF MANITOBA

DR. GERALD NIZNICK COLLEGE OF DENTISTRY
RADY FACULTY OF HEALTH SCIENCES

Dean's Office
D113-780 Bannatyne Avenue
Winnipeg, MB
Canada R3E 0W2
Telephone: (204) 789-3631
Fax: (204) 789-3912
info_dent@umanitoba.ca

November 2nd, 2022

Dr. Derek Oliver, Ph.D. P.Eng.

Director

Manitoba Institute for Materials

University of Manitoba

Re: Renewal of The Manitoba Institute for Materials

Dear Dr. Oliver:

Please accept this letter of strong support for your application to Senate for the renewal of the Manitoba Institute for Materials (MIM) located at the Fort Garry Campus. MIM has been a critical resource for the biomaterials research at the Dr. Gerald Niznick College of Dentistry. Our biomaterials research faculty, Dr. Franca, has been a consistent user of the facility and the facility is pivotal for the success of his research program. The Manitoba Institute for Materials manages a state-of-the-art materials characterization facility and this has been a critical resource for members of our college providing student training and supported access to FTIR spectrometry, X-ray Photoelectron Spectroscopy (XPS) as well as electron microscopy facilities. Undergraduate and graduate students from our college have found this to be an essential resource for their work. Graduate students have also drawn on the Interdisciplinary Materials Characterization course as a key experiential aspect of their training as the laboratories provide hands-on training on the same research instruments. In addition, this has fostered opportunities for our faculty members to

initiate collaborations within the Biomedical Engineering program, a very worthwhile interprofessional endeavor. We are very appreciative for these opportunities and look forward to continued collaborations between our college and the institute.

Kindest Regards,



Anastasia Kelekis-Cholakis

(Pronouns: She/Her)

Dean

Dr Gerald Niznick College of Dentistry

Rady Faculty of Health Sciences, University of Manitoba

D113-780 Bannatyne Avenue

Winnipeg, Manitoba R3E 0W2

Email: Anastasia.Cholakis@umanitoba.ca





**University
of Manitoba**

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

440 Wallace Building
Winnipeg, Manitoba
Canada R3T 2N2
General Office (204) 474-7252
Fax: 275-3147

November 14, 2022

Dear Derek Oliver

I'm happy to write this letter of support for the MIM. MIM is providing a turnkey material characterisation to our researchers in the Clayton H. Riddell faculty of Environment, Earth, and Resources, especially to colleagues of the Department of Earth Science and the new Research Center Earth Materials and Archaeometry. I see this as a great collaborative approach. We have already shared investments in a colloidal silica polishing instrument, a highly critical component in sample preparation for Electron Diffraction (EBSD) measurements. To point out, these measurements are critical to studies of thin geological sections. This collaboration extended to MIM's support for Dr. M. Schindler's CFI, which has now provided a robust sample preparation pathway for Transmission Electron Microscopy – a development which will strengthen the productivity of Dr. Schindler and other new members of the faculty (e.g. Drs. Brink, Brueckner and Silva)

Given this relevance to our new faculty members, the sustainability-focussed management of this resource is commendable. MIM's centrality as a shared resource was and is critical to the MIM's partnership with the Earth Materials and Archaeometry Centre in developing a submission to the recent CFI-MSI program. MIM continues to offer the interdisciplinary materials characterization course, a key experiential opportunity for graduate students in my faculty as well as re-commencing its annual conference in spring 2023.

I'm happy to see a continued cooperation with mutual benefits for MIM and my faculty.

Sincerely

Prof. Dr. Stephan Pflugmacher Lima

Dean, Clayton H. Riddell Faculty of Environment, Earth, and Resources, The University of Manitoba

November 8, 2022

Dear members of the Senate Committee on University Research,

Several material science researchers in the Faculty of Science have benefited over the years from the electron microscopy equipment that is available in MIM. Recently, the Faculty of Science, University of Manitoba Provost and the Canada Foundation for Innovation together made a \$3M strategic investment into a state-of-the-art cryo-electron microscope that is currently housed in the MIM facility. MIM assisted the Faculty with the installation of the new Cryo-EM and has supported our structural biology researchers to make the startup a success. This investment enhances the MIM facility and expands its research capacity. Future investments like this would further enhance MIM by replacing aging instrumentation that has been part of the facility since its inception. The MIM facility is outstanding and working with the University, Faculties, and external funding sources, I believe MIM has a bright future supporting material science, life science and sustainable energy research (perhaps an expanded name for the institute may be in order in the future to reflect the breadth of research). Given the past benefits and future potential, I support the continuation of the Institute.

In addition to research instrumentation, MIM has sponsored the visit of a materials science speaker in our Physics and Chemistry Colloquium series each year (resuming in 2022/2023 after a 2-year pandemic related hiatus). Further, undergraduate students in the Faculty of Science can gain hands-on experience with high-end research equipment through courses associated with MIM and through summer research experience. Resumption of the annual MIM conference in Spring 2023 will also provide opportunities Science students to engage in outreach, partnership-building and showcase their talent. Further, I would like to see the introduction of a Cryo-EM summer school for structural biology graduate students and researchers to further expand the reach of MIM and provide a unique training experience in Western Canada.

In summary, MIM directly supports several research areas in the Faculty of Science including Structural Biology (supporting two CRC Tier I chairs in the area), Quantum computing/ information and Emerging Materials for Sustainable Energy (an area for which we are currently recruiting a new CRC II). The Faculty of Science contributes resources to MIM in the form of technical support and an annual financial contribution of \$14,000 which, in partnership with other faculties and the VPRI underpins the operational sustainability of the facility.

Sincerely,



Dr. Brian Mark

Dean, Faculty of Science

Professor, Department of Microbiology &

Department of Biochemistry and Medical Genetics

Brian.Mark@umanitoba.ca



UM | Faculty of Agricultural
and Food Sciences

Office of the Associate Dean
(Graduate Programs and
Academic)

248 - 66 Dafoe Road
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474 6700
Fax (204) 474 7525

November 14, 2022

Dr. Derek Oliver
Director, Manitoba Institute for Materials
University of Manitoba

RE: Letter of support for the Manitoba Institute for Materials

Dear Dr. Oliver:

It is my pleasure to write this letter of support for the Manitoba Institute for Materials on behalf of the Faculty of Agricultural and Food Sciences researchers who have immensely benefitted from the Institute's unique state-of-the-art infrastructure. At present, 11 members of this Faculty, across a range of disciplines, are members of MIM. Despite this smaller total than other faculties (~30% in comparison to Science and Engineering), FAFS researchers routinely draw on the MIM facility for their work, recording comparable levels of activity/usage (in terms of instrument hours booked/billed) to their more populous counterparts in other faculties.

MIM is a great resource for this Faculty for two primary reasons. Firstly, one of our strategic research priorities is Sustainable & Healthy Bioproducts and Biomaterials. Testing and evaluation of the structures and the performance of these bioproducts and biomaterials using MIM facilities are critical to our research success in this priority.

Secondly, our Faculty has long recognized the value of interdisciplinary collaboration in advancing our research and the training of students for the workplace. Therefore, the strengthening of interdisciplinary collaborations for our researchers through the framework and resources of MIM will enhance this essential means of securing the best science to address challenges and opportunities in agriculture. Historically, a partnership-building workshop arranged by MIM seeded a new MITACS cluster in the Faculty, and the annual Manitoba Materials conferences will, on their resumption in Spring 2023 provide an excellent opportunity for our academics and their graduate students, and post-doctoral fellows to engage with peers inside and outside the university.

The MIM Materials Characterization facility has provided many members of the faculty with access to world-class instruments and technical expertise that supports their research and training of their students. Graduate students from the FAFS draw on the experiential opportunities presented by the interdisciplinary Materials Characterization Course as well as lab tours arranged by FAFS members in their own graduate courses. MIM's stewardship of this facility and its development of new research initiatives bode well for the interdisciplinary demands that this field of research requires.

In conclusion, the support provided by MIM has helped our faculty in conducting cutting-edge research and providing opportunities to train our HQP on world-class infrastructure. A centrally managed facility also allows researchers a platform to come together and engage in cross-disciplinary research activities. Therefore, we would like to express our strong support to MIM as it looks to renew its membership with SCUR. Please do not hesitate to contact me should you have any further questions, in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "Jitendra Paliwal". The signature is written in a cursive style with a horizontal line underneath the name.

Jitendra Paliwal, Ph.D., P. Eng., FEC
Associate Dean (Graduate Programs) and Acting Associate Dean (Academic)

Report of the Senate Committee and Process Review Working Group – Appeals Committees and Processes

Preamble:

1. The Senate Committee and Process Review Working Group has established the Appeals Subgroup to consider the following recommendation from the *Senate Committee and Process Review Discussion Paper*.

Recommendation 3: Consolidate the Senate Committee on Appeals, the Senate Committee on Academic Accommodation Appeals and the Senate Committee on Admission Appeals under one unified Senate Committee on Appeals, with an expanded membership pool.

3. The Appeals Subgroup includes Tina Chen, Executive Lead (Equity, Diversity and Inclusion); Emily Kalo, student member; Kelley Main, Acting Dean of Graduate Studies; Derek Oliver, Chair of the Senate Committee on Appeals and of the Senate Committee on Admission Appeals; and Marcia Yoshida, Student Appeals and Academic Governance Officer (resource person).
4. At a meeting on January 6, 2023 the Appeals Subgroup considered recommendation 3 and next steps.
5. At a meeting on February 7, 2023 the Senate Committee and Process Review Working Group considered the recommendations of the Appeals Subgroup.

Observations:

1. Given that an admission appeal process is not universal at Canadian universities, the Appeals Subgroup discussed the need for such a process at the University of Manitoba. The Appeals Subgroup observed that retaining an admission appeals process is important to ensure trust, accessibility, and accountability.
2. Currently there are not many appeals heard by the Senate Committee on Admission Appeals, however, this could change if there is a movement to include more equity-based admission processes which may rely on relative weightings or more subjective admission criteria.
3. Combining the Senate Committee on Appeals, the Senate Committee on Admission Appeals and the Senate Committee on Academic Accommodation Appeals would ease the administrative burden of populating and training three committees that hold similar roles. A unified appeals committee would also reduce the number of student committee members required, whose roles can sometimes be difficult to fill. A unified process would allow for some standardization of processes and timelines, which will simplify the process for all stakeholders.

4. The Appeals Subgroup recommends moving to a unified appeals process and structure. Should Senate approve the recommendation, in principle, to combine the three Senate level appeal committees, next steps of the Appeals Subgroup would include:
 - a) A review of the terms of reference, policies, and procedures of the three Senate level appeals committees to determine a structure for the unified Senate appeals committee and develop new terms of reference, policies and procedures.
 - b) Consultations with stakeholders to ensure the unified appeals committee's terms of reference, policies, and procedures provide a process that meets the needs of the university community.
 - c) Request that a representative from the VP Indigenous Office participate as a member of the Appeals Subgroup or be available for consultation to provide input on the terms of reference, policies and procedures to ensure Indigenous perspectives are considered.
5. The Senate Committee and Process Review Working Group supports the recommendations of the Appeals Subgroup.

Recommendation

THAT Senate approve, in principle, the recommendation that the Senate Committee on Appeals, the Senate Committee on Admission Appeals and the Senate Committee on Academic Accommodations be consolidated under one unified Senate Committee on Appeals, with the understanding that the terms of reference, policy and procedures will be brought to Senate for approval.

Respectfully submitted,

Senate Committee and Process Review Working Group

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