ARTS FACULTY COUNCIL
THURSDAY DECEMBER 12, 2013
306 TIER
2:30 PM TO 3:45 PM
(NOTE CHANGE IN END TIME)

AGENDA

1. Adoption of the Agenda [for approval]

2. Minutes of the October 9, 2013 [for approval]

3. Business Arising from the Minutes
   - Update on the Faculty of Arts Policy on Awarding of Degrees Posthumously [for information]

4. New Business
   - 4.1 Report of the Arts Regulation Policy Committee [for approval]
   - 4.2 Institute for Geopolitical Economy proposal [for recommendation]
   - 4.3 Support Staff Senator [for approval]
   - 4.4 2014-15 Arts Budget [for discussion]

5. Closed Session
   - Professor Emeritus nomination [for recommendation]

6. Report of the Dean and Associate Deans
   - 6.1 Dean’s Report
   - 6.2 Associate Deans’ Reports

7. Question Period Questions should be submitted by 10:00 a.m. December 11, 2013

8. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at janice.gripp@umanitoba.ca.
Minutes


Prior to the start of the meeting Dr. Garry Glavin, Associate Vice President (Research & International) delivered a presentation on the new “Responsible Conduct of Research” procedures. He noted that in order to qualify for tri-council funding, the university was required to sign on to the new “Responsible Conduct of Research” policy. This policy and procedure now apply to all research conducted by the University of Manitoba. He did note however, that the framework, for the most part, reflects what the University was already doing.

1. Adoption of the Agenda

   MOTION: That the agenda be adopted as circulated. (J. Chlup)  
   CARRIED

2. Minutes from the Previous Meeting

   MOTION: That the minutes of April 11, 2013 be approved as circulated. (S. Prentice)  
   CARRIED

3. Business arising from the minutes

   There was no business arising from the minutes

4. New Business

   4.1 Report of the Arts Course and Program Approval Committee – G. Smith noted that there were no further changes or additions since the approval by the Arts Executive Committee. There were no questions.

   4.2 Report of the Arts Academic Regulations Policy Committee

   MOTION: That the report be approved as submitted to Faculty Council (A. Osborne)
Dr. Osborne explained that contained in the report were four motions within the report to approve. They are:

1) To establish a Faculty of Arts Policy on awarding of degrees posthumously. Osborne noted that there was no previous policy on the awarding of posthumous degrees and that in the past the number of credit hours needed by the student varied. He added that the number of credit hours was reduced from some past cases, based on the committee’s recommendation. In addition, the committee felt that it was necessary to standardize the practice and the number of credit hours required to make the decision easier for the Dean’s Office as well as to make it easier for the family during what is a very emotional time.

2) To modify the honours programs regulations with respect to the number of credit hours required in a single honours and double honours program and to establish a policy with respect to the number of honours courses required in an honours degree program. A. Osborne noted it would be advantageous to standardize the number of credit hours for the various honours programs. L. Wilkinson added that the norm across the county is 120 hours for honours programs. Once approved, departments will have until the 2014 fall CPAC meeting to correct their programs.

3) To modify the Faculty of Arts “Regulations for the Academic Evaluation of Undergraduate Student Course Work” with respect to the release of students’ grades. A. Osborne explained that the policy formalizes what he thought was already a standard practice of not posting grades in public places and ensuring that the student’s privacy rights were maintained. He noted that to protect the confidentiality of students’ personal and private information, instructors may not share or post lists of student grades either electronically or on paper. Marks may only be shared with students on an individual basis. A recent legal challenge was won on a technicality and one of the issues was that Arts did not have a policy. This policy will remedy that shortcoming.

4) To update Faculty of Arts “Regulations for the Academic Evaluation of Undergraduate Student Course Work”. A. Osborne noted that the changes were essentially editorial although there were two changes worth noting. Firstly, students will now have to submit an application for a deferral within 48 hours of a missed examination. The previous deadline was 7 days. Secondly the course classification code of “CW” (compulsory withdrawal) was replaced with “RW” (required withdrawal. Dr. Osborne noted that the Arts procedures governing debarment of a student from a class required changes to reflect current terminology.

CARRIED

4.3 Award in Internationalization Committee and Teaching Excellence Committee –

**MOTION:** To approve the changes to the terms of reference for the Award in Internationalization Committee and the Teaching Excellence Committee (L. Wilkinson).

Lori Wilkinson noted that these changes are to make the length of time for membership on the committee consistent with all the other Faculty Council committees. All other Faculty Council committees have 2 year terms whereas these two committees had 3 year terms.

CARRIED
4.4 Report of the Nominating Committee

*MOTION: To approve the nomination of Dr. Jarvis Brownlie to the Research Committee (L. Wilkinson)*

Dr. Wilkinson noted that another vacancy on the Rules and Procedures Committee still required a nomination. She asked if there were any volunteers from those attending the meeting. There were none.

*CARRIED*

4.5 Strategic Plan update

Dean Taylor reported that the Strategic Planning Steering committee has not met since spring but will be meeting shortly to develop operational plans. A priority for this committee is to ensure Arts is represented in the overall university picture. He noted that the 2.3% cut to our base line budget for the upcoming year meant that sessional teaching would be significantly reduced. This will mean taking a close look at how Arts currently offers its courses. It is important that the Faculty get ahead of the curve by planning internally now to avoid crisis planning later.

A. Young asked why the Dean’s Office had recently hired a new Director of Planning and Priorities when funding was so tight and the Faculty is looking at reducing the number of instructors. Dean Taylor explained that this is exactly why the Faculty needs the position of a Director of Planning and Priorities; a senior level of assistance to coordinate the processes that is paramount for the future welfare and well-being of the Faculty.

D. Churchill asked why an additional Associate Dean was hired as well. Dean Taylor explained that the new Associate Dean would be assisting with Lori Wilkinson’s large portfolio.

A lengthy discussion ensued on the benefits vs the liabilities of the Dean’s Office’s latest hires. Dean Taylor noted that the Faculty must work at reducing costs through working smarter and reducing costs for programs that are not performing strongly. Program prioritization is taking place in several other universities and it is important that Arts finds a way to do that now to put itself ahead of the curve. Arts must be in a position to respond and to defend the programs we do have and sell the case for new programs. It requires a level of planning that perhaps hasn’t been required in the past.

R. O’Kell added that much of the Faculty’s frustration comes from Central administration chronically underfunding the Faculty for many years, which is why there are so many sessionals teaching in Arts.

Dean Taylor stated that the planning started last year to ensure we did not have to go into crisis mode, but realistically looking at other jurisdictions, this will come. There is still time for the Faculty to do internal planning to position itself in the best way possible.

6. Report of the Dean and Associate Deans

Jason Leboe-McGowan noted that the Evening of Excellence was fast approaching. He invited his guest, Mr. Kyle Lougheed, Student Recruitment/Events Coordinator from Enrolment Services, to speak to Faculty Council regarding the event.

Lori Wilkinson remarked that half of the applications going forward this year for Rhodes Scholars are from the Faculty of Arts. She explained the process that the university has for prepping these students to ensure they are well prepared for their interviews.
Dr. Wilkinson also noted that she is coordinating seven undergraduate program reviews this year. Three reviews were completed last year.

She also mentioned that she is co-chair of the Academic Integrity group. She asked faculty members to encourage students to take the online courses. She also noted she is available to do classroom presentation to students.

Dean Taylor introduced Dr. Rory Henry, the Faculty’s new Director of Planning and Priorities as well as Dr. Jason Leboe-McGowan, the Faculty’s newest Associate Dean.

8. **Question period** – no questions were received.

9. **Adjourned** at 4:00 p.m.
DATE: November 13, 2013
TO: J. Taylor, Dean, Faculty of Arts
FROM: A. Osborne, Chair, Faculty of Arts Academic Regulations Policy Committee
SUBJECT: Report of the Faculty of Arts Academic Regulations Policy Committee

PREAMBLE

The terms of reference of the above Committee stipulate that it shall recommend to Faculty Council, through the Arts Executive Committee, with respect to undergraduate regulations relating to admission, General, Advanced and Honours degree programs, examinations, grading system, required performance levels and all requirements for receiving degrees. At its meeting of November 6, 2013, the Committee discussed the following matters.

1. Proposal to Revise the Admission Requirements for the Bachelor of Arts Integrated Studies Degree Program (BAIS).

Background:

At its meeting of March 2010, Senate approved the new BAIS Degree program with the following admission requirements.

Applicants must complete one of the following:

a) University of Manitoba Certificate in Financial & Management Accounting (FMA)

b) University of Manitoba Certificate Program in Human Resources Management (HRM)

c) University of Manitoba Certificate in Adult & Continuing Education (CACE)

d) Canadian Institute of Management Certificate Program in Management & Administration (CIM) from any accredited post-secondary institution

e) University of Manitoba diploma program (as defined by the Non-Degree Program Taxonomy approved by Senate) or a diploma completed at any accredited post-secondary institution or

f) Successful completion of a minimum of 24 credit hours of university level course work.

➢ For a) thru e) above, a minimum graduating average of 2.50 or ‘C+’ is required on the completed certificate or diploma program

➢ For f) above, a minimum cumulative average of 2.0 or ‘C’ is required. If cgpa <2.00 but gpa on best 24 credit hours ≥ then the student may be admitted on recommendation of the Dean.

Applicants must also submit a supplementary application, 2 letters of support (one from current or most recent employer), and a résumé providing evidence of three years of full-time workplace experience and letter of intent.
To administer the new admission requirements, an Ad hoc Admissions Committee was struck. Given that students must meet the course and grade point average requirements in order to be considered for admission, the primary role of the BAIS Admission Committee is to evaluate applicants’ written skills and make recommendations for support services or specific course recommendations that will assist identified students with improving writing skills and succeeding at university.

There have now been three full years of experience, ten admission cycles, and 198 students admitted to the BAIS degree program since implementation in September 2010. It was therefore deemed to be an opportune time to evaluate the admission requirements and the selection process for the degree.

**Observations:**

An examination of the performance of each student admitted to the program since 2010 shows that students in the BAIS degree program have generally performed very well in their University of Manitoba course work, with the majority of students having a grade point average of 3.00 or higher. This indicates that students are able to meet or exceed the minimum performance standards in the Faculty of Arts. We have found that the students admitted to this degree program are mature students who are focused and committed to being successful in their university studies.

Based on performance and overall success of these students, there may no longer be the need for the BAIS Ad hoc Admissions Committee to oversee the admission of this group of students. As a result, the admission requirements and processes can be streamlined. Applicants will no longer be required to submit a letter of intent or letters of support for review by the Admission Committee. A resume will still be required as evidence of their three years of full-time workplace experience.

The proposal includes the deletion of the four specific University of Manitoba certificate programs that satisfied an admission requirement. Students applying for admission will be admitted as Mature Students or Regular Students i.e., students must have completed 24 credit hours of university level course work to be admitted as a Regular Student. If fewer than 24 credit hours were completed, the student will be admitted as a Mature Student providing he/she is 21 years of age.

The new Mature Student admission category allows for greater flexibility and accessibility for applicants regardless of whether or not they have completed any university level course work. As this degree is designed for full-time working adults, it seems only fitting that students would be admitted as Mature Students rather than being referred to University 1. There would be no change to the transfer credit policies i.e., a student’s previously completed post-secondary education would be recognized, including University of Manitoba certificates and diplomas. The Faculty of Arts will continue to list in the Applicant Information Bulletin those University of Manitoba certificate programs for which transfer credit will be granted.

On August 22, 2013, the BAIS Ad hoc Admissions Committee reviewed the proposal and unanimously approved that it be forwarded to the Faculty of Arts Academic Regulations Policy Committee.
Recommendations:

That the admissions requirements for the BAIS degree program be changed as follows:

A. Admission as a Regular Student

A minimum of 24 credit hours of university level course work with a minimum cumulative grade point average (cgpa) of 2.00 or 'C'. If the cgpa < 2.00, but the grade point average on 24 credit hours is ≥ 2.00, the student may be considered for admission on the recommendation of the Dean.

B. Admission as a Mature Student

To be a Mature Student, students must be 21 years of age or older by the end of the first month of the first term of studies in the Faculty of Arts.

C. Applicants applying as a Regular Student or a Mature Student must also submit the following:

a) Supplementary application form.

b) A résumé providing evidence of normally three (3) years of full-time workplace experience (i.e., ≥ 30 hours/week), preferably with the same employer. [Applicants who do not strictly fall into this definition of workplace experience may request special consideration from the Faculty of Arts].

2. Proposal from the Dean’s Office to remove Music courses from being designated as Arts courses.

Background:

Faculty of Arts degree regulation 3.1.4 section 8 in the Undergraduate Calendar states that students must take at least 60 hours of courses offered within this Faculty toward the 90 hours required to complete the B.A. General Degree, and must take 81 such hours toward the 120-hour B.A. Advanced Degree. Twenty-four of these required hours (or 36 for the Advanced Degree) may be taken in Math, Music and certain Art History courses. Certain Music courses can also be used to satisfy the Faculty’s Humanities requirement. The ability to use Music courses to help satisfy these requirements was reasonable given that students were completing programs offered by the Faculty of Arts. Students taking the Advanced Major and the Minor in Music were required to complete specific courses suitable for Arts/Humanities credit.

In 2011, the Marcel A. Desautels Faculty of Music cancelled the Advanced Major in Music and made significant changes to the Minor which resulted in a Minor program that was no longer specific to an Arts degree. The list of courses that can be used for credit in the Minor was expanded to include performance, theory and history of music and the Minor was made available to students in all Faculties that allow for one. As a result of these changes, the Advanced Major in Music and the Minor in music programs were removed from the Arts section of the Undergraduate Calendar.
Observations:

With the cancellation of Advanced Major in Music, and the Minor in Music no longer a program offered specifically to the Faculty of Arts students, it is no longer practical to have music courses satisfy the Arts/Humanity requirement.

The Faculty of the Environment was created in part by transferring Geography and Geological Sciences. With Geography removed from the Faculty of Arts, its courses were no longer deemed to be Humanities courses, or courses that could be taken as part of the minimum numbers mentioned above.

With this precedent in mind, it is recommended that Music courses no longer count as courses taken in Arts and no longer satisfy the Humanities requirement.

Recommendations:

1. That the Undergraduate Calendar, Section 3.1.4, regulation #8, for the B.A. General degree be amended as follows: [strikeout indicates deletions]

   8) There must be at least 60 credit hours that have been taught by the Faculty of Arts (may include up to 24 credit hours from the Department of Mathematics, Marcel A. Desautels Faculty of Music List A or Art History courses considered as Humanities, see Section 5.1.1), or which have been accepted on transfer as equivalent to courses taught by the Faculty of Arts.

2. That the Undergraduate Calendar, Section 3.2.4, regulation #8, for the B.A. Advanced degree be amended as follows: [strikeout indicates deletions]

   8) There must be at least 81 credit hours that have been taught by the Faculty of Arts (may include up to 36 credit hours from the Department of Mathematics, Marcel A. Desautels Faculty of Music List A or Art History courses considered as Humanities, see Section 5.1.1), or which have been accepted on transfer as equivalent to courses taught by the Faculty of Arts.

3. That the Undergraduate Calendar, Section 5.1.1 Five Subject Fields and Humanity/Social Science/Science Requirement be amended as follows: [strikeout indicates deletions]

   1) course subjects offered by other units which can be used towards the Humanities requirements – Music (i.e., except ensemble courses) and History of Art (i.e., all courses listed with courses prefix FAAH).

3. Proposal from the Department of Psychology to modify the entrance and continuation requirements for an Honours Degree in Psychology.

Observations:

In considering a request from the Department of Psychology, the Committee noted the following:

- from 1970 – 1972, the minimum performance requirements to enter the Honours Degree program were a grade point of 3.0 in the Honours subject and a cumulative grade point average of 2.20.
- from 1973 – 1976, the minimum performance requirements to enter the Honours Degree program were a grade point of 3.0 in the Honours subject and a cumulative grade point average of 2.50.

- for 1977, Faculty Council approved a modification to the requirements for the Department of Psychology which required a cumulative grade point average of 3.0 rather than 2.5. These conditions for entry to honours Psychology remained the same until 1997.

- for 1998, the conditions for entrance and continuation in all Honours programs were altered to require:
  - a minimum grade or average in the subject area of 3.0 (same as before) to enter Honours.
  - a minimum cumulative grade point average of 3.0 (previously 2.5) to enter Honours.
  - a minimum cumulative grade point average of 3.0 (previously 2.5) to continue in Honours.

- for 1999, the condition for entrance and continuation in an Honours Degree program Psychology were altered to require:
  - a minimum grade or average in Psychology of 3.25 (previously 3.0).
  - a minimum cumulative grade point average of 3.25 (previously 3.0).
  - a minimum cumulative grade point average of 3.25 to continue in Honours Psychology (previously 3.0).

**Recommendations:**

For the Honours Program in Psychology it is **Recommended** that:

- the entry requirements be a minimum cumulative grade point average of 3.50 in all courses acceptable for credit in Arts;
- the entry requirements be a minimum cumulative grade point average of 3.50 in all Psychology courses with a minimum of grade of B in Psychology 2260;
- the continuation requirements be a minimum degree grade point average of 3.50; and
- the graduation requirement remain unchanged with a degree grade point average of 3.0.

*********************************************************************

I ask that this report be transmitted to the meeting of Arts Executive on Tuesday November 26, 2013. I will be happy to present the report at this meeting upon your invitation.
### UNIVERSITY OF MANITOBA

#### PROCEDURE

<table>
<thead>
<tr>
<th>Procedure:</th>
<th>RESEARCH CENTRES, INSTITUTES AND GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy:</td>
<td>Research Centres, Institutes and Groups Policy</td>
</tr>
<tr>
<td>Effective Date:</td>
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</tr>
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<td>Senate</td>
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<td>Responsible Executive Officer:</td>
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<td>Application:</td>
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### Part I

#### Reason for Procedure

1.1 To set out the procedures secondary to the policy: Research Centres, Institutes and Groups.

### Part II

#### Procedural Content

#### Approval Process

2.1 The authority to establish research centres/institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University. Proposals for research centres/institutes are transmitted from SCUR to the Chair of the Senate Planning and Priorities Committee to determine if SPPC review is required, and to Senate through its Executive Committee. Prior to their transmittal to SCUR, proposals for the establishment of research centres/institutes are normally supported by departmental and faculty councils, as appropriate.

2.2 It is expected that a group of researchers will already have discovered the advantages of collaborative work and academic interchange before proposing the formal establishment of a research centre/institute. Researchers should have an established record of research and publication in their fields, as well as, success in securing external support for their research.
Contents of Proposal

2.3 Proposals must be comprehensive enough to allow the merits and feasibility of establishing a research centre/institute to be assessed, and shall include the following:

(a) Name of Research Centre/Institute.

(b) Description and Justification. This shall include:

(i) concise statement of the mission and objectives of the proposed research centre/institute and their relationship to the strategic plan of the University;

(ii) an identification of the scope of activities envisaged; and

(iii) a description of the research benefits and opportunities likely to result from the establishment of the research centre/institute, including an indication of how the proposed research centre/institute would facilitate research among scholars within the University and in the wider community.

(c) Constitution. This shall include a description of:

(i) the organization structure of the proposed research centre/institute, including the roles and responsibilities of its various committees;

(ii) the categories of membership and the criteria of each of these categories;

(iii) procedures whereby appointments will be made for each membership category; and

(iv) the privileges and responsibilities of membership.

(d) Management. This should identify the University officer to whom the proposed research centre/institute reports and in whom financial responsibility is vested.

(e) Proposed Membership. This shall include a listing of the proposed membership of the research centre/institute broken down by the various membership categories, where applicable. For each proposed member, an abbreviated curriculum vitae shall be provided which details the following information: degree held, employment experience, professional activities, research interests, research funding record (last five years), and record of research achievements (last five years).

(f) Physical Resources. This shall include:

(i) a listing of available research facilities (e.g. library holdings, laboratories, space, equipment), including an indication of current strengths and weaknesses; and

(ii) an indication of future requirements, including a proposed strategy for obtaining these resources.
(g) Financial Resources. This shall include a detailed budget proposal for the first three to five years which includes the anticipated revenue from all sources (i.e. University, government, industry, recovery of indirect costs, royalties, etc.) and proposed annual operation costs, as well as plans for seeking external funding.

(h) Statements of Support and Commitment. Letters of support and commitment should be signed by the appropriate University officer(s) (i.e. department head, dean/director, the Vice-President (Research and International)). Any commitments or agreements to provide space, teaching release time or other resources, including the recovery of indirect costs from contract research, should be documented and signed by those authorized to make such commitments in the absence of such statements, it will be assumed that no such commitments or agreements have been made.

Review of Proposal

2.4 On the receipt of a proposal to create a new research centre/institute, SCUR will appoint an Ad Hoc Review Committee, normally consisting of not more than four members, at least two of whom shall be members of SCUR. This Ad Hoc Review Committee will submit a summary report and recommendation to SCUR which, in turn, will forward it recommendation in accordance with the approvals process previously described. In favourable cases, the Senate will recommend to the Board of Governors the establishment of the research centre/institute for a period of three to five years, with continuation subject to a review process.

Annual Reporting Requirements

2.5 To facilitate the conduct of periodic review of research centres/institutes, the director of each research centre/institute shall provide an annual report to the University officer to whom he/she reports as well as to the chair of SCUR. This report should detail: the activities of the centre and its personnel, including research accomplishments, graduate training and other research-related activities (e.g. conferences, workshops, seminars, etc.); and its financial status.

For Reviewing Research Centres/Institutes

2.6 In order to ensure that all research is consistent with the goals of the University and that research centres/institutes reflect positively on the general reputation of the University, all research centres/institutes shall be reviewed by SCUR on a periodic basis but not less often than every five years.

Review Process

2.7 Notice of the review will be communicated to the director of the research centre/institute by the Chair of SCUR at least nine (9) months prior to the end of the mandate of the research centre/institute.

2.8 In response to this notification, the director of the research centre/institute shall submit to the Chair of SCUR a report, as per schedule A, which contains the following:
(a) a description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research training accomplishments; a current membership list; and a detailed financial statement;

(b) a five-year plan which identifies future research directions and development strategies;

(c) letters indicating continued support for the research centre/institute from appropriate department heads and faculty/school deans/directors; and

(d) the names of individuals who could provide external assessments of the research centre/institute.

2.9 On the basis of this report as well as a review of annual reports, SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review. Any legal agreements that affect the status of the research centre/institute must be taken into consideration in the formal recommendation.

2.10 In the event that a full review is required, a Review Committee will be appointed by the Chair of SCUR in consultation with SCUR at least six (6) months prior to the end of the mandate of the Centre. The membership of the Review Committee shall normally include: a senior researcher with administrative experience and no direct involvement in the research centre/institute (preferably a former dean or department head) who shall act as Chair of the committee; the director of another research centre/institute; a researcher who is not affiliated with the research centre/institute but is knowledgeable in the field of its research activity; the Chair of SCUR or his/her designate to assess financial and institutional concerns; and other members as deemed appropriate.

2.11 The mechanism by which the Review Committee elects to conduct the review shall be at the discretion of the committee in consultation with the Chair of SCUR. Notwithstanding, the primary focus of the review shall be an assessment of: the extent to which the research centre/institute has fulfilled its objectives; the appropriateness of its future goals; and its current and projected financial viability. The review process should involve meetings with the director and members and should also include the solicitation of external assessments as well as discussion with non-members of the research centre/institute from related departments/fields.

2.12 The Review Committee shall provide a written report to the Chair of SCUR within four months of being established. Before submitting this report, the Chair of the Review Committee shall provide a copy of the report to the director of the research centre/institute under review to ensure that the report contains no factual errors. The director may submit a written commentary on the report to the Chair of SCUR.

2.13 SCUR will consider the report of the Review Committee, consulting with the Committee and director of the research centre/institute as necessary before making a recommendation to Senate concerning the future of the centre/institute. The recommendation may be: continuation with review in 5 years; continuation with review in 1, 2, or 3 years; or termination. Any legal
agreements that affect status of the research centre/instate must be taken into consideration in the formal recommendation.

For Establishing Research Groups (2)

Approval Process

2.14 The official recognition and designation of a research group is at the approval of the Vice-President (Research and International), normally on the recommendation of the department head (where applicable) and dean/director.

2.15 A designated research group has the privileges of: identification as a separate unit for University publication purposes as well as use of University letterhead with the group designation; and, if needed, a separate set of accounts for the group's use.

Contents of the Proposal

2.16 Recommendations to establish research groups should be forwarded by the department head (where applicable) and dean/director to the Vice-President (Research and International) for consideration. Such recommendations should be accompanied by the following information:

(a) Name of Research Group

(b) Objectives and Rationale for Formation of the Research Group (including confirmation that its establishment will not detract from existing academic programs).

(c) Description of the Constitution of the Research Group in terms of:

(i) its organization structure;

(ii) conditions of membership;

(iii) reporting procedures; and

(iv) mechanisms for regular review and assessment (which should include a brief annual report to the Vice-President (Research and International).

(d) List of Members and Abbreviated Curriculum Vitae.

(e) Statement signed by the director of the research group, department head (where applicable) and dean/director detailing any understandings among the research group, department head (where applicable) and dean/director (including the provision of space, teaching release, sharing of the recovery of indirect costs on contract research, other resources, etc).

Notification

2.17 Upon approval, the Vice-President (Research and International) will notify SCUR of the formation of the research group, which, in turn, will inform Senate.
Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Procedure is required.

3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Procedure.

3.3 All Academic and Administrative staff are responsible for complying with this Procedure.

Part IV
Review

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 17, 2019.

4.2 In the interim, this Procedure may be revised or repealed if:

(a) the Vice-President (Research and International) or Approving Body deems it necessary or desirable to do so;

(b) this Procedure is no longer legislatively or statutorily compliant;

(c) this Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

(a) Research Centres, Institutes and Groups, 1996

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

(c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

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

(a) Policy: Research Centres, Institutes and Groups
UNIVERSITY OF MANITOBA POLICY

<table>
<thead>
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<td>Contact:</td>
<td>Vice-President (Research and International)</td>
</tr>
<tr>
<td>Application:</td>
<td>Employees: All Academic and Administrative Staff</td>
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Part I
Reason for Policy

1.1 To outline the general guidelines of the Senate Committee on University Research (SCUR) on the establishment and administration of centres, institutes and groups that focus primarily on research and research-related activities (e.g. research training, research dissemination). These guidelines are administered on behalf of SCUR by the Office of the Vice-President (Research and International). For information on the establishment of centres, institutes or groups that have a primary mandate other than research, contact the Vice-President (Academic) and Provost.

Part II
Policy Content

Definitions

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

(a) **Research Centre/Institute.** A research centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of a research centre/institute is to focus and sustain research in specific areas and to encourage research collaborations among disciplines and between Departments, Faculties and Schools. Research centres/institutes also provide unique training opportunities for students and serve as a valuable information source for the community at large.

Research centres/institutes normally provide for the strengthening, coordination or facilitation of research scholarly activities not readily undertaken within the University's
department structure, building upon the expertise, competence and staff interest existing at the University.

Research centres/institutes are generally expected to:

(i) have clearly identified goals and objectives;
(ii) have some degree of permanence, transcending collaboration on a particular, limited project;
(iii) bring together scholars from different disciplines and/or areas of specialization within a particular discipline;
(iv) maintain high levels of research productivity;
(v) foster the training of future researchers, especially in regard to research skills;
(vi) attract post-doctoral fellows, visiting professors, and other scholars;
(vii) cooperate with scholars at other universities and/or institutions; and
(viii) seek external funding in order to operate on a cost recovery basis.

In pursuit of their objectives, research centres/institutes may establish communication links inside and outside the University, and organize seminars and symposia.

On occasion, research centres/institutes may involve formal partnerships with other universities and/or institutions. University involvement in such joint centres/institutes is subject to formal agreement.

(b) **Research Group.** A research group is an association of University scholars who share research interests and who engage in collaborative or closely related research activities. The purpose of a research group is to promote and facilitate communication and collaboration among its members, and to establish the legitimacy of the group both inside and outside the University. The approval of the establishment of a research group is delegated to the Vice-President (Research and International).

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**Policy Governing the Establishment of Research Centres/Institutes**

2.2 Every research centre/institute within the University is accountable through its director to a University officer - a department head, dean, or the Vice-President (Research and International) as appropriate. Financial responsibility for the centre/institute is vested with this University officer. Faculty/School deans/directors shall report to the Vice-President (Research and International) on all matters related to research centres/institutes.

2.3 The director of a research centre/institute is administratively responsible for the research unit. Directors will exercise general supervision over the operation of the unit with specific responsibilities varying with the size of the unit as well as the complexity of its policies and operations.

2.4 For any joint faculty/school initiative, the directors shall be responsible to whichever department head, dean or director (or the Vice-President (Research and International)) is so designated either in the initial proposal to create such a unit, or as subsequently recommended and approved. In
general, only those units which cannot appropriately be administered at the department or faculty level shall be the responsibility of the Vice-President (Research and International).

2.5 All research centres/institutes shall be financially secure with core funding derived from either the University or other sources. In this regard, while the University may provide support to research centres/institutes through its operating budget, research centres/institutes are expected to seek external funding to support their activities (i.e. through grants, contracts, donations or fee-for-service).

2.6 Research centres/institutes shall not normally require the hiring of new full-time academic faculty. Each member, including the director, should hold an appointment in an academic department (1). If release time is required, this should be purchased by the research centre/institute under terms and conditions agreeable to the appointee’s department and faculty. Selection of a research centre/institute director is the responsibility of the University officer to whom the director will report.

2.7 While the organizational and administrative structures of research centres/institutes vary as a function of their objectives, size and funding arrangements, all research centres/institutes shall normally have an advisory committee. The specific terms of reference of such committees may vary from one unit to another; however, the general purpose of these committees is to provide advice on the unit’s activities and programs.

2.8 All University research centres/institutes must conform with University policies and procedures. In particular, all research centres/institutes shall adhere to the University’s policy with respect to the recovery of indirect costs on research contracts.

Policy Governing the Establishment of Research Groups

2.9 Research groups are established under the authority of the Vice-President (Research and International), normally on the recommendation of the department head (where appropriate) and dean/director.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Policy is required.

3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Policy.

3.3 All Academic and Administrative employees are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

4.1 The Approving Body may approve Procedures, if applicable, which are secondary to this Policy.
Part V
Review

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 17, 2019.

5.2 In the interim, this Policy may be revised or repealed if:

(a) the Vice-President (Research and International) or Approving Body deems it necessary or desirable to do so;

(b) the Policy is no longer legislatively or statutorily compliant; and/or

(c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:

(a) "Research Centres, Institutes and Groups" (effective March 6, 1996).

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

(c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

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

(a) Procedures: Research Centres, Institutes and Groups
MEMORANDUM

TO: Arts Executive Committee

FROM: Robert Hoppa, Chair, Arts Research Committee

DATE: 18 Nov 2013

SUBJECT: Institute for Geopolitical Economy proposal

The attached proposal for the establishment of an Institute for Geopolitical Economy has been submitted by Dr. Radhika Desai (Political Studies), and reviewed and commented on my members of the Research Committee. It is now being forwarded to Executive Committee for comment and discussion.
Reminders

- SSHRC Insight Development Grants DUE 15 Jan to ORS (1 Feb SSHRC)
The Insight Development Grants (IDG) form is now ready on the new Research Portal
- Federal Indirect Costs of Research MEMO circulated – response by 16 Dec 2013
- Computer Priorities MEMO circulated – response by 16 Dec 2013
- Undergraduate Research Awards competition has been announced with a 15 Feb 2013
  application deadline for students. Students must interview two professors about their
  research areas and opportunities. Arts is collating a list of interested faculty members as
  per the email sent 3 Dec.

Announcements (via ORS updates)

2013 Tri-Agency Financial Administration Guide Now Available
The three federal granting agencies—the Canadian Institutes of Health Research, the Natural
Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities
Research Council of Canada—have posted the 2013 Tri-Agency Financial Administration Guide
on their respective Web sites. The guide is effective April 1, 2013 and supersedes all previous
versions.

SSHRC welcomes applications involving research-creation
Recognizing the importance of research-creation in the social sciences and humanities, and the
expertise of artist-researchers, SSHRC is integrating research-creation as an eligible activity
across its Talent, Insight and Connection programs. SSHRC defines “research-creation” as a
creative process that comprises an essential part of a research activity, and fosters the
development and renewal of knowledge through aesthetic, technical, instrumental or other
innovations. See Definitions of Terms for more details. Beginning with the October 2012 Insight
Grants competition, applicants were able to request support for projects involving research-
creation. Eventually, research-creation activities will be eligible for support through most of
SSHRC’s funding opportunities, with newly launched competitions adding “creative outputs” to
their evaluation criteria as an option for evidence of expertise. Applicants whose proposals
involve research-creation will have the opportunity, in the CV portion of their applications, to
provide a link to a website showcasing their creative outputs or research-creation
achievements.

Signature Area nominations for Arts update:
Consultation with Heads, and then feedback from faculty members has been sought on the
nomination areas for signature areas to be put forward by Arts. In general most were fine with
the general areas previously identified as strategic strengths within the Faculty (listed below):
- Globalization, internationalization especially immigration, citizenship and identity
• Human rights and social justice
• Language, Memory, Cognition
  (broadly defined across the social sciences, humanities, natural sciences and health sciences)
• Our Human Past (e.g. archival, historical, archaeological, cultural studies)
• Health in human society (e.g. aging, technology & society etc.)

Other suggestions and discussions focused on Aboriginal issues and Indigenization though there is also some discussion as to whether these issues as well as broader human rights/social justice themes shouldn’t be intrinsic in all are areas of research. Several suggestions focused specifically on the Language, Memory and Cognition area including both broad and more specific foci (e.g. brain and cognitive sciences, developmental disabilities, language development, theories of cognition and aesthetic effects of representations; historical memory and representations etc.) within that. Additional suggestions included governance and society, the environment, Canada’s north, as well as very inclusive themes such as Arts and Culture, and Lived Experiences in a Changing World.

In addition, there are areas that are coming out of other units that Arts will be able to make a contribution to including human rights/social justice, the Arctic, health etc. Final comments are welcome as draft nominations areas are finalized and prepared for submission.
Activity Report for Jason Leboe-McGowan, Associate Dean (Undergraduate Student Affairs)

One of my goals in the upcoming weeks will be to prepare myself to help relieve Lori Wilkinson of her duties having to do with adjudicating academic dishonesty cases.

In addition,

1. I have been working with Lori Wilkinson and the Department of German and Slavic Studies to engage in a mini-review of Polish Language instruction activities that are ongoing within that Department.

2. Lori Wilkinson and I have been working with Janet Sealey and other members of the Arts Support Staff to develop guidelines and letter templates that Department Heads should find useful when handling alleged cases of academic dishonesty. We are hoping to have these resources posted on the Faculty of Arts webpages very soon.

3. I have replaced Lori Wilkinson on a committee that worked with the Office of Student Life to develop an Emerging Leader Award.

This award will honour 75 student leaders each year. Selected students receive an invitation to attend the annual Emerging Leaders Dinner, this year featuring world---renowned astrophysicist, Dr. Neil deGrasse Tyson, and a certificate of recognition.

A University of Manitoba Emerging Leader is any current full---time or part---time University of Manitoba undergraduate or graduate student with a minimum 2.5 GPA, in any faculty, school, or program that:

• Supports the University’s educational mission by contributing to the social, cultural, or economic well-being of communities on or off campus
• Encourages cross-cultural understanding
• Demonstrates sustained leadership and initiative that is worthy of recognition

Student Applications are due: Friday, January 10, 2014 at 4:30 p.m.
Letters of Support are due: Friday, January 17, 2014 at 4:30 p.m.

Student Life Leadership Awards --- http://umanitoba.ca/student/studentlife/leadership/awards.html
Emerging Leader Award --- http://umanitoba.ca/student/studentlife/leadership/ela.html
Letters of Support Guidelines for Emerging Leader Award ---
4. With the other Associate Deans, we are in the process of reviewing Faculty of Arts award Terms of Reference to ensure that it is possible to grant those awards to deserving students. Currently, Terms of Reference make it difficult or, in some cases, impossible to grant a number of awards. In other cases, it is impossible for non-awarded funds to get recapitalized so that we can increase the amount of funds that we are able to grant awardees in the future.

5. I have surveyed Departments as to the varied contexts in which teaching and learning occur across the Faculty to ensure that some of our teaching activities are well-represented in an upcoming issue of TeachingLife (a promotional magazine that is to be created by the Center for the Advancement of Teaching and Learning). This issue will be widely distributed to high schools, government organizations, and local businesses. I will be working with others in the Dean’s Office to ensure that Arts learning opportunities feature prominently in this issue.

6. With Lori Wilkinson, Janet Sealey, and Cecile Foster, I participated in a session offered by Career Services to inform undergraduate students about the employment opportunities available to them after they complete their Arts degree. The session was well-attended and very informative for the students. I came away convinced that Departmental advisors would be doing their students a favour by recommending that they seek advice from the experts at Career Services, who appear to provide excellent guidance in helping students find a career that matches their strengths and interests and then helping them navigating the path toward achieving employment.

7. I participated in a luncheon that Arts Associate Deans hosted to welcome new academic members of the Faculty, answer their questions, and inform them about Faculty procedures.

8. On November 29th, I attended a workshop for university administrators on the trend of Open Access online publishing and important considerations having to do with this increasingly common mode of distributing scholarly works and research findings.

9. I'm serving on a Student Success Sub-Committee of the Student Enrolment Management Planning committee. The committee is engaged in developing a set of goals to improve our student retention and graduation rates.
Report to Heads

27 November, 2013

Greg Smith, Associate Dean (Curriculum, Space, Graduate Programs and Internationalization)

Curriculum/ CPAC

All of the proposals for program and course changes or modifications submitted to Senate Committee on Curriculum and Course Changes (Senate 4Cs) have been forwarded to Senate for approval. There were no major issues proceeding from the Arts submissions. However, it is important that Heads supervise the timely and accurate preparation of Senate forms before they are sent to Vicky Warkentin. Recommendation to CPAC presumes prior review and agreement by a Department’s Council.

COURSE EVALUATION: GRADES FOR ATTENDANCE

At the recent Senate 4Cs in reviewing some course syllabi, there was some concern about the awarding of course credit (a portion of the course grade) for attendance only. There was no concern with attendance and participation being assessed together, or simply awarding a participation grade, but there should be no credit awarded for attendance alone, as student attendance is expected. If an instructor wishes to enforce attendance, a statement to that effect can be placed on the syllabus.

SINGLE HONOURS PROGRAMS

The University Senate has now approved new requirements for standard credit hours across all honours degree programs (May 15, 2013). Beginning in the 2014-15 academic year, all Arts Honours programs should be operating on a 120 credit hour model. If your Honours program does not currently comprise 120 credit hours, you must either add or delete the requisite course credits to reach 120.

In cases where course credits must be added to the current number, the policy allows for students to take ancillary credits either within or outside of their major area of study. However, if your Department would like to encourage a specific breadth or specialization by way of particular courses or courses at a certain level, you are free to do so.

DOUBLE ADVANCED MAJOR PROGRAMS

If your Department would like to introduce a 42 credit hour Double Advanced Major program, CPAC requires a brief memo requesting the program option be added, and a table outlining the requirements for the Double Advanced Major Student in your program.
Space

Renovations

The Faculty-initiated renovation of three washrooms to be designated as gender neutral facilities is now 2/3 complete. The washrooms located on the 100 level of Isbister (roughly mid way down the corridor) and of Fletcher Argue (near the vending machines and East doors) are now available for use by anyone. The final matter is the new gender inclusive signage, which is being prepared by Physical Plant in consolation with a number of student groups and the Diversity Officer. Current ‘traditional’ signage will be replaced when the new design is approved.

Progress is being made on the renovations to Tier 307.

Instructional Space & Timetabling

When timetabling for next year, please be sure that courses begin on the regular start times on the timetable grid. Courses that begin ‘off grid’ render the assigned classroom space unavailable for others in the system and will cause your course to be given a lower priority for room allocation. Scheduling courses off-grid also causes problems for students who may be prevented from registering in other required courses scheduled in competing or overlapping time slots.

MWF classes should begin at 8.30 am and start on the half hour.

TR 75 minute classes begin at 8.30, 10, 11.30, 1.00, 2.30 and 4.00

3 hour time slots for labs, studios and seminars are available any day, but starting at 8.30, 11.30 and 2.30

3 hour time slots for evening classes are Monday to Thursday, beginning at 7.00

If you are developing a blended learning course with an irregular meeting time (once per week only for example), please advise Vicky Warkentin so that we can try to find a partner course to use the same classroom.

Graduate Programs

3 January 2014 is the last date for receipt of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and the list of potential graduands from departments for students seeking to graduate in February 2014. Theses should be posted to MSpace before this date, which means they must have been successfully defended and any required corrections made before this date.
Doctoral students intending to graduate in May 2014 should be informed that the last date for receipt of their thesis at FGS for distribution to their internal examination committee is 3 December, 2013. Note this is now one month earlier than in the past because of the two step examination process.

Internationalization

I met with a delegation from Pandit Deendayal Petroleum University in Gujarat, India in early November. This is an English language technical university with a growing School (equivalent to our Faculty) of Liberal Studies. PPDU would like to encourage exchange options for their students and ours between our two universities and since all courses are taught in English there would be a number of options available for a semester of study abroad.

Please visit their websites for more info:

University home page  http://www.pdpu.ac.in/

School of Liberal Studies home page  http://www.sls.pdpu.ac.in/
1. Academic Regulations Policy Committee:
   a. Awarding of posthumous degrees-rejected at SCIE
   b. Posting and distributing grades and course marks-passed at SCIE

2. Undergraduate Program Reviews:
   a. Classics site visit 28-29 November
   b. EFT Dean's response-currently underway
   c. FSI site visit to be scheduled for winter 2014
   d. Review of Polish Program: winter 2014

3. Paying TA Grader Markers to attend orientation
   a. Less than half of all TA Grader markers attend the Faculty's orientation. We have been told that this part of the orientation is far more useful than the general university orientation as we review policies related to academic integrity, good working strategies, time management, etc. We are asking the department heads to collectively discuss the possibility of paying TA/Grader markers to attend the Orientation session. This needs to be a unanimous decision as it would be unfair for some departments and not others to pay. The Dean's Office may be able to assist in the payment for these purposes, subject to budget constraints.

4. New Templates and simplified instructions for Department Heads in dealing with Academic Dishonesty cases—on website soon! There is also a new version for the permission form to be loaded online in the near future.

5. Events
   a. What to do with an Arts Degree: Thursday November 7-about 50 students attended.
   b. BAIS Open House December 4
   c. One U of M student was shortlisted for an interview for the Rhodes Scholarship at University of Oxford. Results will be made public in the next week.

6. Carla Thorlakson Award: a preliminary discussion regarding proposed changes to terms of reference to expand eligibility requirements.

7. Admissions Groupings: to simplify application process, new students will have five ways to enter the University of Manitoba. Students wishing direct entry into the Faculty of Arts select Option 5.

8. Enrolment Report November 2013: 4130 students are registered in an undergraduate program in the Faculty of Arts for Fall 2013, an increase of 11.9% over last year.

9. A report on Academic Integrity Issues is currently under preparation by myself and Brandy Usick, Director of Student Advocacy.