

**THE UNIVERSITY OF WINNIPEG
BOARD OF REGENTS
BOARD MEETING AGENDA**

Monday, January 25, 2016
Convocation Hall
5:30 p.m.

- 5:30 p.m.**
1. Call to Order
 2. Adoption of the Agenda
 3. Adoption of Minutes – November 23, 2015
 4. Reports
 - 4.1 Chair's Remarks
 - 4.2 President & Vice-Chancellor's Remarks
 - 4.3 Governance & Community Relations Committee
 - 4.3.1 Brand Identity Policy – For Approval
 - 4.3.2 Institutes & Centres Policy and Colleges Policy – For Approval
- 6:45 p.m.**
5. In Camera
- 8:30 p.m.**
6. Adjourn

THE UNIVERSITY OF WINNIPEG
(the “University”)
Meeting of the Board of Regents (the “Board”) held on
Monday, November 23, 2015 at 5:30 p.m.

PRESENT: L. Adeleye-Olusae, N. Besner, B. Bileski, J. Blackman, R. Dunsmore, E. Epp, B. Evans, H. Finnigan, A. Gerhard, K. Grower, H. Hickey, J. Huebner, E. Johnstone, S. Jonasson, P. McLeod, J. Northham, E. Phillips, M. Roksandic, G. Schiak, B. Suderman, N. Tajdin, A. Trimbee, M. Vachon, G. Van Den Bosch, L. Waters, T. Whalen

PRESENT WITH CONSENT OF THE BOARD: A. Balan, B. Balan, J. Baker, B. Daly, J. Distasio, T. Einarson Breber, M. Emslie, R. Jochelson, S. Kreiner, L. McGifford, C. Minaker, C. Morrison, L. Repski, B. Song

REGRETS: R. Campbell-Stovell, R. Ingram, D. Jacks, A. Moran, N. Murdock, O. Siddiqui, R. Silver, L. Tolton, P. Veitch

E. Johnstone acted as Chair of the meeting and C. Morrison acted as Secretary. Notice of Meeting having been given and a quorum of Regents being present, the Chair declared the meeting to be properly constituted for the transaction of business.

1. Approval of Agenda

E. Johnstone tabled the Agenda. On a motion by L. Waters and seconded by J. Kearns:

RESOLVED THAT the Agenda is approved.

Carried.

2. Approval of the Minutes of the Meeting of October 5, 2015

E. Johnstone tabled the Minutes of the Meeting of October 5, 2015, and requested a motion for the approval of same. On a motion by H. Finnigan and seconded by L. Adeleye-Olusae:

RESOLVED THAT the Minutes of the Meeting of October 5, 2015 be approved.

Carried.

3. Remarks of the Chair

E. Johnstone advised that following the Board’s approval of the re-naming of the Recplex as the Axworthy Health and RecPlex, L. Axworthy has expressed his gratitude, and asked that that sentiment be extended to the Board. E. Johnstone reported of his attendance at several University functions, on behalf of the Board, including Fall Convocation, the State of the University Address made by A. Trimbee, and the Duff Roblin Dinner, honoring Justice M. Sinclair. He advised that work is continuing by the Divestment Risk Committee, and encouraged Regents to contribute to the University of Winnipeg Foundation’s Campus Campaign.

4. Report of the President and Vice-Chancellor

A. Trimbee highlighted the following items, contained in the President's Report:

- Resources:
 - o Premier Selinger announced that the Province is investing \$400,000 over the next two years towards the creation of the Prairie Climate Centre at the Richardson College for the Environment, with a portion of the funding being provided to I. Mauro to produce a documentary about the boreal forest;
 - o discussions are ongoing with the provincial government, regarding what the University can expect for the 2016/2017 year;

- Reputation:
 - o work is ongoing with respect to implementing the namings approved by the Board, for the Dr. Mary Young Student Lounge and MacNamara Hall;
 - o D. Suzuki received an honorary doctorate at the Fall Convocation. The University also hosted an event that featured a screening of a film by I. Mauro and a fireside chat with D. Suzuki;
 - o G. Paquin received the Distinguished Alumni Award at the Fall Convocation;
 - o the Richardson College for the Environment hosted N. Chapuis, France's Ambassador to Canada, who spoke on the importance of the upcoming COP21 international climate negotiations;
 - o the provincial government brought their Throne Speech on November 16, 2015. The University received attention for the UWinnipeg Commons and the University's approach to creating a safe campus. Later that week, the Minister of Advanced Education was on campus to announce that the government was bringing forward legislation to ensure that all campuses on Manitoba create policies modeled on our Sexual Misconduct Response Protocol;
 - o the University honored Justice M. Sinclair at the Duff Roblin Dinner on November 17, 2015;
 - o Future Students Night will be held on November 24, 2015;
 - o Grey Cup Festivities will be held on campus from Wednesday, November 25, 2015 to Saturday, November 28, 2015;

- Reform:
 - o the Indigenous Course Requirement was approved by Senate on November 20, 2015;
 - o the State of the University Address was delivered on October 21, 2015, and focused on the Strategic Directions approved by the Board on October 5, 2015; and
 - o work is currently underway on the Integrated Academic and Research Plan, as well as retention study and strategic enrolment management plan.

6. Governance and Community Relations Committee

P. McLeod presented the Safety and Health Policy, as well as the Working Alone/In Isolation Policy and Procedures, for the information of the Board. She noted that the Governance and Community Relations Committee received a presentation from L. Repski on the policies, and that J. Thordarson and C. Minaker had reported on ongoing policy work.

7. University Human Research Ethics Board

A. Trimbee advised that the University Human Research Ethics Board reports to the Board of Regents. J. Distasio presented revisions and updates to the Terms of Reference of the University Human Research Ethics Board. On a motion by M. Roksandic and seconded by M. Vachon:

RESOLVED THAT the amended Terms of Reference of the University Human Research Ethics Board be approved as presented.

Carried.

J. Distasio presented the Annual Reports of the University Human Research Ethics Board, for the years 2012-2015. Although the Agenda listed the Annual Reports as "For Information", it was noted that the Annual Reports should be approved. On a motion by A. Trimbee and seconded by B. Evans:

RESOLVED THAT the Annual Reports of the University Human Research Ethics Board, for the years 2012 – 2015, be approved.

Carried.

8. Other Business

E. Johnstone advised that the Board of Regents Holiday Reception will be held Monday, December 14, 2015, in the University Club, and that a formal invitation will be circulated shortly. He also noted that he had received, on behalf of the Board, correspondence from the University of Winnipeg Foundation, advising of the recipients of the Chancellor's Special Entrance Scholarship, and the President's Award of Merit.

9. In Camera Discussion

10. Adjournment

As there was no further business to come before the meeting, on a motion by E. Epp:

RESOLVED THAT the meeting be terminated.

Carried.

Chair

Secretary

President's Report

Board of Regents – January 25, 2016

- This report covers the period from November 2015 to January 2016 and will focus on:
 - **Resources;**
 - **Reputation; and**
 - **Reform**

Resources:

- On January 7, 2016, Premier Selinger announced funding for the post-secondary sector, which included a 2.5 per cent increase for universities and a two per cent increase for colleges. Specifically related to the U of W, the province indicated in our funding letter that we will receive an additional \$1.5 million on top of the base adjustment, as well as \$50,000 to support enhancements to Indigenous programming. Other notable funds include a \$5 million pot available to all universities to enhance science labs, which will be awarded through an application process.
- This funding will become available to the University when the provincial budget is passed in the Legislature. It is unclear when this will take place; potentially before or after the provincial election on April 19. Until such time, the University will proceed in using these figures in our budgeting assumptions and will adjust accordingly when actual figures are known.
- Dr. Trimbee, Bill Balan, Wab Kinew, Dr. Jino Distasio, and Chris Minaker met with the newly-elected Manitoba Liberal caucus in early January to introduce Members of Parliament to the University and highlight our Strategic Directions and major initiatives.
- The University is in discussions with a number of organizations, including the Manitoba government, to partner in rolling out the Indigenous Insights program, which is a training series designed to help public and private sector organizations develop a better understanding of Indigenous issues. This will help organizations to comply with recommendations made by the Truth and Reconciliation Commission. All proceeds from any potential partnership will go to enhancing Indigenous programming, scholarship and

bursaries at the University. UWinnipeg will be launching the Indigenous Insights program internally starting with senior leadership in February.

- Recently, Dr. Jan Stewart secured a three-year tri-agency research grant totaling \$619,404 for research related to refugee student integration in Canada. As the lead institution, The University of Winnipeg has partnered with UPEI, University of Calgary, and Memorial University to investigate best practices for supporting newcomer and refugee students in Canada. Funding is provided by Social Sciences and Humanities Research Council, The Canadian Education and Research Institute for Counselling, and Mitacs Canada. This is the first formal agreement with Mitacs and The University of Winnipeg, and it is one of the first partnerships with Mitacs and a non-government agency as industry partner. The project has been highlighted across the country and has had considerable media coverage locally and nationally. Stewart, who is the principal investigator and lead for the project, will be presenting findings at over 15 national and international presentations in 2016. The project includes 20 full-time and part-time paid student internship blocks.
- In December, the University was informed that an application for funding from Europe's High North Programme was successful. The application was made by the University of Winnipeg's Richardson College for the Environment and Gjøvik University College's Faculty of Technology, Economy and Management (Norway). Full funding for our joint initiative is approximately \$250,000 over three years. The title of the project is Sustainable Energy System Design, Evaluation and Governance. The project will involve research collaboration on the general topic of sustainable energy systems in Northern Environments, and will likely entail faculty/student exchanges. The UWinnipeg submission was written by Alana Lajoie-O'Malley, supported by Dr. Patricia Fitzpatrick of the Department of Geography, who will act as the Project Coordinator.
- Dr. Ryan Bullock was awarded the Social Science and Humanities Research Council Knowledge Synthesis grant in the amount of \$25,000. The grant competition was specific to Energy and Natural Resources, and as part of the grant requirements Dr. Bullock attended a day long Knowledge Symposium on Energy and Natural Resources on December 7th hosted by SSHRC and the Department of Natural Resources Canada.
- The University of Winnipeg, in partnership with Spence Neighbourhood Association (SNA) received a \$25,000 RBC Learn to Play Project grant which allows hundreds of inner city youth and families to access high-quality programming for free inside the Axworthy Health and RecPlex.

- Our registrations to date for the 2015-16 Fiscal Year show 32412 FCEs (full credit equivalents; 1 FCE = 6 credit hours), which is slightly up from last year at this time (32268). This continues to be encouraging as we budgeted for a slight decline in enrolment

Reputation:

- Dr. Trimbee and Wab Kinew submitted an opinion piece that ran on December 10 in the Globe and Mail titled, "[Why Canada's universities should mandate Indigenous courses](#)". The article argued effectively that a baseline of knowledge about Indigenous issues and culture is essential for all Canadians and that ensuring students have this knowledge is a moral and historical imperative.
- Grey Cup fever arrived on campus November 26th to 28th, with the Nissan Titan Street Festival. Dozens of interactive displays, concerts, and activities offered the community, students, staff and faculty a free and accessible way to get into the spirit of the festival. Thousands of visitors from around the country and Winnipeg participated in all of the activities over the three days. This provided the University with a national media profile throughout the Grey Cup Festival.
- The Prairie Climate Centre has been asked by the City of Winnipeg's Solid Waste Services department to provide them with data and expertise regarding the potential impact of climate change on the operation of the Brady Landfill site (and others). To the best of our knowledge, this is the first time that the impact of climate change on landfill operations (leachate production) has been undertaken.
- Dr. Danny Blair, Principal of the College, has recently been appointed to Research Manitoba's Research Advisory Committee for a three-year term. He has also been asked by Risk Sciences International (RSI) to join a Climate Change Expert Advisory Group that will provide advice to the City of Calgary regarding its initiative to plan the development of localized climate change scenarios to support resiliency-based decision-making (in the wake of catastrophic flooding in 2013).
- The third issue of this newly rebranded magazine was mailed out to our UWinnipeg Community in December, reaching more than 35,000 households.

- The magazine features news and stories about people and initiatives, in line with the newly-articulated strategic directions of the University including Indigenization, our focus on applied research, academic excellence and student success.
- Dr. Trimbee, Brian Daly and Chris Minaker hosted alumni receptions in Toronto and Ottawa for alumni, donors and friends of UWinnipeg on January 19th and 21st respectively. These receptions give us the opportunity to connect with our out-of-town alumni and inform them about the exciting developments happening at their 'alma mater'.
- Dr. Glen Bergeron, Acting Dean, has been elected Vice-President of the Canadian Council of University Physical Education and Kinesiology Administrators (CCUPEKA). Department of Kinesiology & Applied Health faculty member Gerren McDonald has been appointed President of the Manitoba Kinesiologists Association. In addition, Valerie Pelleck was named Softball Canada's Volunteer of the Year. Ms. Pelleck has been Manitoba's provincial team manager since 2012. She has been mission staff and medical liaison at multi-sport events, volunteering at the Canada Winter Games, the Western Canada Games, and as medical liaison at Toronto's 2015 Pan American Games.
- In December 2015, research by Dr. Ed Cloutis of Geography was published in Nature and featured on CBC's Quirks and Quarks. Dr. Cloutis' research sheds light on the composition of the asteroid Ceres. Dr. Cloutis already has an asteroid Cloutis named after himself, also known as asteroid 6081.
- Dr. Nora Casson of Geography organized a two-day workshop that took place on campus in December that brought together university, provincial and federal government, and non-governmental experts on issues of water quality in Lake Manitoba. The workshop involved The University of Winnipeg, the University of Manitoba, Ducks Unlimited, the International Institute for Sustainable Development, and Manitoba Conservation and Water Stewardship.
- The final report of a national study, headed by **Dr. Catherine Taylor** of our Faculty of Education, in partnership with The Manitoba Teachers' Society — called *The Every Teacher Project on LGBTQ*-inclusive Education in Canada's K-12 Schools* (*lesbian, gay, bisexual, transgender, transsexual, Two-Spirit, queer and questioning) was released on January 15. *The Every Teacher Project* attracted tremendous support from project partner The Manitoba Teachers' Society and from every national, provincial and territorial teacher organization in the publicly funded school systems of Canada. With

their help in recruiting, researchers completed the project with 3,400 participants, making this the largest study of its kind in the world to date.

- The Department of English and the Department of Theatre and Film have announced award-winning Winnipeg playwright Rick Chafe as the Carol Shields Writer-in-Residence for 2016. Chafe's plays have been produced by theatre companies in Manitoba and across Canada.
- From November 6 to January 7, the Marketing & Communications department generated substantial earned media coverage by producing 47 news stories, which highlighted the impactful initiatives and activities of UWinnipeg stakeholders, focusing on key values and areas of strategic importance such as:
 - Faculty research (eg. "Dr. Jan Stewart receives award")
 - Student experience (eg. "UWinnipeg a model in Manitoba with sexual misconduct protocol")
 - Indigenous inclusion (eg. "Indigenous Course Requirement Approved For 2016-17")
 - Alumni success (eg. "Prestigious Vanier Scholarship Awarded to UWinnipeg Alumnus")
 - Community outreach, (eg. "UWinnipeg: Grey Cup festival community hub – free activities")
- From November to January, UWinnipeg's social media footprint grew substantially via 820,000 organic (non-paid) impressions on Facebook and Twitter, along with 18,700 engagements (organic and paid). Of especial note, a photo of Wesley Hall during the first snowfall attracted 30,000 views. Social media engagement peaked in November following the Indigenous Course Requirement approval by Senate; "UWinnipeg" was trending nationally the day of the approval, and it reverberated throughout the remainder of the year with people sharing stories, comments, and messages about us to other institutions. This activity is notably enhanced by the prominent social media influence of Wab Kinew, AVP Indigenous Affairs.

Reform:

- Work has been completed on the first two floors of 491 Portage Ave and Student Services moved in December as planned. The University of Winnipeg has integrated its student services to provide a better student experience, in a single location.

FIRST FLOOR, RICE CENTRE	SECOND FLOOR, RICE CENTRE
<ul style="list-style-type: none"> • Academic Advising • Adult Learner Services • Campus Living • Convocation Officer • Registrar's Office (Graduate Studies) • Student Financial Services • Student Central • Student Services Communications 	<ul style="list-style-type: none"> • Admissions • Awards and Financial Aid • Career Services • Strategic Enrolment Management • Student Records • Student Recruitment and Institutional Relations • Wellness and Student Life

- Planning continues on the remaining renovations associated with the plan approved by the Board including renovations to the main floor of Centennial Hall, Ashdown Hall and the AnX. We have determined the most appropriate space for the Accessibility Services Centre is the North West corner of the main floor of Manitoba Hall. Planning and consultations are underway to create a much improved space for this important service to our students.
- Due to increased enrollment demands, PACE is now offering January Intake for Full-Time Programs. Due to increased international demands, PACE has offered, for the first time, a completely international student cohort for the Marketing Management Diploma which will see January intake. PACE has also redeveloped its Web Development Program.
- Strategic Enrollment Management (SEM) recently facilitated the renewal of agreements with long-term institutional partners in Mexico (2) and Japan (1). An agreement with a new partner in Tokyo was also developed during this time. These agreements support revenue generation through the English Language Program and visiting students in undergraduate studies. They also support broader internationalization efforts through exchange provisions that benefit students from both UWinnipeg and the partner institutions. These and other internationalization efforts have seen a significant increase in international student applications.
- During the analysis of English Language Program (ELP) data for the period of 2012-2015, it was determined that 75% of ELP students that completed Academic 5 (the highest level of the program) went on to undergraduate studies at The University of Winnipeg. Of these 187 students, 90 are currently enrolled at The University of Winnipeg.

- Experiential learning (EL) is an approach to teaching in which educators engage students purposefully in hands-on experiences and focused reflection to help them deepen and apply their understanding of theory and facilitate skill building. EL is a key component to “academic excellence and renewal” outlined in the University strategic directions. In November, an Experiential Learning Coordinator was hired by the university to give leadership and support to this initiative. This coordinator is working with faculty, students, and external organizations to increase the number of opportunities that students have for applying their learning within their community and the world. As the Strategic Directions indicate the need to identify university-wide goals related to EL, the Coordinator is working with the Experiential Learning Network to identify a 5-year strategic plan with goals and targets for EL.



BRAND IDENTITY POLICY

AUTHORITY: The Board of Regents

RESPONSIBILITY: The President

Effective Date: February 1, 2016

Purpose: The purpose of this policy is to standardize and regulate use of The University of Winnipeg's Visual Brand Elements, including but not limited to its crest and logo, thereby protecting the University's professional image and the integrity of its established brand.

Scope: Unless specifically exempted, this policy applies to all Constituents of The University of Winnipeg. It does not apply to Autonomous Groups affiliated with the University.

Responsibility: The President, on behalf of The Board of Regents of the University, is responsible for the development, administration and review of this policy. The Executive Director of Marketing and Communications is responsible for the day-to-day interpretation and implementation of this Policy.

Definitions:

"Autonomous Groups" means: groups or organizations that function independently or semi-independently of The University of Winnipeg, including The University of Winnipeg Foundation, The University of Winnipeg Community Renewal Corporation, student groups, campus tenants, and campus chapters of independent organizations.

"Constituents" means: academic and administrative units of The University of Winnipeg, including, but not limited to, faculties, departments, colleges, centres, and institutes.

"Crest" means: The coat of arms (shield) emblem.

"Logo" means: The coat of arms with the wordmark "The University of Winnipeg".

Approved: November 3, 2003, Board of Regents

Revised: November 2015

Cross Reference: The University of Winnipeg Brand Standards



THE UNIVERSITY OF
WINNIPEG

POLICY: Number/Name of Policy
PROCEDURES:
APPENDIX:

“**Sub-logo**” means: The logo with a wordmark of a University constituent.

“**Visual Brand Elements**” means: All graphic design components, including but not limited to the crest, logo, sub-logos, colours, typefaces, images, and other graphic treatments that comprise the appearance of marketing and communications materials.

Principles

Brand Equity

The University of Winnipeg’s brand supersedes those of its Constituents.

The University’s brand equity shall be leveraged to support promotion of the University’s activities, as well as those of its Constituents.

Registered Marks

The registered name of the University is The University of Winnipeg.

The University’s crest and its logo are registered marks of the University and are for the exclusive use of its activities and programs.

The logos of the Wesmen athletics programs are also registered marks and are for the exclusive use of those programs.

University Logo Usage

The University logo or an approved sub-logo shall be used to identify all Constituents of The University of Winnipeg unless otherwise stated or specifically exempted.

Visual Brand Elements

Brand standards, which detail the correct and appropriate use of the University crest, logo, sub-logos, and other graphic elements to maintain the design integrity of these items and their related uses — including, but not limited to, print materials, advertising, web pages, social media, video, digital imagery, promotional items, and signage — must be adhered to by the Constituent group.

Third-Party Usage

Use of The University logo, crest, or sub-logo by any party other than a University Constituent may be authorized only by the prior approval of the Executive Director of Marketing and Communications. Examples of third-party logo usage include, but are not limited to, expression of partnership, affiliation, testimony, or implied support. All other uses are unauthorized and prohibited.

Approved: November 3, 2003, Board of Regents

Revised: November 2015

Cross Reference: The University of Winnipeg Brand Standards



Other Logos

Constituents may not create or use unapproved logos to represent themselves or a University event, sub-group, or initiative. The use of an identifying emblem other than the University crest, logo, or appropriate sub-logo shall require prior approval of the President, after consultation with the Executive Director of Marketing and Communications.

The University of Winnipeg Foundation and The University of Winnipeg Community Renewal Corporation may use their existing logos (and visual brand elements) or their designated University sub-logos, at their discretion and/or in consultation with the Executive Director of Marketing and Communications.

Merchandising

All rights in the use of the University name, crest and logo are reserved to Constituents of the University in the conduct of official business.

Merchandise imprinted with the name, crest, or logo may be sold only by constituents of the University, except where authorized by prior approval from the Executive Director of Marketing and Communications, unless otherwise stated or specifically exempted.

Review:

This policy shall be reviewed at least once every five years.

Approved: November 3, 2003, Board of Regents

Revised: November 2015

Cross Reference: The University of Winnipeg Brand Standards



INSTITUTES and CENTRES POLICY

AUTHORITY: The Board of Regents

RESPONSIBILITY: The President

Effective Date:

Purpose: The purpose of this policy is to set forth consistent guidelines for the establishment and operation of Institutes and Centres at the University of Winnipeg.

Scope: This policy and the guidelines outlined herein shall apply to University Institutes and Centres and Affiliated Institutes and Centers, as defined in this policy.

Responsibility: The President, on behalf of the Board of Regents of the University, is responsible for the development, administration and review of this policy. The Vice President Academic will oversee the operations and reporting of Institutes and Centres with an academic mandate. The Associate Vice President Research and Innovation will oversee the operations and reporting of Institutes and Centres with a research mandate. The determination of research mandate shall be made by the Vice President Academic in consultation with the Associate Vice President Research and Innovation. The Director of the Institute or Centre is responsible for the day-to-day implementation of this Policy and its Procedures.


Definitions: For the purposes of this Policy,

“Director” means: the person responsible for the academic leadership and administration of an Institute or Centre.

“Institute or Centre” means: a formally structured organization established for the pursuit of scholarly or educational objectives including artistic, scientific, or clinical goals that may have an applied nature but that are focused primarily on research activities.

“University Institute or Centre” means: an internal Institute, or Centre, which is organizationally part of the University and subject to its management and control.

“Affiliated Institute or Centre” means: an Institute or Centre which by contract is affiliated with but legally distinct and separate from the University.

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“Scholarly” means: both academic and research endeavours.

Principles:

The University, on its own initiative or in concert with others, may establish Institutes and Centres for the purpose of promoting the academic and research mandate of the University and meeting the needs of the community at large.

Normally, University Institutes or Centres shall provide for the strengthening, coordination or facilitation of scholarly purposes or activities not easily undertaken within the University’s academic structure, For the most part, they shall build upon the expertise, competence and staff interest already in existence at the University and be primarily focused on research.

University Institutes or Centres that are intended to create new or enhanced areas of University activity shall be developed consistent with University priorities. The activities of a University Institute or Centre should include, but not necessarily be limited to, performing basic and/or applied research and the offering of curricular and extra-curricular educational opportunities.

A University Institute or Centre shall conduct its operations in accordance with a mandate determined by the Board and may have an Advisory Committee or Council.


Procedures:

Establishment of a University Institute or Centre

The establishment of a University Institute or Centre shall be subject to the approval of the Board on the recommendation of the President.

The President may make such a recommendation based on:

- (a) advice from the Vice President Academic and the Associate Vice President Research and Innovation as to the academic and research requirements;
- (b) advice from the Vice President Finance and Administration as to the budgetary requirements;
- (c) a recommendation from Senate after a recommendation by the Senate Academic Planning Committee to the Senate;

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Proposal Development

Submission to Academic Planning Committee (APC)

A written proposal to create an Institute or Centre shall be made to the APC and must set out a scholarly mandate and a fiscally responsible funding plan. Space, support and budget requirements (e.g., computing, Library and other such services) shall be considered.

Submission to Senate

Upon recommendation of a proposal from the APC, Senate shall review and may recommend the proposal to the President.

In the review by Senate, Senate will consider:

- a) the scholarly nature of the proposed Institute or Centre, and
- b) the merits of the proposal and its compatibility with the University's academic and research planning objectives and priorities.

Submission to the Board

Upon recommendation from Senate, the President shall review and may recommend the proposal to the Board.

Prior to making a recommendation to the Board, the President shall ensure that the Board Finance Committee has approved the proposal as being financially responsible and viable with core funding derived from university or external sources.

Operation of University Institutes and Centres

A. Accountability Structure

University Institutes and Centres will abide by all University policies and procedures, unless specifically exempted.

University Institutes and Centres shall be under the jurisdiction of the President. The President may delegate the oversight of operations and reporting of a University Institute or Centre's academic mandate to the Vice President Academic. The oversight of operations and reporting of a University Institute or Centre's research mandate may be delegated to the Associate Vice President Research and Innovation. The Vice President Academic or the Associate Vice President Research and Innovation shall then assign responsibilities to the Director of the University Institute or Centre. The Director shall



report to the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate and shall work closely with the Deans of the Faculties cooperating with the University Institute or Centre. The position of Director of the University Institute or Centre shall normally be filled from within existing academic staff of the University.

A University Institute or Centre shall consult regularly with faculties, departments and other affiliated academic and research entities or groups with whom it is engaged or who are otherwise participating in programs or initiatives occurring within or involving the University Institute or Centre.

B. Solicitations for Funding and Applications for Grants

With the exception of contracts, solicitations for government, community and industry funding must be approved by the President and coordinated through the University of Winnipeg Foundation.

Applications for research grants and contracts must be processed through the office of the Associate Vice President Research and Innovation for administration and monitoring.

C. Annual Report

Annually, the Director shall provide a written report to the Vice President Academic or the Associate Vice President Research and Innovation, as may be appropriate, of the scholarly activity of the University Institute or Centre.


The Annual Report will include, but is not limited to, reporting on:

- (i) the University Institute's or Centre's contribution to the University's academic and research planning objectives and priorities,
- (ii) financial status, including the continued financial viability of the University Institute or Centre,
- (iii) such other criteria that may have been established by the Board and the Senate at the time that the University Institute or Centre was established.

This Annual Report will be shared by the President at the June meeting of the Board and the Senate for the academic year.

Performance Evaluation

Every five (5) years a performance evaluation will be conducted by the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate, to ensure the ongoing relevance and viability of the University Institute or Centre.

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The results of the performance evaluation will be transmitted to the Director of the University Institute or Centre, who will have an opportunity to respond in writing before the results are finalized.

The results of the performance evaluation together with the comments of the Director of the University Institute or Centre, if any, and recommendations of the Vice President Academic or the Associate Vice President Research and Innovation will be submitted to the President with recommendations for appropriate action.

Dissolution of a University Institute or Centre

The Board may terminate and dissolve a University Institute or Centre on recommendation of the President, on behalf of the University Administration, after consultation with the Senate.

AFFILIATED INSTITUTES AND CENTRES

Affiliation with University and Principles

- a) Where the activities of a proposed or existing Institute or Centre may enhance or complement the mandate of the University, the University may assist with the establishment of, or the granting of affiliation to, such Institute or Centre. Where the University has determined to assist in the establishment of, or the granting of affiliation to an Institute or Centre, the Institute or Centre shall become an Affiliated Institute or Centre within the meaning of this Policy.
- b) A request to assist in the establishment of or affiliation with an Institute or Centre may be made by providing the President with a proposal detailing current and proposed future activities of the Institute or Centre, the mutual benefits of establishment or affiliation, and the financial viability of the Institutes and Centres. Where the Institute or Centre proposes to become closely associated with one or more Departments/ Faculties of the University, letters of support from the Department Chairs/ Deans shall accompany the proposal.
- c) The President will consult with the Vice President Academic or the Associate Vice President Research and Innovation depending on whether the Institute or Centre has an academic or research mandate. Upon determination of the appropriateness for the University's mandate, the President may approve assisting in the establishment of or affiliation with an Institute or Centre and thereupon it shall become an Affiliated Institute or Centre pursuant to this Policy.



- d) The degree of University participation in, or contribution to, the establishment and operation of Affiliated Institutes and Centres, shall be determined by the contribution made to the mandate of the University and by the availability of resources.
- e) There shall be a written operating agreement between the University and the Affiliated Institutes and Centres which may include, for example, such matters as rental of space or equipment, contracting for services, sharing or pooling of resources or alternatively such matters may be dealt with by separate agreement e.g. a lease of space or facilities.
- f) There shall be University representation on any planning, advisory or governing body of Affiliated Institutes and Centres.
- g) Although the University may make a financial contribution to accommodate, or provide services for an Affiliated Institute and Centre , the University shall not be required to assume financial responsibility or any other liability should other sponsors withdraw their support.
- h) Affiliated Institutes and Centres shall submit reports to the President on an annual basis, or as otherwise requested.
- i) The President shall report to the Board and the Senate:
 - i. On approving affiliation with an Institute or Centre,
 - ii. Annually,
 - iii. Disaffiliation or Dissolution.

A. Structure and Organization

- a) The relationship between the University and Affiliated Institutes and Centres may be either a cooperative relationship involving amongst other things the mutual sharing of human and physical resources, or a landlord-tenant relationship but which nonetheless reflects the scholarly interest of the University in the activities of the Institutes and Centres and recognizes the University's obligation to promote the greatest community use of its facilities and resources.
- b) Professional and technical staff hired by Affiliated Institutes and Centres shall be employees of the Affiliated Institutes and Centres and not of the University. Joint or honorary appointments with the University may be considered provided that such appointments are for a limited term.



- c) The appointment or secondment of University staff to an Affiliated Institute or Centre may be possible where such arrangements would be of mutual benefit. These arrangements are subject to the approval of the appointee's Department, the Dean of the Faculty, and either the Vice President Academic where the Affiliated Institute or Centre has an academic mandate or the Associate Vice President Research and Innovation where the Affiliated Institute or Centre has a research mandate.

B. Finances


- a) The financing of an Affiliated Institute or Centre, will normally be based on a combination of core funding, grants or contracts from community, industry, or government sources, The University may make a financial contribution, but shall not be the major funder.

C. Evaluation of Performance and Affiliated Status

- a) Every five (5) years a performance evaluation will be conducted by the Vice President Academic or the Associate Vice President Research and Innovation, as may be appropriate.
- b) Criteria used in the review will include:
- i. contribution to the mandate of the University;
 - ii. continued financial viability; and,
 - iii. such other criteria as may have been determined at the time affiliated status was granted to the Affiliated Institute or Centre.
- c) The results of the performance evaluation will be transmitted to the President with recommendations for appropriate action.
- d) The President may revoke the affiliation of an Affiliated Institute or Centre based on the recommendation of the Vice President Academic and or the Associate Vice President Research and Innovation, as may be appropriate.

Review:

This policy shall be reviewed at least once every five years.

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COLLEGES POLICY

AUTHORITY: The Board of Regents

RESPONSIBILITY: The President

Effective Date:

Purpose: The University of Winnipeg establishes Colleges to support the scholarly, academic and research mission of the University. The purpose of this Policy is to set forth consistent guidelines for the establishment, operation and dissolution of Colleges at The University of Winnipeg.

Scope: This policy shall apply solely to Colleges established and governed by The University of Winnipeg.

Responsibility: The President, on behalf of the Board of Regents of the University, is responsible for the development, administration and review of this policy. The Vice President Academic will oversee the operations and reporting of the College’s academic mandate. The Associate Vice President Research and Innovation will oversee the operations and reporting of the College’s research mandate. The Head of the College is responsible for the day-to-day implementation of this Policy and its Procedures.

Definitions: For the purposes of this Policy,

“**College**” means: an academic and research organization designated as a College by the University and as such subject to its policies, management and control.

“**APC**” means: the Academic Planning Committee of Senate.

“**Head**” means: the person responsible for the academic leadership and administration of a College.

“**Scholarly**” means: both academic and research endeavours



Principles:

The University may establish Colleges for the purpose of enhancing communities of learning and facilitating the creation and dissemination of interdisciplinary knowledge in order to further the academic mandate of the University, and benefit its students and faculty members.

A College provides for faculty members, students and academic departments to engage in interdisciplinary academic and research activities as part of a designated learning community.

A College fosters interaction across Faculties and the development of communities of learning for students and faculty members.

A College encourages the development of professional networks by hosting research and professional learning initiatives with affiliated academic and research groups within the University and its community.

A College should showcase and enhance faculty and student expertise and competence at the University.

A College is intended to create new areas of University scholarly activity consistent with the University's academic and research planning priorities.

A College shall conduct its operations in accordance with a mandate determined by the Board and may have an Advisory Committee or Council.


Procedures:

Establishment of a College

The establishment of a College shall be subject to the approval of the Board on the recommendation of the President.

The President may make such a recommendation based on:

- (a) advice from the Vice President Academic and the Associate Vice President Research and Innovation as to the academic and research requirements;
- (b) advice from the Vice President Finance and Administration as to the budgetary requirements;
- (c) a recommendation from Senate after a recommendation by the Senate Academic Planning Committee to the Senate;

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Proposal Development

Submission to Academic Planning Committee (APC)

A written proposal to create a College shall be made to the APC and must set out a scholarly mandate and a fiscally responsible funding plan. Space, support and budget requirements (e.g., computing, Library and other such services) shall be considered.

Submission to Senate

Upon recommendation of a proposal from the APC, Senate shall review and may recommend the proposal to the President.

In the review by Senate, Senate will consider:

- a) the scholarly nature of the proposed College, and
- b) the merits of the proposal and its compatibility with the University's academic and research planning objectives and priorities.

Submission to the Board

Upon recommendation from Senate, the President shall review and may recommend the proposal to the Board.


Prior to making a recommendation to the Board, the President shall ensure that the Board Finance Committee has approved the proposal as being financially responsible and viable with core funding derived from university or external sources.

Operation of a College

A. Accountability Structure

Colleges will abide by all University policies and procedures, unless specifically exempted.

A College shall be under the jurisdiction of the President. The President may delegate the oversight of operations and reporting of a College's academic mandate to the Vice President Academic. The oversight of operations and reporting of a College's research mandate may be delegated to the Associate Vice President Research and Innovation. The Vice President Academic or the Associate Vice President Research and Innovation shall then assign responsibilities to a Head of the College. The Head shall report to the Vice President Academic or Associate Vice President Research and Innovation as may be appropriate and shall work closely with the Deans of the Faculties cooperating with the

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College. The position of Head of the College may be filled from within existing academic staff of the University or by external hiring.

A College shall consult regularly with faculties, departments and other affiliated academic and research entities or groups with whom it is engaged or who are otherwise participating in programs or initiatives occurring within or involving the College.

B. Solicitations for Funding and Applications for Grants

With the exception of contracts, solicitations for government, community and industry funding must be approved by the President and coordinated through the University of Winnipeg Foundation.

Applications for research grants and contracts must be processed through the Office of Associate Vice President Research and Innovation for administration and monitoring.

C. Annual Report

Annually, the Head shall provide a written report to the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate of the scholarly activity of the College.

The Annual Report will include, but is not limited to, reporting on:

- a) the College’s contribution to the University’s academic and research planning objectives and priorities;
- b) financial status, including the continued financial viability of the College;
- c) such other criteria that may have been established by the Board and the Senate at the time that the College was established.


This Annual Report will be shared by the President at the June meeting of the Board and the Senate for the academic year.

Performance Evaluation

Every five (5) years a performance evaluation will be conducted by the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate to ensure the ongoing relevance and viability of the College.

The results of the performance evaluation will be transmitted to the Head of the College, who will have an opportunity to respond in writing before the results are finalized.

The results of the performance evaluation together with the comments of the Head of the College, if any, and recommendations of the Vice President Academic or the Associate

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Vice President Research and Innovation will be submitted to the President with recommendations for appropriate action.

Dissolution of a College

The Board may terminate and dissolve a College based on the recommendation of the President, on behalf of the University Administration, after consultation with the Senate.

Review:

This Policy shall be reviewed at least once every five years.