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### **Wednesday, August 26<sup>th</sup>, 2020 - 5:30 PM - Zoom**

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# **UMGSA Council Meeting Agenda**

## **Wednesday, August 26<sup>th</sup>, 2020 - 5:30 PM - Zoom**

### **1. Call to Order**

### **2. Traditional Territories Acknowledgement**

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

### **3. Approval of the Agenda**

**MOTION: BIRT the UMGSA Council approves the agenda for the August 26<sup>th</sup>, 2020 UMGSA Council Meeting as presented.**

### **4. Approval of the Minutes**

The minutes of the May 27<sup>th</sup>, 2020 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes of the May 27<sup>th</sup>, 2020 UMGSA Council Meeting as presented.**

### **5. Committee Reports**

**5.1. June & July Committee Reports (Appendix II)**

### **6. HSGSA Report**

**6.1. June & July HSGSA Reports (Appendix III)**

### **7. Senate Report**

**7.1. June & July Senate Reports (Appendix IV)**

### **8. Executive Reports**

**8.1. June & July Executive Reports (Appendix V)**

### **9. Departmental Reports**

### **10. Unfinished Business**

### **11. New Business**

#### **11.1. Revision of Article XVIII: Ethical Purchasing in the Governance and Operations**

**Manual:** The ethical purchasing part is extremely long and has not been revised in a long time. As such, revising the section on Ethical Committees will ensure clarity. The current section was included around 2012/2013 when the UMGSA was paying dues to the Canadian Federation. When we thought we were members, we ordered our handbooks, T-Shirts and various other items for orientation through CFS. They had us incorporate these rules in the GOM because they ordered stuff from all over the world.

The proposal therefore is to remove the entire section or condense it to address the kind of purchases the UMGSA makes. In the future, this section will also be great to incorporate the mandate Council has given on Ethical Investments.

The proposed changes are included as Appendix VI to this August 2020 Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the proposed changes to Article XVIII: Ethical Purchasing, of the Governance and Operations Manual as presented.**  
*UMGSA Executive Committee*

**11.2. Revision Article X: External Committees in the Governance and Operations Manual:** Revising the section on External Committees will largely ensure accuracy. Since external committees are not standing internal committees in the GSA, it will be in the best interest of the GSA to refrain from giving a detailed description of memberships and mandates of any external committee in the GOM. This will therefore ensure precision and to an extent prevent the documentation of outdated information in the GOM under this section. As such, the proposal is to provide/include a list of all external committees in the GOM. Cases that require a specific role/position to sit on the committee or vice versa will also be noted.

The proposed changes are included as Appendix VII to this August 2020 Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the proposed changes to Article X: External Committees, of the Governance and Operations Manual as presented.**  
*UMGSA Executive Committee*

**11.3. Revision of Article XIII, Section I. Conference Grants:** Under general regulations on point 2.m: Change “Applications will not be accepted if conference attendance is part of a job interview process” to “Applications will not be accepted if conference attendance is part of a job interview process, or in cases where the student will receive course credit for that attendance. With the exception of students in the artistic programs”.

The proposed changes are included as Appendix VIII to this August 2020 Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the proposed changes to Article XIII, Section I. Conference Grants, of the Governance and Operations Manual as presented.**  
*UMGSA Finance Committee*

**11.4. Revision of Article XIII, Section II. Special Project Grants:** Revising the section on the Special Project Grant application in the Governance and Operations Manual to clearly specify and outline the scope of what the application can be used for with a statement prioritizing larger events.

The proposed changes are included as Appendix IX to this August 2020 Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the proposed changes to Article XIII, Section II. Special Project Grants, of the Governance and Operations Manual as presented.**

*UMGSA Finance Committee*

**12. Announcements**

**12.1. Next Council Meeting:** Wednesday, September 23<sup>rd</sup>, 2020 - 5:30PM - Zoom

**12.2. AGM Meeting Date:** Wednesday, December 9<sup>th</sup>, 2020 - 5:30PM - Zoom

**13. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports May 21<sup>st</sup> - July 31<sup>st</sup>, 2020**

#### **Executive Committee (May 21<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Silvia Sekander (UMGSA President)

Meeting Dates: May 27<sup>th</sup> , June 14<sup>th</sup> , June 30<sup>th</sup>, July 14<sup>th</sup>, July 28<sup>th</sup> 2020

- All UMGSA meetings in May have been held by video-conference, and not in person.
- Executives provided regular updates on meetings attended and other activities.
- The Executives discussed on the survey regarding continuing fees in Summer 2021.
- International Students quarantine plan, increase in number of GSA awards, Subsidy to U-pass were discussed.
- Promotion strategies for UMGSA events were discussed.

#### **Finance Committee (May 21<sup>st</sup> - May 31<sup>st</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Dates: May 28, 2020

- The committee discussed arising matters of the 2020-2021 UMGSA Budget after Council's approval and approved meeting dates for the rest of the year.
- The committee evaluated and rejected a special project grant application.

#### **Finance Committee (June 1<sup>st</sup> - June 30<sup>th</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Dates: June 4, 2020

- The committee discussed and revised the section on the special project grant in the Governance and Operations Manual.
- The VPFA on behalf of the committee evaluated and approved a conference grant application submitted during the May 18<sup>th</sup>-June 17<sup>th</sup> period.
- The committee reviewed the expenses the UMGSA made for the month of May.

#### **Finance Committee (July 1<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Dates: July 2, 2020

- The committee discussed the guidelines of the current conference grant program and evaluated the possibilities of making exceptions due to COVID-19, to reimburse travel that is related to program credit.

- The committee reviewed the expenses the UMGSA made for the month of June.

## **Events Committee (May 21<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Etinosa Osemwota (UMGSA VPSS)

Meeting Dates: May 26, June 25, July 10, July 23, 2020

Meeting date: May 26, 2020

- Events Committee met to brainstorm and discuss virtual events that could be organized and came up with a lot of possible events in various categories.
- The committee agreed to include a survey in the newsletter in order to determine what activities/events students want and what events to prioritise.
- Virtual Jazz and Ballet classes for beginners are to be organized every Mondays and Tuesdays.

Meeting date: June 25, 2020

- Events Committee met to discuss the results gotten from the events survey conducted (300+ responses).
- The committee came up with several strategies for increasing the participation of graduate students in events, including, introducing monthly events newsletters, gift card for participation and reviving our various social media channel.
- Reviving our social media presence was prioritised and the committee decided a social media manager was needed.
- Another meeting was scheduled for the 10<sup>th</sup> of July due to the low attendance this meeting as well as the urgency of the items being discussed.

Meeting date: July 10, 2020

- The committee discussed and concluded that a social media managing position with the following job description should be created:
  - i. Handle social media pages (Instagram, Facebook, twitter)
    - Make regular posts and stories
    - Contests and giveaways
    - Student takeovers
  - ii. Design any materials needed to promote events
- It was decided that a sub-committee should be formed within the events committee that would work closely with me during the selection process
- Members of the Committee also decided that a Whatsapp group for the committee will be formed so that there is better communication with members regarding issues that might need to be concluded on before the next meeting.

Meeting date: July 23, 2020

- An update in the social media managing position which included having our GCC (Julia) take on this role, was discussed.
- It was concluded that Julia will attend future Events committee meeting, in order to be more involved and up to date about our plans for social media engagement.

- The committee brainstormed ideas for various social media campaigns we could organise, including, user submitted content and picture competitions.
- In addition, the committee decided to have daily posts at Julia's discretion, consisting of polls, useful resources, inspirational messages, or listicles.
- The committee also decided to organise a movie night for new students scheduled for the 28<sup>th</sup> of August.

### **Services and Support Committee (May 21<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Etinosa Osemwota (UMGSA VPSS)

Meeting Dates: July 14, 2020

Meeting date: July 14, 2020

- The committee met and discussed updates including but not limited to remote learning plan for fall, reopening of research labs and essential offices, and change in fee structure.
- Various ways in which the committee could create awareness in support of people of colour was discussed.
- The committee decided to create an information section for graduate students, which would include a breakdown of living costs and tuition fees, and other useful resources. These resources include information on transportation services, housing, crime rates in different areas of Manitoba and other information deemed necessary.

### **Bylaws and Policy Committee (May 21<sup>st</sup> - May 31<sup>st</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Date: May 26<sup>th</sup>, 2020

- The committee discussed and approved meeting dates for 2020-2021.
- The committee discussed revisions to be made to the section on external committees in the Governance and Operations Manual.

### **Bylaws and Policy Committee (June 1<sup>st</sup> - June 30<sup>th</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Date: June 11<sup>th</sup>, 2020

- During the June Committee meeting, we completed the revision of the section on external committees in the Governance and Operations Manual and completed our Motion to be presented to Council.

### **Bylaws and Policy Committee (July 1<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Date: July 9<sup>th</sup>, 2020

- The committee discussed revisions to be made to the section on ethical purchasing in the Governance and Operations Manual and completed the Motion to be presented to Council.
- The committee approved a draft from the Finance Committee on revisions to be made to the section on special project grant in the Governance and Operations Manual and completed a Motion to be presented to Council.
- The committee discussed and completed a Motion to be presented to Council on adding a clause to the general regulations section under conference grants in the Governance and Operations Manual.

### **Awards Committee (May 21<sup>st</sup> - July 31<sup>st</sup>)**

Chair: Rubel Chandra Talukder (UMGSA VP Academic)

Meeting Dates: July 04, July 06, July 23, July 31, 2020

- All UMGSA Awards committee meetings have been held by video conference (zoom), and not in person.
- First meeting is divided into two sections due to schedule conflict of members. One is held on July 04 and another on July 06. Rubrics and rules are explained in that meeting. Also, I tried to answer any questions or confusions members had about the whole award selection process.
- Second meeting is similarly divided into two sections. One is held on July 23 (for Masters students) and another on July 31 (for PhD students).
- The committee suggested the potential names and the backups to FGS for their verification. Hopefully, we will hear back from FGS within August.



## **Appendix III :**

### **HSGSA Report May 21<sup>st</sup> - July 31<sup>st</sup>, 2020**

#### **HSGSA Executive Committee and Council**

Chair: Akshi Malik

In June, HSGSA launched a platform 'Humans of Rady Faculty' where students/prof/staff can share their story or thoughts and everything that makes them human. We post these stories on our social media pages and HSGSA website. As we continued to work remotely, we held several game nights, yoga and workout sessions throughout the month. To promote the overall participation, gift cards were hand out to the participants. VP Academic reached out several professors for DL in fall, however, dates are not yet finalised due to current pandemic situation.

In July, 33<sup>rd</sup> Annual Canadian Health Research forum planning was in the action. As it is happening virtually this year, we are planning to have several networking sessions over zoom to provide students with the opportunity to share their science and experiences with other fellow students. HSGSA has also announced two awards in the amount of \$400 (one PhD and one Masters) to honour the life, spirit and work of Dr. Forough Khadem, who was an outstanding PhD student in the Department of Immunology. Dr. Forough was a passenger on Flight PS752 when it crashed in Tehran, leaving no survivors. We had a personal meeting with her colleagues and Fiancé to set up the criteria for this award. Also, we had yoga and workout sessions on the weekends as well. VPME is constantly working in collaboration with CSHRF team and other volunteers to make this meeting a success.

Akshi Malik

HSGSA President (2020-2021)

## **Appendix IV :**

### **June Senate Report**

There was no Senate Meeting in July.

Link to the Senate agendas:

Agenda June 24<sup>th</sup>, 2020:

[https://umanitoba.ca/admin/governance/media/2020\\_06\\_24\\_Senate\\_Agenda\\_-\\_revised.pdf](https://umanitoba.ca/admin/governance/media/2020_06_24_Senate_Agenda_-_revised.pdf)

Addendum June 24<sup>th</sup>, 2020:

[https://umanitoba.ca/admin/governance/media/2020\\_06\\_24\\_Senate\\_Agenda\\_-\\_Addendum.pdf](https://umanitoba.ca/admin/governance/media/2020_06_24_Senate_Agenda_-_Addendum.pdf)

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students.

*The report includes:*

*June 24th*

1. *Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes*
  - a. *The Dept. of Biochemistry & Medical Genetics proposes (4) course modifications: BGEN 7040, BGEN 7142, BGEN 7144, BGEN 7160 and (1) course deletion: BGEN 7030. (pg. 73)*
  - b. *The Faculty of Graduate Studies proposes the 2020-2021 Academic Guide (pg. 307)*
  - c. *The Dept. of Community Health Sciences proposes the permanent cessation of its Diploma in Population Health program (DipPH). (pg. 357)*
  - d. *The Dept. of Biosystems Engineering proposes a new Graduate Specialization in Engineering Education to be available for Ph.D. students. (pg. 372)*
  - e. *The College of Pharmacy proposes the introduction of a Pharmacoepidemiology concentration, which includes two (2) new core courses, PHRM 7202 (M.Sc. level) and PHRM 7302 (Ph.D. level). (pg. 392)*
  - f. *The College of Dentistry proposes program modifications, specifically, changes to coursework requirements for the Prosthodontics program. (pg. 409)*
  - g. *The Faculty of Education proposes program modifications and course changes. Specifically, Ph.D. supplementary regulation changes and (3) course modifications: EDUA 7520, EDUA 7840, EDUA 7860. (pg. 416)*
  - h. *The Faculty of Engineering (Biomedical Engineering M.Sc. and Ph.D.) proposes program modifications and course changes. (pg. 427)*
  - i. *The Dept. of Community Health Sciences proposes changes to its supplemental regulations in response to recommendations from their external program review as well as their own thorough examination of the program. (pg. 434)*
  - j. *The Dept. of Electrical & Computer Engineering proposes program modifications, specifically, M.Sc. supplementary regulation changes, to allow 6 CH of the required 12 CH in the M.Sc. program to be satisfied by courses offered by other departments. (pg. 458)*

- k. *The Dept. of Food & Human Nutritional Sciences proposes program modifications, specifically, combined FS & HNS supplementary regulations and a proposed credit hour reduction in the Ph.D. HNS. (pg. 460)*
- l. *The Faculty of Graduate Studies proposes revisions to the supplementary regulations for the Individual Interdisciplinary Studies (IIS) (Masters and Ph.D.) program to allow more flexibility for students enrolled in the program and to simplify administrative processes. (pg. 499)*
- m. *The Dept. of Linguistics proposes a program modification and course changes. Specifically, the unit proposes to reduce the credit hour allotment of their Field Methods course from 6 CH to 3 CH, which requires a deletion and re-introduction of the course. (pg. 520)*
- n. *The Dept. of Medical Microbiology & Infectious Diseases proposes program modifications and course changes.*
- o. *The Natural Resources Institute proposes program modifications and course changes, specifically, the re-introduction of its practicum stream in the Master of Natural Resources Management and (1) related course introduction: NRI 7380. (pg. 542)*
- p. *The College of Nursing proposes program modifications and course changes. Specifically, the program changes entail requiring NURS 3550 Professional Foundations 3. (pg. 548)*
- q. *The Dept. of Political Studies proposes program modifications and course changes.  
The program modifications requested to be effective Fall 2020 (pg. 562)*
- r. *The Dept. of Preventive Dental Sciences M.Dent. in Pediatric Dentistry proposes program modifications, specifically in section 4.4.1 of the supplementary regulations. (pg. 587)*
- s. *The Dept. of Psychology proposes program modifications, specifically, changes to its supplementary regulations concerning admission to the M.A. (pg. 594)*
- 2. *Report of the Senate Committee on Academic Review RE: Revised Mission Statement, Centre for Engineering Professional Practice and Engineering Education, Price Faculty of Engineering*
- 3. *The senate committee on university research report on the establishment of the Manitoba Quantum Institute (pg. 671)*

### **1.a. Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes**

The Dept. of Biochemistry & Medical Genetics proposes (4) course modifications: BGEN 7040, BGEN 7142, BGEN 7144, BGEN 7160 and (1) course deletion: BGEN 7030. The modifications entail minor revisions to the course descriptions (which were introduced when the M.Sc. in Genetic Counselling program was developed) to more accurately reflect the content of the courses. The dept. is also proposing the deletion of a course that has not been offered in more than 25 years, and which the Dept. no longer has the expertise to offer.

### **Motion was Carried**

The Faculty of Kinesiology & Recreation Management proposes (12) course introductions: KPER 7204, KPER 7400, KPER 7404, KPER 7406, KPER 7402, KPER 7410, KPER 7420, KPER 7430, KPER 7440, KPER 7450, KPER 7802, KPER 7862 and (10) course deletions: PERS 7002, PERS 7004, PERS 7006, PHED 7060, PHED 7140, PHED 7150, REC 7010, REC 7040, REC 7050, REC 7090 in response to recommendations from the unit's 2014 program review which also saw the addition of 12 new faculty members to the unit. The course introductions reflect the Faculty's ongoing process of standardizing course prefixes (eventually all to be KPER).

## **Motion was Carried**

### **1.b. The Faculty of Graduate Studies proposes the 2020-2021 Academic Guide. The substantive changes include:**

- a. Section 1.4.3: Added language surrounding occasional student status to indicate that it is not advised for international students due to study permit limitations.
- b. Sections 2.3, 4.7.3 and 5.6 Improved language regarding ratings that lead to a "required to withdraw"; these are: two "in need of Improvement" Progress Reports and one "Unsatisfactory" Progress Report.
- c. Section 2.6: A new section added to clarify that GRAD 7300, Research Integrity Online Course, (which is run by the Vice-President (Research & International)'s office) is mandatory as outlined in the FGS BFARs (section 2.2) and that it needs to be completed prior to applying to any ethics boards.
- d. Section 2.7: A new section added to establish regulations for the recent proposal for a Graduate Focus on Aging Concentration. The oversight for this concentration will be provided by the Faculty of Graduate Studies.
- e. Sections 4.5.1 & 5.2.1: Added language that students must have an advisor for the duration of their program (for the Masters, added 'in programs that require an advisor')
- f. Sections 4.5.1, 4.5.2, 5.2.1, 5.2.2: Pharm.D. included in the listing of undergraduate degrees which may be considered for equivalency in all advisor and co-advisor sections because it is also a professional degree.
- g. Sections 4.6.1, 4.6.2, 4.6.3, 4.8.1.2 and 5.2.4, 5.11.1: Added clear directions with respect to completing the "Conflict of Interest Disclosure Form" under specific conditions.
- h. Section 4.8.1.2: Clearly stipulating that graduate students, post-doctoral fellows and research assistants/associates may not serve on graduate student examining committees.
- i. Section 4.10 (Deadlines for Graduation) moved to Section 4.12: a better reflection of the flow of timelines. New section title is 'Final Requirements and Deadlines for Graduation.'
- j. Section 5.1.3: Added clarity surrounding fees for students who transfer from a Master's to a Ph.D. The application fee is no longer waived for students who transfer before completing the first twelve months of their program.
- k. Section 5.11.2: Revised timeframe in which the prospective Ph.D. external examiner must not be associated with the candidate's advisor/co-advisor. In addition, revisions to the process used to select Ph.D. external examiners. The new procedure includes program advisors contacting potential examiners to determine their availability and request CVs and information on graduate student supervision experience. This proposal aims to

increase the efficiency of a process that is currently conducted by the Faculty of Graduate Studies and brings delays to the Ph.D. distribution process.

- l. Sections 5.11 & 5.11.6: Added clarity surrounding the Ph.D. thesis submission process to reflect the transition to a one-stage process. This includes allowing external committee members four weeks to submit their report (previously allowed three)
- m. Section 9: Added clarity to align with current FGS Appeals practices.
- n. Appendix 1, 1.2.3: that the thesis text spacing be one-and-a-half (1.5) spacing instead of double (2) spacing.

### **Motion was Carried**

#### **1.c. The Dept. of Community Health Sciences proposes the permanent cessation of its Diploma in Population Health program (DipPH).**

There are currently no students enrolled in the program. The Master's programs offered by the Dept. serve their needs and students better than the Diploma. The closure stems from a recommendation from the unit's most recent graduate program review. Dr. Brian Postl, Dean and Vice-Provost, Rady Faculty of Health Sciences, supports the closure of the DipPH.

### **Motion was Carried**

#### **1.d. The Dept. of Biosystems Engineering proposes a new Graduate Specialization in Engineering**

Education to be available for Ph.D. students. The specialization requires 12 CH at the 7000 level or above, as well as a thesis related to Engineering Education. Students would have to take courses in Education and in Engineering, including two newly introduced courses (both approved by Senate in Fall 2019), as well as a research methods course offered by the Faculty of Education. The proposal is supported by the Faculties of Education and Science.

### **Motion was Carried**

#### **1.e. The College of Pharmacy proposes the introduction of a Pharmacoepidemiology concentration**

This includes two (2) new core courses, PHRM 7202 (M.Sc. level) and PHRM 7302 (Ph.D. level). The Pharmacoepidemiology concentration will provide students the opportunity to acquire skills in conducting research related to examining the effects of therapeutic agents at the population level. The course requirements will include 15 credit hours in the M.Sc. (9 CH of core and 6 CH of electives) and 12 credit hours in the Ph.D. (6 CH of core and 6 CH of elective). Students must have an advisory committee-approved thesis proposal in Pharmacoepidemiology to proceed in this concentration. Students transferring from the Master's to the Ph.D. will require 24 CH to complete their program.

### **Motion was Carried**

**1.f. The College of Dentistry proposes program modifications, specifically, changes to coursework requirements for the Prosthodontics program.**

These include adding DDSS 7030 to their list of required courses; removing DDSS 7220 (redundant with GRAD 7000); and correcting the credit hour value of RSTD 7100 from 1 to 6 CH. As a result of these changes, the total credit hours in the program is now 99 (formerly 96) to be completed over 36 months (formerly 33).

**Motion was Carried**

**1.g. The Faculty of Education proposes program modifications and course changes.**

Specifically, Ph.D. supplementary regulation changes and (3) course modifications: EDUA 7520, EDUA 7840, EDUA 7860. The Faculty of Education is proposing to align the entrance requirements for their two admission routes, as well as modifications to their admission requirements to require applicants to demonstrate their research capabilities and professional experience. The course modifications address prerequisites.

**Motion was Carried**

**1.h. The Faculty of Engineering (Biomedical Engineering M.Sc. and Ph.D.) proposes program modifications and course changes.**

Specifically, a reduction in credit hours in the M.Sc. from 18 to 12 CH, an increase in the minimum number of core-course credit hours from 5 to 6 CH, the deletion of two 1 CH courses, BME 7016 and BME 7030, and the introduction of one 0 CH research ethics course, BME 704

**Motion was Carried**

**1.i. The Dept. of Community Health Sciences proposes changes to its supplemental regulations**

In response to recommendations from their external program review as well as their own thorough examination of the program. In particular, they are proposing to introduce a new 3 CH required course (CHSC 7502) to complement an existing 3 CH course (CHSC 7500), which is in turn being modified to reflect the complementary nature of these courses. The department is also introducing two new 0 CH courses for their field placement opportunities. They have also included changes to their supplemental regulations to facilitate transitions from the M.P.H. program to the M.Sc. program.

**Motion was Carried**

**1.j. The Dept. of Electrical & Computer Engineering proposes program modifications,**

specifically, M.Sc. supplementary regulation changes, to allow 6 CH of the required 12 CH in the M.Sc. program to be satisfied by courses offered by other departments. This change will

allow more flexibility and provide a student with a well-rounded comprehensive education that adds to and supports the specific engineering, mathematical, and scientific knowledge required for their research. The department has added the provision that the coursework-based program be approved by the advisor and the department.

**Motion was Carried**

**1.k. The Dept. of Food & Human Nutritional Sciences proposes program modifications,**

specifically, combined FS & HNS supplementary regulations and a proposed credit hour reduction in the Ph.D. HNS. The Dept. of Food and Human Nutritional Sciences is proposing supplementary regulations that amalgamate the requirements of the former Dept. of Food Science and Dept. of Human Nutritional Sciences. The proposed regulations include efforts to reflect the needs of the 4 distinct programs within the newly merged department, including accepting applicants from a number of different backgrounds and widening the selection of courses for Masters students. In addition, the department proposes to reduce the number of required credit hours for the FS Ph.D. program from 9 CH to 6 CH in order to align with a recommendation from the recent program review for Food Sciences. Finally, the department proposes to allow students to transfer from the Masters to the Ph.D. program within 20 months (4 months longer than the Faculty of Graduate Studies regulation) due to the need to have Masters students produce publishable data prior to transfer.

**Motion was Carried**

**1.l Faculty of Graduate Studies proposes revisions to the supplementary regulations for the Individual Interdisciplinary Studies (IIS) (Masters and Ph.D.) program**

To allow more flexibility for students enrolled in the program and to simplify administrative processes. The changes include allowing the advisory committee to oversee course changes in the program of study and the format of the candidacy exam; removing the requirement that the examining committee have an additional member who is not part of the advisory committee; allowing modifications to the advisory committee without requiring the admission committee to be reformed in cases where the home unit remains the same; and adding clarity in regards to research presentations (section 5.6.2) and oversight of Master's and Ph.D. thesis proposals (sections 4.8.1.1 and 5.9).

**Motion was Carried**

**1.m. The Dept. of Linguistics proposes a program modification and course changes.**

Specifically, the unit proposes to reduce the credit hour allotment of their Field Methods course from 6 CH to 3 CH, which requires a deletion and re-introduction of the course. The minimum credit hour requirements in the M.A. and Ph.D. remain unchanged: the net change of three credit hours allows for an additional elective in both programs. This program change was suggested in the dept.'s recent program review and would allow the dept. more flexibility for scheduling.

## **Motion was Carried**

### **1.n. The Dept. of Medical Microbiology & Infectious Diseases proposes program modifications and course changes.**

(1) course deletion: MMIC 7010, (1) course introduction: MMIC 7012 and supplementary regulation changes. The Dept. of Medical Microbiology & Infectious Diseases is proposing to formalize their M.Sc. and Ph.D. thesis submission processes, as well as broaden the ability to transfer from the M.Sc. program to the Ph.D. These changes improve clarity and allow more flexibility for students. The dept. also proposes to replace the existing 6 CH MMIC 7010 (Virology) with a 3 CH hour MMIC 7012 (Fundamental Virology). The new course would complement the existing 3 CH MMIC 7210 (Clinical Virology).

## **Motion was Carried**

### **1.n The Natural Resources Institute proposes program modifications and course changes.**

The re-introduction of its practicum stream in the Master of Natural Resources Management and (1) related course introduction: NRI 7380. The practicum stream has not been offered in over 20 years; however, the recommendation to re-introduce it emanated from the unit's recent program review. The genesis of the idea came from both students and graduates. Graduates that were keen to see the practicum re-introduced to provide a platform for them to work more closely with students and students that desired an outcome that was different from the thesis. As a unit, NRI also recognizes that some of the topics that students wanted to take-on for their thesis work really fit better in a practicum approach, especially those projects with Indigenous communities here and abroad. So, this reintroduction of the practicum will complement the MNRM thesis option. The practicum stream will require a total of 27 credit hours, which also includes a project management course as introduced below, and a practicum.

## **Motion was Carried**

### **1.p The College of Nursing proposes program modifications and course changes.**

Specifically, the program changes entail requiring NURS 3550 Professional Foundations 3: Evidence Informed Practice in the Health Sciences for admission to the Master of Nursing program, stipulating that M.N. students may take no more than 6 credit hours of 3000 or 4000 level courses, removing the comprehensive exam stream in the M.N., and adding NURS 8220 Advanced Quantitative Research Design & Methods in Nursing and Health Care (approved by Senate in 2017) (or an equivalent course) as a requirement in the Ph.D.

The College of Nursing established a new concept-based curriculum in the four-year baccalaureate program in 2015. Graduates of this baccalaureate program completed a four credit-hour evidence informed practice course. This course is entitled, NURS 3550 Professional Foundations 3: Evidence Informed Practice in the Health Sciences. It introduces undergraduate nursing students to research methods and the process of evidence-informed practice. To provide prospective applicants from the "new" undergraduate program with clear information, the



College is proposing to revise the admission criteria with the addition of an evidence informed practice course.

The comprehensive exam stream has not been available to incoming graduate students in the M.N. program since 2016. At that time, a capstone project was offered in lieu of the comprehensive exam as an option to the thesis track. The last M.N. student (admitted before 2016) completed the option of a comprehensive exam in 2019. Therefore, the College of Nursing is proposing to remove the comprehensive exam from the supplemental regulations.

The course changes consist of (1) course modification: NURS 8030 and (1) course introduction: NURS 8040. The College proposes to re-title these two required seminar courses to Doctoral Student Seminars I and Doctoral Student Seminars II, respectively. This change will provide clarity for student registration and will facilitate tracking students' progress through their programs. The changes are reflected in the supplementary regulations.

## **Motion was Carried**

### **1.q. The Dept. of Political Studies proposes program modifications and course changes.**

The program modifications requested to be effective Fall 2020 include:

- The removal of the Aerospace Stream (ASP). The Agreement between the Air Force's Barker College and the Dept. of Political Studies that formed the foundation of ASP has expired. The ASP stream has now been removed from the supplementary regulations.
- The increase in admission GPA from 3.0 to 3.5. The unit's Department Council felt that the quality of candidates entering the M.A. had declined in recent years and voted to increase the GPA in order to ensure that only well-prepared applicants are admitted.
- The decrease in degree GPA from 3.5 to 3.0 (with no grade lower than a B) throughout the M.A. This aligns with the FGS minima. The program modifications and course changes requested to be effective Fall 2021 include:
  - The introduction of a Major Research Paper stream to replace the existing comprehensive exam stream
  - Four (4) course introductions: POLS 7100, POLS 7142, POLS 7270, POLS 7110
  - The Increase in minimum credit hours in the thesis stream from 12 to 15 credit hours.

These changes are in response to the unit's recent program review, and includes a course introduction as an administrative placeholder for the MRP. The MRP will consist of a total of 18 credit hours. One of the three course introductions below, POLS 7100, will be a requirement for the thesis and MRP streams. The thesis stream consequently increases from 12 to 15 credit hours. POLS 7142 and POLS 7270 are topics courses that will be used to offer courses on topics which do not already have existing courses.

## **Motion was Carried**

r. The Dept. of Preventive Dental Sciences M.Dent. in Pediatric Dentistry proposes program modifications, specifically in section 4.4.1 of the supplementary regulations. The following two Senate approvals had not previously been incorporated in the supplementary regulations and in practice:

- a. Senate approval of April 1, 2015: in reference to the original program proposal, the total

revised credit hours for the M.Dent. consisted of 63 credit hours. This included the previously elective course, NATV 3240 Native Medicine and Health (3 CH) (or equivalent), in the list of core courses.

b. Senate approval of Oct. 4, 2017: the introduction of DDSS 7030 Advanced Radiology (1 CH). The modifications result in a total of **64 core credit hours** in the program.

Additionally, wording in the following supplementary regulation sections has been clarified:

- Section 1.1.2: that “The Pediatric Dentistry program accepts permanent residents and Canadian citizens only. The program does not accept international applicants.” (This reflects consistency in the Max Rady College of Dentistry Policy “New Resident Selection” for PGME. Students are dually registered in FGS and PGME.)

- Section 1.2.1: that the M.Sc. in Orthodontic and M.Dent in Pediatric Dentistry programs require “a Manitoba Dental Association License and a copy of CPR (Level C) certification” upon admission.

- Section 4.8.1.3: details regarding the oral defense process that affects both programs.

s. The Dept. of Psychology proposes program modifications, specifically, changes to its supplementary regulations concerning admission to the M.A. The department proposes to alter the wording to make it easier to admit students into the M.A. program who do not have an “honours” degree when the area feels that the student has the appropriate training to proceed directly to the M.A. The rationale is that many of the department’s high quality applicants come from institutions (e.g., from the U.S.) where a Canadian-style “honours” degree is not available. These applicants are nonetheless well prepared for the M.A program. Requiring such students to take an unfunded pre-Master’s year puts the U of M at a significant disadvantage in recruitment.

## **Motion was Carried**

### **2.**

a. The proposed mission statement for the Centre for Engineering Professional Practice and Engineering Education, including the vision, values, and goals for the Centre, as detailed in the attachment to this Report, was developed based upon identified areas and activities where the Centre has made the most impact within the Faculty of Engineering. More substantive and specific than the original mission statement, it reflects the evolution of the Centre and its role within the Faculty, since its establishment as the University’s inaugural academic centre, in 2014.

b. The Appendix to the proposal shows how the proposed mission and goals align with previous mission statement and with University’s strategic priorities, as well as the current and planned activities that support the goals.

c. Consistent with the policy on *Academic Centre and Institutes*, which specifies that, “academic centres/institutes normally provide for the strengthening, coordination or facilitation of educational activities not readily undertaken within the University’s department structure, building upon the expertise, competence and staff interest existing at the University,” the Centre’s activities contribute to initiatives that are either not the primary focus of any given Engineering department or fall outside of the mandate of the departments.

Examples given in the proposal and highlighted at the meeting include, first, the development and delivery of core courses common to the curricula of the Biosystems,

Electrical and Computer, Civil, and Mechanical Engineering degrees that do not relate to the disciplinary focus of any department, which has increased the quality of the courses and students' and instructors' experience of these. Second, the Centre's activities support the development of, and strengthen departmental design courses and curricula, including by providing professional development opportunities for faculty in design teaching and engineering education.

- d. The Committee raised the possibility that the Centre's role in advancing Indigenous Knowledge and sustainable design in Engineering education should be specifically referenced in the revised mission, vision, and goals. The Committee was satisfied with Faculty representatives' response that the importance of, and responsibility for, equity, diversity, and inclusion was not limited to the Centre but applied to the whole Faculty, as reflected in the Faculty's vision statement.
- e. The Committee was satisfied, based on the revised mission statement, including the vision and goals, and the discussion that occurred at the meeting, that the Centre had taken seriously and had responded to questions and concerns previously raised relating to the Centre's mandate. The Committee had also been reassured by clarifications that had been given with respect to the Centre's role in working with departments to develop curriculum, which was separate from the delivery of programs and discipline-specific courses by the departments.
- f. On the basis of the revised mission statement and the discussion that occurred with the Director, Dr. Friesen, and Dean Beddoes, at the meeting, and with the understanding that the Office of the Provost would continue to work the Faculty to address concerns related to the appointment of academic staff to the Centre, the committee reconsidered its previous decision to renew the Centre for three years and is recommending that the Centre be renewed for a period of five years, ending June 23, 2025.

### **Motion was Carried**

The review process followed that which is outlined in sections 2.3 and 2.4 of the Policy *Research Centres, Institutes and Groups*. The following was noted:

- a. Name of Research Centre/Institute: Manitoba Quantum Institute. The name is consistent with the emergent definition that "Institute" be used when several faculties and/or institutions are involved.
- b. Mission and Objectives:  
The mission of the Manitoba Quantum Institute (MQI) is to be the Centre for Quantum Research in Manitoba and to be a nationwide actor in the nascent quantum revolution where Canada is well positioned to be a World leader:
  - Increase the visibility of quantum research in Manitoba nationally and internationally
  - Provide a framework to tackle and to attract funding for medium and large-scale quantum projects which go beyond the means of an individual researcher
  - Provide a point of contact for cooperation with other quantum institutes in Canada and internationally as well as with industrial partners
  - Increase cooperation and collaboration amongst researchers in Manitoba

- Enhance facilities for training of highly qualified research personnel, such as graduate students and postdoctoral fellows
- Discuss ways to include quantum technologies in Physics Education and outreach activities

Scope of Activities:

- Contribute to and shape the National Quantum Strategy
- Actively pursue new funding opportunities in the context of the National Quantum Strategy as well as in existing collaborative funding streams
- Facilitate long-term scientific visitors
- Bring in seminar speakers on a variety of hot topics
- Organize workshops, summer schools, and conferences on topics of interest to members

Description of research benefits and opportunities:

MQI will not start from scratch but will rather build on a number of already existing bonds between quantum researchers in Manitoba. MQI will be well placed to develop collaborations with other quantum research institutes across Canada as well as take advantage of new funding opportunities emanating from a new quantum strategy presented to the Federal Government

c. Constitution:

An Executive consisting of a Director and 2 Co-Directors will be elected from the Permanent Members by a Policy Committee. The Policy Committee will be made up of all Permanent Members of the Institute. The Members of the Institute will fall into four categories:

- Permanent Members (referred to as Members) will include all interested faculty members from the University of Manitoba, Winnipeg University, and Brandon University including Professors Emeriti and Senior Scholars.
- Associate Members will include all postdoctoral fellows, research associates, and long term visitors (12 months or longer) to the Institute.
- Graduate students supervised by Permanent Members as well as summer undergraduate research students are eligible to become Student Members.
- Visitors include all short-term visitors (less than 12 months) for the duration of their stay.

Procedures for Appointments:

- The Policy Committee will elect new permanent members.
- The Executive upon request will appoint all postdoctoral fellows, research associates, and long-term visitors performing quantum research as Associate Members.
- All students supervised by permanent members will be eligible to become student members of the MQI.

- d. Management:  
The MQI will be managed on a day-to-day basis by an Executive consisting of a Director and 2 Co-Directors elected from the Permanent Members by the Policy Committee. The Director will be responsible for chairing Policy Committee meetings, budget preparation and control, reporting to and interacting with administrators at all three Universities, receiving written applications for funding, approving (in consultation with the Executive) applications of \$1,000 or more and submitting applications for funding on behalf of the Institute to the Universities and external funding agencies, as required. Co-Director 1 will prepare Annual Reports, advise the Director and where necessary assume the responsibilities of the Director. Co-Director 2 will organize seminar series, advise and assist the Director in budget preparation and act as Director if required. The Director will report to the Office of the Vice-President (Research and International).
- e. Physical Resources: The proposed research will be conducted using the existing offices, lab spaces, and instruments, as well as existing facilities at the MIM. No additional physical resources will be needed at this time.
- f. Financial Resources: Collaborative activities of the MQI will be supported for the first year by \$5,000 from the office of the Vice-President (Research and International) (UM), and by \$2,500 from the Faculty of Science (UM) and \$2,500 from the Faculty of Engineering (UM) for a total budget of \$10,000. The office of the Vice-President (Research and International) has also committed \$5,000 p.a. for the following 4 years, and the Faculty of Science has committed \$2,500 p.a. for the following 4 years.

**Motion was Carried**

*The UMGSA Senators*

## Appendix V :

### UMGSA Executive Reports May 21<sup>st</sup> - July 31<sup>st</sup>, 2020

#### President - Silvia Sekander

##### Executive Summary of Work:

- **Survey on Continuing Fee:** Worked on sending out a survey to the students regarding “Postpone Summer Graduate Continuing Fees” with UMGSA executives.
- **Award Committee:** Selected the short-listed candidates for student and teaching award.
- **International Student Quarantine Plan:** Met with Digvir and UMSU President
- **Advocacy Work:** Planning for participating in Lobby Week with UMSU

##### Meetings Attended:

Date	Meeting	Hours
May 26,2020	By-laws and Policy Committee Meeting	0.5 Hours
May 27, 2020	UMGSA Executive Meeting	1 Hour
May 27, 2020	UMGSA Council Meeting	1.5 Hours
May 28, 2020	UMGSA Finance Committee Meeting	1 Hour
May 28, 2020	Meeting with President Michael Benarroch	1.25 Hours
June 04, 2020	UMGSA Finance Committee Meeting	1.5 Hours
June 09, 2020	Advocacy meeting with UMSU President, UMSU VP advocacy, GSA VP Academic	1.5 Hours
June 09, 2020	Meeting with Vice Provost Laurie	1 Hour
June 11, 2020	By-laws and Policy Committee Meeting	1 Hour
June 14, 2020	UMGSA Executive Meeting	1 Hour
June 17, 2020	FGS student experience committee	1.5 hours
June 22, 2020	FGS Executive meeting	0.5 Hours
June 23, 2020	Meeting with Vice Provost Laurie	0.5 Hours
June 24, 2020	Senate meeting	2.5 Hours
June 30, 2020	UMGSA Executive Meeting	1.5 Hours
June 30, 2020	Smoke-free Campus Meeting	1 Hour
July 2, 2020	UMGSA Finance Committee Meeting	1 Hour
July 7, 2020	Meeting with Vice Provost Laurie	0.5 Hours
July 8, 2020	Meeting with Gitan, Blue Cross, Student Care	1 Hour
July 9, 2020	By-laws and Policy Committee Meeting	1 Hour
July 10, 2020	Meeting with Romel Dhalla of NBF	1.5 Hours
July 13, 2020	Meeting with Rebecca and Gitan	1 Hour
July 14, 2020	FGS faculty council meeting	1 Hour
July 14, 2020	UMGSA Executive Meeting	1 Hour
July 14, 2020	Special BOG Meeting	2 Hours
July 14, 2020	Services and Support Committee Meeting	2 Hours

July 16, 2020	Video Shoot of Grads Giving Back Program	1 Hour 15mins
July 16, 2020	Meeting for creating Social Media Manager Role	1 Hour
July 23, 2020	Award committee meeting	2 Hours
July 23, 2020	UMGSA Events Committee meeting	2 Hours
July 27, 2020	Meeting with UMBSA Executives	1 Hour
July 24, 2020	Meeting with Digvir Jayas	1.5 Hours
July 28, 2020	UMGSA Executive Meeting	1.66 Hours
July 28, 2020	Meeting with Karen from RBC	30 mins
July 30, 2020	Meeting with Digvir Jayas	1 Hour
July 31, 2020	Award committee meeting	2 Hours

**Meetings Missed:** None

**Time Spent in Meetings in June & July:** 44 Hours 40 minutes

**Office Hours:**

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in June & July:** 0 Hours

**Working Events Attended:** None

**Time Spent at Working Events in June & July:** 0 Hours

**Approximate Time Spent on Other Activities:**

Activity	Hours
e-mail Correspondence & other activities	70 Hours
Reviewing Award Applications	10 Hours

**Total Hours Spent on the UMGSA in June & July, 2020:** 124 Hours 40 mins

## Vice-President Finance and Administration - Nora Ampomah.

### Executive Summary of Work:

- **Preparation of documents for Committee Meetings:** Prepared draft revisions on various sections in the Governance and Operations Manual and presented them to the Finance and Bylaws and Policy Committees for evaluation and approval.
- **Presentation of Cases:** Presented grant-related cases on behalf of graduate students to the Finance Committee for deliberations and rulings in June.

### Meetings Attended:

Date	Meeting	Hours
May 26 <sup>th</sup> , 2020	UMGSA Bylaws and Policy Committee Meeting	0.50 Hours
May 27 <sup>th</sup> , 2020	UMGSA Council Meeting	1.5 Hours
May 28 <sup>th</sup> , 2020	UMGSA Finance Committee Meeting	1 Hour
June 1 <sup>st</sup> , 2020	Meeting with Executive Advisor	1 Hour
June 4 <sup>th</sup> , 2020	UMGSA Finance Committee Meeting	1.5 Hours
June 11 <sup>th</sup> , 2020	UMGSA Bylaws and Policy Committee Meeting	1 Hour
June 16 <sup>th</sup> , 2020	Phone Meeting with a Representative from National Bank Financial	0.25 Hours
June 16 <sup>th</sup> , 2020	UMGSA Executive Meeting	1 Hour
June 24 <sup>th</sup> , 2020	Phone Meeting with a Representative from Survey Monkey Apply	1 Hour
June 30 <sup>th</sup> , 2020	UMGSA Executive Meeting	1.25 Hours

**Meetings Missed:** None

**Time Spent in Meetings from May 21<sup>st</sup> - June 30<sup>th</sup>:** 10 Hours

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020. \**

**Time Spent in Official Office Hours from May 21<sup>st</sup> - June 30<sup>th</sup>:** 0 Hours

**Working Events Attended:** None

**Time Spent at Working Events in from May 21<sup>st</sup> - June 30<sup>th</sup>:** 0 Hours

### Approximate Time Spent on Other Activities:

Activity	Hours
Preparing Documents for Meetings	26 Hours
e-mail Correspondence	3 Hours
Other	4 Hours

**Total Hours Spent on the UMGSA from May 21<sup>st</sup> - June 30<sup>th</sup>, 2020:** 43 Hours



## Vice-President Finance and Administration - Nora Ampomah.

### Executive Summary of Work:

- **Preparation of documents for Committee Meetings:** Prepared draft revisions on various sections in the Governance and Operations Manual and presented them to the Bylaws and Policy Committees for evaluation and approval.
- **Presentation of Cases:** Presented grant-related cases on behalf of graduate students to the Finance Committee for deliberations and rulings in July.

### Meetings Attended:

Date	Meeting	Hours
July 2 <sup>nd</sup> , 2020	UMGSA Finance Committee Meeting	1 Hour
July 9 <sup>th</sup> , 2020	UMGSA Bylaws and Policy Committee Meeting	0.83 Hours
July 10 <sup>th</sup> , 2020	Meeting with a Representative from National Bank Financial	1.32 Hours
July 14, 2020	FGS Council Meeting	1 Hour
July 14, 2020	UMGSA Executive Meeting	1.32 Hours
July 16 <sup>th</sup> , 2020	Social Media Meeting	1.25 Hours
July 28 <sup>th</sup> , 2020	UMGSA Executive Meeting	1.62 Hours
July 29 <sup>th</sup> , 2020	Phone Meeting with a Representative from RBC	0.25 Hours

**Meetings Missed:** None

**Time Spent in Meetings in July: 8.59 Hours**

**Office Hours:**

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020. \**

**Time Spent in Official Office Hours in July: 0 Hours**

**Working Events Attended:** None

**Time Spent at Working Events in July: 0 Hours**

**Approximate Time Spent on Other Activities:**

Activity	Hours
Preparing Documents for Meetings	12 Hours
e-mail and Phone Correspondence	10 Hours
Other	6 Hours

**Total Hours Spent on the UMGSA in July, 2020: 36.59 Hours**

## Vice-President Services and Support - Etinosa Osemwota.

### Executive Summary of Work:

- **Internal Committee Membership:** In order to fulfill the membership requirements for the Services and Support Committee, the position was advertised. The Services and Support and Events Committee members have been successfully confirmed.
- **Revamping the events section of the UMGSA website:** With the help of the GCC, the previously underutilised events calendar on the UMGSA website was revived. In addition to UMGSA and HSGSA events, the calendar also includes GradSteps and Mitacs events. This provides graduate students with a one-stop-shop of all events being organised for graduate students.

### Meetings Attended:

Date	Meeting	Hours
May 28 <sup>th</sup> , 2020	Childcare working group	1 Hour
May 28 <sup>th</sup> , 2020	Finance Committee meeting	1 Hour
May 28 <sup>th</sup> , 2020	UMSU BOD meeting	1 Hour
June 4 <sup>th</sup> , 2020	UMGSA Finance Committee meeting	1.5 Hours
June 11 <sup>th</sup> , 2020	Initial orientation planning meeting with Judy	1 Hour
June 16 <sup>th</sup> , 2020	UMGSA Executive Committee meeting	1 Hour
June 16 <sup>th</sup> , 2020	Meeting with the UBC VP Student Life	1.5 Hours
June 17 <sup>th</sup> , 2020	FGS Student Experience Committee	1.5 Hours
June 16 <sup>th</sup> , 2020	UMSU BOD meeting	1 Hour
June 21 <sup>st</sup> , 2020	Meeting with the UBC VP Student Life	1.5 Hours
June 23 <sup>rd</sup> , 2020	Meeting with UMSU VPCE	0.5 Hours
June 25 <sup>th</sup> , 2020	UMGSA Events Committee meeting	1.5 Hours
June 30 <sup>th</sup> , 2020	UMGSA Executive Committee meeting	1.5 Hours

### Meetings Missed:

Date	Meeting Missed	Reason for Missing
June 17 <sup>th</sup> , 2020	Sexual Violence Steering Committee	Scheduling conflict

**Time Spent in Meetings in May & June: 15.5 Hours**

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in May & June: 0 Hours**

### Working Events Attended:

Date	Event	Hours
June 5 <sup>th</sup> , 2020	Black Lives Matter Rally	1.5 Hours

**Time Spent at Working Events in May & June: 1.5 Hours**

### Approximate Time Spent on Other Activities:

<b>Activity</b>	<b>Hours</b>
Preparing Documents for Committee Meetings	3 Hours
Preparing Council Reports	3 Hours
e-mail Correspondence	47 Hours

**Total Hours Spent on the UMGSA in May & June, 2020: 70 Hours**

## Vice-President Services and Support - Etinosa Osemwota.

### Executive Summary of Work:

- **Fall Orientation Planning:** Plans for the Fall orientation is ongoing with the Faculty of Graduate Studies.
- **Selection of the UMGSA awards recipient:** In accordance with my duties as a member of the awards committee, I partook in the selection of the UMGSA awards recipient for the PhD category.
- **Meeting with other Vice Presidents:** I met or corresponded through email with several Vice-Presidents involved in various aspects of student life to discuss ways in which they have adapted or plan on adapting to the remote learning style.

### Meetings Attended:

Date	Meeting	Hours
July 2 <sup>nd</sup> , 2020	UMGSA Finance Committee meeting	1.5 Hours
July 4 <sup>th</sup> , 2020	Meeting with the UBC VP Student Life	1 Hour
July 10 <sup>th</sup> , 2020	Meeting with the UMGSA National Bank Financial Advisor	2.5 Hours
July 10 <sup>th</sup> , 2020	UMGSA Events Committee meeting	1.5 Hours
July 14 <sup>th</sup> , 2020	UMGSA Services and Support Committee meeting	2 Hours
July 14 <sup>th</sup> , 2020	FGS Faculty Council meeting	2 Hours
July 14 <sup>th</sup> , 2020	UMGSA Executive Committee meeting	1 Hour
July 15 <sup>th</sup> , 2020	Sexual Violence Steering Committee	1.5 Hours
July 16 <sup>th</sup> , 2020	Meeting with HSGSA VPME	1 Hour
July 20 <sup>th</sup> , 2020	UMSU Member Services Committee	1.5 Hours
July 23 <sup>rd</sup> , 2020	UMGSA Events Committee meeting	2 Hours
July 28 <sup>th</sup> , 2020	UMGSA Executive Committee meeting	1.5 Hours

**Meetings Missed:** None

**Time Spent in Meetings in July:** 19 Hours

**Office Hours:**

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in July:** 0 Hours

### Working Events Attended:

Date	Event	Hours
July 6 <sup>th</sup> , 2020	Virtual jazz dance class	1.5 Hours
July 7 <sup>th</sup> , 2020	Virtual ballet dance class	1 Hour
July 13 <sup>th</sup> , 2020	Virtual jazz dance class	1.5 Hours
July 21 <sup>st</sup> , 2020	Virtual ballet dance class	1 Hour
July 28 <sup>th</sup> , 2020	Virtual ballet dance class	1 Hour

**Time Spent at Working Events in July:** 6 Hours

**Approximate Time Spent on Other Activities:**

<b>Activity</b>	<b>Hours</b>
Preparing Documents for Committee Meetings	4.5 Hours
Preparing Council Reports	3.5 Hours
e-mail Correspondence	62 Hours

**Total Hours Spent on the UMGSA in July, 2020: 95 Hours**

## Vice-President Academic – Rubel Chandra Talukder

### Executive Summary of Work:

- **Award Committee:** Selected the short-listed candidates for student and teaching award and sent it to FGS for their verification.
- **Continuing Fee:** Introduced the idea of suspending the continuing fee in Summer-2021 until Summer-2022 to the executive committee and hope it will lead to something cheerful for the students during this stressful COVID time.

### Meetings Attended:

Date	Meeting	Hours
May 27, 2020	Senate Executive Committee Meeting	1 Hour
May 27, 2020	UMGSA Executive Meeting	1.5 Hours
May 27, 2020	UMGSA Council Meeting	1.5 Hour
June 09, 2020	Advocacy meeting with UMSU President, VP advocacy, GSA president	1.5 Hours
June 10, 2020	Senate Executive committee	1.5 Hours
June 15, 2020	Advocacy training with Heather	1 Hours
June 16, 2020	Academic Integrity Advisory Committee	1 Hours
June 16, 2020	UMGSA Executive Meeting	1 Hours
June 17, 2020	FGS student experience committee	1.5 hours
June 22, 2020	FGS Executive meeting	0.5 Hours
June 24, 2020	Senate meeting	2.5 Hours
June 30, 2020	UMGSA Executive Meeting	1.5 Hours
July 04, 2020	Award committee meeting	2 Hours
July 06, 2020	Award committee meeting	2 Hours
July 10, 2020	Meeting with Romel Dhalla of NBF	1.5 Hours
July 14, 2020	FGS faculty council meeting	1 Hour
July 14, 2020	UMGSA Executive Meeting	1 Hour
July 23, 2020	Award committee meeting	2 Hours
July 28, 2020	UMGSA Executive Meeting	1.7 Hours
July 31, 2020	Award committee meeting	2 Hours

### Time Spent in Meetings in June & July: 29.2 Hours

#### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

### Time Spent in Official Office Hours in June & July: 0 Hours

#### Working Events Attended: None

#### Approximate Time Spent on Other Activities:

Activity	Hours
e-mail Correspondence & other activities	60 Hours

### Total Hours Spent on the UMGSA in June & July, 2020: 89.2 Hours

## HSGSA President - Akshi Malik

### Executive Summary of Work:

- Chaired HSGSA exec meetings; attended UMGSA meetings; attended FGS meetings; working with International student support group and organized two yoga events.

### Meetings Attended:

June 01, 2020	HSGSA Executive Meeting	2.5 Hours
June 09, 2020	Webinar with FGS	2 Hours
June 15, 2020	HSGSA Executive Meeting	1 Hour
June 16, 2020	UMGSA Exec meeting	2 Hours
June 22, 2020	FGS Executive Meeting	2 Hours
June 24, 2020	HSGSA Exec meeting	1 Hour
June 30, 2020	UMGSA Exec meeting	2 Hours

**Meetings missed:** none

**Time Spent in Meetings in June: 12.5 Hours**

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in June: 0 Hours**

### Working events attended

June 07, 2020	HSGSA Yoga	1 Hour
June 11, 2020	HSGSA Game night	2 Hours
June 14, 2020	HSGSA Yoga	1 Hour

### Approximate time spent on other activities:

HSGSA exec/council agenda prep	2.5 Hours
Email correspondence	4 Hours

**Total hours spent on the UMGSA & HSGSA for June, 2020: 25 hours**

## HSGSA President - Akshi Malik

### Executive Summary of Work:

- Chaired HSGSA exec meetings; attended UMGSA meetings; attended FGS meetings; worked with International student support group and CSHRF planning team.

### Meetings Attended:

July 01, 2020	CSHRF Meeting with Ed	1 Hours
July 10, 2020	Dr. Khadem Poster Award Meeting	1 Hour
July 10, 2020	HSGSA Executive Meeting	1.5 Hours
July 13, 2020	CSHRF Meeting with Ed	0.5 Hours
July 14, 2020	FGS Council Meeting	2 Hours
July 14, 2020	UMGSA Exec meeting	1 Hour
July 21, 2020	CSHRF Planning	1.5 Hours
July 28, 2020	UMGSA Exec meeting	1 Hour
July 29, 2020	CSHRF Planning	1 Hour
	International student support group	2 Hours

**Meetings missed:** none

**Time Spent in Meetings in July: 11.5 hours**

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in July: 0 Hours**

### Working events attended

July 5, 2020	HSGSA Yoga	1 Hour
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### Approximate time spent on other activities:

HSGSA exec/council agenda prep	3 Hours
Email correspondence	6 Hours

**Total hours spent on the UMGSA & HSGSA for July, 2020: 22.5 hours**



## Senator 1 - Akeem Azeez

### Executive Summary of Work:

- **Summary:** I participated in the meetings below; the necessary information gotten was disseminated to the right quarters.

### Meetings Attended:

Date	Meeting	Hours
June 14 <sup>th</sup> , 2020	UMGSA Executive Meeting	1 Hour
June 18 <sup>th</sup> , 2020	Student Senate Caucus Meeting	1 Hours
June 24 <sup>th</sup> , 2020	University Senate Meeting	3.5 Hours
July 14 <sup>th</sup> , 2020	Appeal Committee Meeting	1 Hour

### Meetings Missed: None or

Date	Meeting Missed	Reason for Missing
July 28 <sup>th</sup> , 2020	UMGSA Executive Meeting	Meeting with my advisor

**Time Spent in Meetings in June & July: 6.5 Hours**

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in June & July: 0 Hours**

### Working Events Attended:

Date	Event	Hours
N/A	N/A	

**Time Spent at Working Events in June & July: 0 Hours**

### Approximate Time Spent on Other Activities:

Activity	Hours
Preparing Documents for Meetings	3 Hours
e-mail Correspondence	6 Hours

**Total Hours Spent on the UMGSA in June & July, 2020: 15.5 Hours**

## Senator 2 - William Dowie

### Executive Summary of Work:

- **Senator Meetings:** attended Student Senate Caucus, Senate Executive, and Senate
- **UMGSA portfolio – other committees:** attended various committees on zoom sessions: Sustainability, Co-Curriculum Record, Counselling Services (Bullying workshop; PPTx available)

### Meetings Attended:

Date	Meeting	Hours
June 10 <sup>th</sup> , 2020	Regular Meeting – Senate Executive	1.25 Hours
June 11 <sup>th</sup> , 2020	Co-Curricular Record (Student Life) Orientation	1 Hour
June 16 <sup>th</sup> , 2020	UMGSA Executive	1.25 Hours
June 17 <sup>th</sup> , 2020	Sustainability Committee	2 Hours
June 18 <sup>th</sup> , 2020	Student Senate Caucus	1.25 Hours
June 24 <sup>th</sup> , 2020	Senate	2.5 Hours
June 30 <sup>th</sup> , 2020	UMGSA Executive	1.25 Hours
July 9 <sup>th</sup> , 2020	Counselling Services' Workshop on Bullying	1.5 Hours
July 10 <sup>th</sup> , 2020	Investments held by UMGSA; National Bank	1.5 Hours
July 14 <sup>th</sup> , 2020	FGS Council	1.5 Hours
July 14 <sup>th</sup> , 2020	UMGSA Executive	2 Hours
July 28 <sup>th</sup> , 2020	UMGSA Executive	1.75 Hour
July 29 <sup>th</sup> , 2020	Preparation help for UMGSA Survey (for fee increases)	1 Hour

**Meetings Missed:** None

**Time Spent in Meetings in June & July: 19.75 Hours**

### Office Hours:

*\*All Executive Office Hours were suspended due to COVID-19 effective March 17<sup>th</sup>, 2020.\**

**Time Spent in Official Office Hours in June & July: 0 Hours**

### Working Events Attended:

Date	Event	Hours
N/A	N/A	

**Time Spent at Working Events in June & July: 0 Hours**

### Approximate Time Spent on Other Activities:

Activity	Hours
Preparing for Council – Review Tasks, Prepare Summary Report	3 Hours
Preparing & Debriefing   Senate meetings (all types)	4 Hours
Preparing & Debriefing   Committees under my prevue	1 Hour
Email / WhatsApp correspondence (one hour per week allotted)	11 Hours

**Total Hours Spent on the UMGSA in June & July, 2020: 38.75 Hours**

**Future activities:** outreach project regarding ‘mature’ students (to promote graduate research opportunities); expansion of CCR categories for CV enhancement (esp. MITACS workshops); continuing endorsement of mental health services’ workshops geared to graduate students; more marketing of ‘sustainability on campus’ opportunities.

## **Appendix VI :**

### **Proposed Wording for Article XVIII: Ethical Purchasing**

#### **Article XVIII: Ethical Purchasing**

1. The UMGSA wherever possible will make purchases as local as possible, preferably Manitoba, and Canada in that order.

## **Appendix VII :**

### **Proposed Wording for Article X: External Committees**

#### **Article X: External Committees**

All UMGSA representation on external committees is mandate by the committee's bylaws and guidelines. This list is not exhaustive and is subject to change. The terms of reference of any external committee is the governing document which depicts its membership and mandate. As such, it supersedes the GOM in this regard.

To ensure maximum participation of the GSA on External Committees, the UMGSA President must first distribute membership among members of the UMGSA Executive Committee before fulfilling participation with other graduate students.

#### **University of Manitoba Student Union (UMSU)**

UMSU Board of Directors – UMGSA President/ Designate  
UMSU Member Services Committee

#### **Faculty of Graduate Studies (FGS)**

FGS Executive Committee- UMGSA President, VPA, HSGSA President/proxy  
FGS Faculty Council  
FGS Appeals Committee – Not the VPA  
FGS Awards Committee – Each field is represented by SSHRC, NSERC, CIHR)  
FGS Programs and Guidelines Committee  
FGS Graduate Student Experience Committee

#### **Graduate Strategic Enrolment Management Plan (SEMP)**

Three spots. Must include a domestic, an international and indigenous graduate student.

#### **Senate Committees**

All references to Senator include the UMGSA Senator 1, Senator 2 and the Vice President Academic (VPA).

Senate Executive Committee (SEC)  
Senate Committee on Academic Accommodation Appeals  
Senate Committee on Academic Computing (SCAC)  
Senate Committee on Academic Dress (SCADR)  
Senate Committee on Academic Freedom (SCAF)  
Senate Committee on Academic Review –  
Senate Committee on Admissions (SCADM) –  
Senate Committee on Admissions Appeals (SCAA)  
Senate Committee on Appeals (SCAPP) –  
Senate Committees on Awards (SCAWA)  
Senate Committee on the Calendar (SCOC) – A yearly rotation with UMSU

Senate Committee on Curriculum and Course Changes (SCCCC)  
Senate Committee on Instruction and Evaluation (SCIE) –  
Joint Senate Committee on Masters’ Programs – Must be a student in JMP  
Senate Committee on Libraries (SCL) – Must be from different faculties  
Senate Committees on Nominations (SCN) –  
Senate Planning and Priorities Committee (SPPC) – Not VPA – Research\*  
Senate Committee on Rules and Procedures (SCRP) –On yearly rotation with UMSU  
Senate Committee on University Research (SCUR) – Must be from different faculties.

### **Other External Committees**

Student Senate Caucus – VPA Co-chairs, UMGSA President, Senators  
University Discipline Committee – UMGSA President  
Local Discipline Committee (LDC) Hearings – UMGSA VPA  
Responsible Conduct of Research (RCR) Committee Hearings – Executive Volunteers  
U of M Student Experience Committee (SEC) - UMGSA President and 3 VPs.

### **Other Committee/Board/Group Spots to be filled by UMGSA Executives**

Board of Governors – President  
Board of Governors Committee(s) – President  
U of M Budget Advisory Committee – President  
U of M Alumni Relations Working Group  
Alumni Association Council  
Organizational Safety and Health Advisory Committee (OSHA)  
President’s Task Force on Equity, Diversity and Inclusion (EDI)  
International Advisory Committee (IAC)  
Campus Planning and Design Committee (CPDC)  
Strategic Enrolment Management Steering Committee  
Instructional Space Management Advisory Committee (ISMAC)  
Champions for Mental Health Group – VPSS  
Campus Working Group -VPSS  
Campus Children’s Centre Advisory Group  
Academic Schedule Review Committee (SCRC)  
Respectful Work, Learning Environment & Sexual Assault (RWLE&SA) Policy  
Advisory Committee  
Sexual Violence Steering Committee (SVSC) – VPSS  
Spiritual Care Advisory Committee – VPSS  
Campus Sustainability Committee  
Co-curricular Record (CCR) Review Committee  
Accessibility for Manitobans Act Steering Committee (AMA)- VPSS  
Academic Integrity Advisory Committee – VPA  
Survey Review Committee  
Next Gen Web Experience (NGWE) Project Board  
University IT Advisory Council (UITAC) & UITAC Sub-Committees  
UMFM Board of Directors (Must be Canadian citizen due to CRTC Rules).

## **Appendix VIII :**

### **Proposed Wording for Article XIII, Section I. Conference Grants.**

#### **Article XIII: Grants and Awards**

##### **I. Conference Grants**

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an Executive term will become the responsibility of the new Executive.

##### **1. Budgeting and Evaluation**

- a. The annual conference grant budget will be divided into 12 periods, each starting on the 18<sup>th</sup> of one month and running to the 17<sup>th</sup> of the following month.
- b. The budget for each of the 12 periods will be defined proportionally based on the value of conference grant applications over the past five years.
- c. The distribution of conference grant funding as stipulated in points a and b will be finalized during the first month of each new Executive term.
- d. Following the 17<sup>th</sup> of each month, conference grant applications from the previous period will be assessed by the Finance committee.
- e. If the total value of conference grant applications is less than the available amount for a given period, then all eligible applications will be approved, and the surplus budget will rollover into the following period.
- f. If the total value of conference grant applications exceeds the available amount for a given period, then applications will be prioritized in the following manner:
  - i. Applicants who have received the least amount from the UMGSA conference grant program during their current degree.
- g. Once the applications are prioritized, conference grants will be awarded up to the budgetary threshold of that period. Remaining applications will not be awarded, but applicants will be able to re-apply.

##### **2. General Regulations**

- a. Applicants must use the online UMGSA Conference Grant Application form. Applications for Conference Grants must be complete, or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. Applicants are required to provide a basic translation into English of any foreign language documentation.
- d. The maximum amount available to an individual over the course of a degree program from the UMGSA conference grant program are as follows:
  - i. \$500 over the course of a Masters program.

- ii. \$1000 over the course of a Doctoral program.
- e. The maximum conference grant amounts available per application are as follows:
  - i. \$500.00 for conferences outside of Canada and the 48 conterminous states of the USA.
  - ii. \$300.00 for conferences within Canada or the 48 conterminous states of the USA.
  - iii. \$150.00 for conferences in the province of applicant residence.
- f. No Applicant may receive Conference Grants totaling in excess of \$500.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 within that period of a year.
- g. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
- h. The Finance Committee reserves the right to investigate and verify information provided by applicants.
- i. Complete applications must be submitted online between 60 days prior to the first conference day and 60 days following the last conference day.
- j. The applicant must declare their city of residence as a part of their application.
- k. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
- l. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student.
- m. Applications will not be accepted if conference attendance is part of a job interview process, or in cases where the student will receive course credit for that attendance. With the exception of students in the artistic programs



## **Appendix IX :**

### **Proposed Wording for Article XIII, Section II. Special Project Grants**

#### **Article XIII: Grants and Awards**

##### **II. Special Project Grants**

1. The UMGSA makes funds equitably available for special projects and events which could potentially benefit a large number of the graduate student population at the University of Manitoba. These may include but are not limited to expenses related to hosting guest speakers, professional development workshops and graduate publications. Additionally, the UMGSA is an event sponsor as a funding contingency for special projects. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
  - a. Socials
  - b. Department publicity brochures
  - c. Personal Funding for graduate students
  - d. Travel to events
  - e. Membership dues
2. Applications will be accepted throughout the year by the Finance Committee of the UMGSA and be reviewed as follows:
  - a. Applications with proposals must be received no later than (1) week prior to the Finance Committee Meeting
  - b. The Finance Committee will bring forth their recommendations on Special Project Grants to the monthly UMGSA Council meeting, where Council can debate and ask for more detail on the decisions made by the Finance Committee.
  - c. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled UMGSA Council Meeting.
  - d. All applications must be received within four (4) months of the special project event.
3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form. The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated. Any application that does not comply with the rules outlined in the Financial Policy Section will be rejected, with opportunity given to resubmit a compliant application to the Finance Committee.
  - a. Special Project Grants of \$250.00 or less must submit all documents but will not be required to present to the Finance Committee.
  - b. Recommendation for grants greater than \$250.00 will require the applicant to present to the Finance Committee.
  - c. The Finance Committee will formally approve Special Project grants of \$500 or less without presentations to Council
4. General Regulations:

- a. Applications for grants must be complete or they will not be considered.
- b. All applications **with their proposals** must include a budget that outlines all other sources of revenue and estimated expenses.
- c. Applicants whose departments receive department grants from the UMGSA will have to justify why this departmental grant was inadequate to fund the project in question.
- d. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
- e. Recipients are required to provide a final budget within one month of the completion date stated in the application.
- f. Grants will not cover services already provided at the University.
- g. The maximum amount obtainable for any project is \$500.00.
- h. Grants may not be used for University departmental operating expenses. The cheques can only be issued directly to a University UMGSA-departmental bank account or a graduate student affiliated group bank account.
- i. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the UMGSA in any publications, broadcasts or advertisements arising from that grant.
- j. The VPFA will request reports from Recipients within one month of the event, which will be included in the VPFA's next report to Council**
- k. The UMGSA will not use student funds for donations to external organizations but will help facilitate requests for fundraising.
- l. Recipients of the Special Project Grant will refund the said grant to the UMGSA when the project is cancelled. If a refund cannot be granted, a report explaining why must be sent to the VPFA within a month of cancellation.
- m. In unique situations, such as the death of a UMGSA student, the UMGSA Executive may decide on a donation, of no more than \$250.00 CAD, on behalf of the UMGSA. Donations of up to a maximum of \$500 may be recommended to Council for approval.