

MINUTES

127th Meeting of the Science Faculty Council

held on Thursday, May 31 2012, at 10:30 a.m. in 201 Armes

PRESENT:

M. Whitmore (Chair)	R. Roshko	M. Piercey-Normore
P. Graham	T. Schultz	P. Hultin
M. Docker	J. Bate	G. Robinson
S. Renault	R. Thulasiram	J. Sorensen
J. van Wijngaarden	T. Kucera	T. Booth
E. Huebner	D. Gunderson	Y. Zhang
J. Stacey	K. Scott	H. Luong
C. Bartels	S. Whyard	P. Blunden
E. Smirnova	S. Cardona	D. Court
Andre Samson	M. Bieringer	E. Nichols
J. van Rees	P. Budzelaar	John Anderson
K. Sharma	L. Lester (recorder)	

REGRETS:

M. Doob	G. Anderson	J. Hare
M. Sumner	B. Haan	S. McKenna
R. Sparling	S. Page	A. Worley
K. Brassinga	R. Eskicioglu	X. Wang

GUESTS: J. McConnell

1. Approval of Agenda

MOTION: to approve the agenda. Moved by J. Bate, seconded by P. Graham.

CARRIED

2. Approval of Minutes

MOTION: to approve the minutes of the 126th meeting of Faculty Council, held on March 6, 2012. Moved by J. Bate, seconded by P. Hultin.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Harmonization

Associate Dean M. Piercey-Normore summarized the proposed changes for Science in the Harmonization of Transit and Academic Assessment Procedures for Arts, Science and

University 1 (attached). This has been approved by Arts and University 1 and will be forwarded to Senate as a package. Faculty Executive reviewed the changes and recommended, following some editorial changes, approval by Faculty Council.

MOTION: to approve the proposed changes in the harmonization document. Moved by M. Piercey-Normore, seconded John Anderson.

CARRIED

5. Department of Mathematics Bylaws

The Department of Mathematics Bylaws have been reviewed twice by Faculty Executive Council and recommended, with minor editorial revisions, for approval by Faculty Council.

MOTION: To approve The Department of Mathematics Bylaws. Moved by T. Booth, seconded by T. Kucera.

CARRIED

6. Outstanding Workplace Initiative (attached)

Dr. Whitmore presented the results of the Outstanding Workplace Initiative. He will do a similar presentation to support staff. Stan Amaladas, Learning and Change Consultant, is organizing focus groups with faculty members and support staff.

7. Dean's Report (attached)

8. Other Business

Promotion and Tenure document – the revisions do not require Faculty Council approval and therefore a Faculty Council meeting is not required. Formal input was requested and a meeting has been scheduled for June 4 where additional advice will be sought.

8. Adjournment

MOTION: To adjourn the meeting at 11:30. Moved by T. Booth, seconded John Anderson.

CARRIED

THE UNIVERSITY OF MANITOBA
Faculty of Science
250 Machray Hall
Office of the Dean
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 22, 2012
TO: All Members of the Faculty Council of Science
FROM: Lorraine Lester, Secretary

<p>AGENDA 127th Meeting of the Faculty Council of Science Thursday, May 31, 2012 at 10:30 a.m. 201 Armes Building</p>

1. Approval of the Agenda.
2. Approval of the Minutes of the 126th meeting held on March 6, 2012 (attached).
3. Business Arising from the Minutes.
4. Harmonization of Transit and Academic Assessment Procedures for Arts, Science and University 1 (attached).
5. Department of Mathematics Bylaws (attached).
6. Outstanding Workplace Initiative.
7. Dean's Report.
8. Other Business.
9. Adjournment.

Proposed Changes to Transit and Academic Assessment Procedures for the Faculty of Arts, the Faculty of Science and University 1

Background:

Prior to Fall 2006, when Aurora Student was implemented, the Faculty of Arts (Arts), the Faculty of Science (Science) and University 1 (U1) had the same method of academic assessment. Students were assessed upon completion of 24 credit hours and every point thereafter. Essentially, students were expected to achieve a C average on half of their courses to remain in good standing, and could not accumulate more than 48 hours of additional attempts.

As of Fall 2006, Arts, Science and U1 developed different methods of assessment, based on perceived needs and what it was understood Aurora Student could reasonably do. Also at this time, Senate mandated that the minimum admission requirements for most faculties would be a 2.00 cumulative GPA. Although Arts and Science proposed that this standard be a 2.00 on the student's best 24 hours, they were only permitted to enact this as an admission on the permission of the Dean. It should be noted that most other faculties/schools admit students on the basis of an Adjusted GPA (AGPA).

The different assessment standards, and increased admission requirements (previously, admission to Arts and Science was based on completed credit hours only) caused problems for students and administrators. It became harder for a student to succeed in U1 than it was for them to be admitted to Arts or Science. Also, although the 2.00 on permission of the Dean was in place, there were no protocols to effect this, and as a result, many students in U1 either were suspended without the benefit of admission to Arts and Science, or stayed in U1 much longer than was desirable (that is, they accumulated too many undesirable grades, and progressed too far in their hope for studies without satisfying the requirements of a degree they were more likely to fulfill, namely Arts or Science).

Arts, Science and U1 spoke many times about again harmonizing assessments, with no definitive plan. Because in Fall 2012, Science and in Fall 2013, Arts will admit certain students directly from high school, Associate Vice-Provost Gottheil urged the three units to conclude this harmonization.

Observations:

The required minimum entrance standard of a 2.00 CGPA for transit to Arts or Science has led to a large number of students (approximately 600 students per year) unable to progress beyond U1 into a degree granting faculty and therefore must return to U1 to improve their GPA. Although there are multiple reasons why remaining in U1 beyond the equivalent of a first year is problematic, one of the most damaging concerns is that students who have performed poorly and continue to do so, or who are only doing marginally well, are at risk of exceeding the number of poor grades permitted in Arts or Science as well as at the risk of exceeding the total number of attempts permitted to attain a degree in the other faculties and schools.

Although a degree in Arts or Science may not be the intended first choice for some students, in many cases it is the reality for those who have performed poorly in their first year. For these students, the additional course work needed to improve their CGPA to a competitive level can be best planned with a parallel focus of achieving admission to another faculty/school while also completing the requirements of a first degree in Arts or Science. To better support this reality, students should be able to progress into Arts or Science to begin this process rather than remaining in U1 until they achieve a competitive gpa. However as it stands now, the CGPA requirement that restricts students from transiting sets these students up to require a much higher performance in a second year of university than that required of a graduating student who must have a 2.00 GPA on their best 90 credit hours for an Arts or Science degree.

Conclusions:

U1 was designed to support the first year experience and assist with transition issues commonly experienced by new students. It was intended to be a one year program to provide opportunity for exploration along with specialized academic and personal advising to foster student growth and improve retention. It was projected that some students would progress without difficulty and others would not, and therefore additional advising support would be offered to these students at an early intervention stage in effort to effect change.

However, it was also expected that at some reasonable point in time a student would progress forward to a degree granting faculty (Arts, Science or another faculty to which the student qualified) with enough degree attempts left to meet the graduation standards. Then if the student still performed below the expected standard the assessment regulations of suspension would be enacted to require time for the student to re-evaluate, recover and/or re-group before a return to studies. Upon that return the student would be given the opportunity to correct

the academic record for past performance and start afresh with a new chance to achieve a degree.

The requirement for students to remain in U1 until the CGPA is at a 2.00 standard has great effects on the mandate and services of U1. Students who remain in U1 beyond the equivalent of the first year no longer have the same needs as a new first year student. This means that the population of U1 has become more diverse and the original mandate of the unit may no longer serve the diversity of this population. The growing number of returning students to U1 has also increased the total student population registered at one time which in turn increases the staff workload, which affects the availability, approach and knowledge base of the advising staff and services of U1 to meet the needs of all students - new, returning and now more than ever the under-performing returning students.

With the move to direct-entry for the faculties of Arts and Science, students entering from a U1 route will be at a disadvantage compared to the direct-entry students as they must perform at a higher level in their first year than what is required of direct-entry students for progression and graduation in the degree. As well, the lack of progression out of U1 for students who have performed poorly or marginally well causes great strain on a student's financial and emotional resources which in turn leads to a negative reflection of the University and decreased retention, all of which are not the intention of the University 1 program.

The goal of a harmonized transit and assessment procedures is to ensure;

- a) progression of students from University 1 to a degree granting faculty,
- b) equitable entrance and assessment standards for U1 and direct-entry students,
- c) the development of an academic advising strategy that focuses on early intervention and academic support for students performing below a specific standard.

Harmonizing the transit and academic assessment procedures of University 1, the Faculty of Arts and the Faculty of Science is viable solution to these issues as well as a great opportunity to use the expertise of staff efficiently and in the right direction for student success. If the needs of students are addressed by the appropriate personnel and procedures, student will receive the assistance and guidance they require for the best personal and academic experience at the University.

Recommendations:**1. Transit Conditions:**

- Will be based on completed plus in progress credit hours.
- Students will not be required to achieve a particular GPA to facilitate transit as the transit will be based on the number of credit hours completed plus the number of credit hours in progress. [Note: programming changes in Aurora may be necessary.]
- Students in U1 who exceed the limit of 'F' grades permitted in Arts and Science may not be admissible to Arts or Science until a period of suspension is satisfied. Such students will be treated in the same manner as students registered in Arts or Science who exceeds the limit of poor grades permitted for those degrees.
- University 1 students who are required to satisfy a one year suspension will transit to Arts or Science following the year suspension.

- If a student has < 24 credit hours of completed/in progress course work then student must remain in U1.

- If student has 24 to 27 credit hours of completed/in progress course work then student (i) may remain in U1 to complete an additional term to bring credit hours up to 30 hours; OR (ii) can transit to either Arts or Science; OR (iii) can apply for transfer to another faculty/school for which they qualify.

- If student has > or = 30 credit hours of completed/in progress course work then student must transit or transfer out of U1 to Arts or Science or apply for transfer to another faculty/school for which they qualify.

- Students who have completed 30 credit hours or more after the transit date and registration for the next Fall Term, will be contacted and assisted to manually transit to Arts or Science. [Note: It is expected that programming in Aurora can be developed to automate this process.]

- If the student qualifies to transit to Arts or Science (i.e., the student's completed plus in progress credit hours are = or > 24 credit hours) and subsequently withdraws from the in-progress credit hours and therefore technically are no longer eligible to transit, they will be permitted to remain in Arts or Science.

Transfer Students:

- The current admission policy will apply to transfer students i.e., transfer students with = or > 24 credit hours of completed course work will not be considered for admission to U1. Such students must apply for admission to Arts or Science or another faculty/school and meet the existing admission requirements.
- For Arts and Science, the student must have a cumulative GPA of 2.00 or be admitted on the recommendation of the Dean by meeting an adjusted GPA of 2.00 on the best 24 credit hours of course work.
- Students who have exceeded the limit of 'F' grades permitted in Arts/Science may not be admissible until a period of suspension is satisfied.
- Transfer students with < 24 credit hours of completed course work will be admitted to U1 providing they meet the University and admission requirements for U1.

2. Academic Assessment Criteria and Procedures:

- Arts, Science and U1 will adopt the same academic assessment criteria to eliminate differences amongst U1 students and direct-entry Arts and Science students.
- Formal assessment through AURORA will occur at the end of each term that the student completes a course.
- There will be only two formal assessment categories: Minimum Met and Academic Suspension.

Minimum Met (MM)

- A student will be assessed MM if the student has accumulated less than 36 credit hours of 'F' grades.
- Categories of students at risk of exceeding the limit of 'F' grades will be identified. Similarly students who continue to perform marginally i.e., have a GPA of = or < 1.75 will also be identified for intrusive advising. Additionally, student who are nearing completion of half of their degree (48 credit hours or more) with a DGPA of <2.00 will also be identified as a graduation warning and will be advised accordingly.

- Students identified in warning categories will receive intrusive advising to assist with improving their academic standing. See Appendix 1 for details.

Academic Suspension

- A student will be placed on academic suspension for one calendar year if they accumulate more than 36 credit hours of 'F' grades.
- Following the one year suspension the student will return to their faculty and be given the option of (i) continuing with no further 'F' grades or (ii) "Start Afresh" with no transfer of credit hours (Arts)/transfer up to 30 credit hours (Science). A student who chooses option #1 and subsequently accumulates another 'F' grade will be placed on academic suspension for 2 years and will be required to 'Start Afresh' with no transfer of credit hours (Science will continue to permit transfer of up to 30 credit hours.)

3. Honours List/Dean's Honour List:

- A student will qualify for the DHL or U1 HL if they have completed a minimum of 12 credit hours in a given term and have a term GPA of 3.75
- External courses will not count into the determination for DHL or HL as the functionality provided by AURORA cannot include external courses. (Science has, in the past, considered external grades, and will continue to do so.)

4. Advising:

- Intrusive advising is imperative to facilitate the transition process into another faculty/school.
- Students who make a decision to transit to Arts or Science will declare the faculty of their choice through the transit function.
- Students who are required to exit U1 i.e., have accumulated > or = 30 credit hours of completed/in progress course work, but who are undecided on a destination faculty or are ineligible for admission to their faculty/school of first choice at this time, will transit to Arts or Science. [Note: It is hoped that transit functionality within Aurora Student can assist to identify the students who have the intent to work towards admission to another faculty/school while in Arts or Science so that these students can be contacted to develop appropriate parallel planning for these goals.]

By-laws of the Department of Mathematics

30 April 2012

1 Membership in Department Council

- A. Academic staff members with faculty rank in the Department, including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors 1 and 2, and Senior Instructors.
- B. Two student members:
 - 1. Student membership will consist of one graduate student and one undergraduate student. The graduate student is to be elected from and by graduate students in the department. The undergraduate student is to be appointed by the Science Students' Association; the SSA is asked to appoint a mathematics student if possible.
 - 2. The term of a student member is from the date of selection until the following August 31.
 - 3. Student members have full rights of membership, except that they cannot be present in discussion and voting related to individual students' academic performance, examinations, academic awards, or to matters involving promotion, tenure, and other such career progress assessments of individual faculty members.
- C. One support staff member: The support staff member will be elected by and from the support staff in the Department to serve a term of two years.
- D. One office or administrative assistant as non-voting recording secretary.
- E. In accordance with the Agreement between the University of Manitoba and L'université Saint-Boniface, March 18, 2008 all staff holding academic appointment with rank in that University, and who teach courses listed by the Department of Mathematics, shall be members of the Mathematics Department Council, with full voting privileges on all matters except the financing, the financial administration and the staffing of the University of Manitoba.
- F. Ex-officio members as mandated by University Regulations.
- G. Assessors.
 - 1. An *assessor* to the Department Council is someone who is not a member of the Council, but has the right to attend Department Council meetings and participate in debate. Assessors may not vote or initiate motions or amendments.

2. Assessor status may be granted at any time to any person by means of a motion put forward (by a Council member) and passed at a meeting of the Council with quorum.

3. Assessor status will be granted for a fixed term, explicitly stated in the motion.

4. Assessors may be excluded from certain meetings or parts of meetings by a vote of Council, or for confidential matters, the Chair can ask assessors to leave the meeting.

5. The following are normally given assessor status: Adjunct professors of the department; Senior Scholars of the department; Professors Emeritus/Emerita.

2 Chair

The Head of the Department (or his/her delegate) has the right to the office of Chair of the Council. If the Head chooses not to exercise this right, the Council shall elect a Chair at its next meeting. The term of such an elected chair will be one year unless the motion of election specifies a shorter term.

3 Meetings

A. Timing of meetings:

The Council shall meet at least twice a year, once in each of Fall and Winter semesters.

1. A meeting may be called by the Head at any time.

2. Upon receipt of a written request from any six members of the Council, the Head shall call a meeting to take place within ten working days.

B. Notice of a meeting, together with a proposed agenda, is to be given at least five working days in advance of the meeting.

C. The Chair or designate shall preside at each meeting and shall ensure that minutes are taken and circulated to all members of the Council.

D. Quorum for meetings is one-third of the actual membership of the Council. The number currently required for a quorum shall be computed in advance and included with the notice of a meeting.

4 Powers and Duties

A. To advise the Head on all matters submitted to it by the Head.

B. To recommend to the Head or, through the Head, to any appropriate officer or body of the University, such actions as it may deem to be desirable.

C. To carry out such duties and responsibilities as may be assigned to it by the Science Faculty Council.

5 Committees of the Department Council

- A. The Department Council may delegate any of its powers to standing or ad hoc committees. Some committees may be elected, some appointed by the chair of the council and some may be made up of both elected and appointed members.
- B. The Head of the department is an ex officio member of all committees.
- C. Reports of committees, except on matters deemed to be confidential, are to be made accessible to all staff and students in the department.
- D. A Department Council member may request in writing to the Head a change in the membership of elected members (not ex-officio members) in a particular committee. In the event that a resolution can not be achieved informally by the Head, the following procedure will apply. Confidentiality shall be maintained.
 - (i) The Head will arrange for a special meeting of the department's Executive Committee to hear from relevant committee members and other concerned individuals, and to discuss any concerns or proposed change(s).
 - (ii) Executive will make and forward its recommendation as a motion to be voted on at the next Department Council meeting.
 - (iii) Department Council votes on the motion by secret ballot, which requires a majority of the entire membership to pass. If any change passed by Council leaves a vacancy in a committee, the vacancy is filled according to usual procedures applying to committees.

Descriptions of the standing committees occur in the appendix *Committees of the Department of Mathematics*.

6 Rules for Departmental Council meetings and committee meetings

- A. Standing rules may be adopted or amended by majority at a duly called and constituted meeting.
- B. Unless otherwise provided for in the standing rules, all meetings shall be conducted according to: Henry M. Robert III and others, *Robert's Rules of Order Newly Revised*, 10th ed., Perseus Publishing, Cambridge, Mass., 2000.

7 Elections

- A. Elections to contested positions are to be held by secret ballot. In the case where a member who is not physically present wishes to vote, the ballot may be submitted by e-mail, mail, or courier to a scrutineer and returning officer chosen from the office staff.
- B. A version of the Single Transferable Ballot is used to resolve contested elections, and a description of the procedure is attached to these By-laws as an appendix.

- C. Ballots from a contested election are to be stored securely for one year following the election, or until a motion to destroy the ballots is approved by a majority vote of the Council, whichever happens first.
- D. The voting period for a contested election will last at least five working days, unless a clear majority is achieved sooner.

8 Amendments

Amendments of these by-laws shall be effected by either

A: a motion passed by a two-thirds majority vote of Council members present and voting at a duly called and constituted meeting provided the motion has been circulated five days in advance, followed by a majority vote of those present and voting at a duly called and constituted meeting of the Science Faculty Council;

or

B: a motion passed by a two-thirds majority vote of members present and voting at a duly called and constituted meeting of the Science Faculty Council.

Appendix 1: Process for single-transferable ballot voting

Description: A ballot is a document with names of all candidates listed in alphabetical order, with a blank opposite each name. A voter indicates preferences by putting a 1 beside their first choice, a 2 beside their second choice, and continuing in this manner (linearly) ranking candidates, stopping at any point (not all candidates need to be ranked). The output of the following counting process are the names of those candidates declared “elected” (there may be, say, five candidates and three open positions).

At any stage of the counting process, candidates are in exactly one of the three states: “elected”, “remaining”, or “eliminated”. (Initially, all candidates are “remaining”)

At any stage of the process, a ballot is called *spoiled* if it fails to declare a clear preference among the remaining candidates, and *unspoiled* otherwise.

Assume that there are k (unspoiled) ballots and $n \geq 1$ positions to be filled (at the start of counting). It is assumed that the number of candidates is more than n . Define the *threshold* by $t = \frac{k}{n+1}$. [Note: This formulation of single transferable ballot is a fractional version; the number t need not be an integer.]

Initializing the counting process: Each candidate is declared “remaining”. Each unspoiled ballot is given an initial weight of 1.

Counting process:

While there are more remaining candidates than remaining positions, proceed as follows:

1. For each remaining candidate, define the candidate’s score to be the sum of the weights of the ballots for whom this candidate is the top choice among remaining candidates.
2. If a candidate receives a score s which is (strictly) greater than t , then that candidate is declared “elected”. The ballots which have this (now elected) candidate as their top choice are given a new weight, by multiplying their current weight by $\frac{s-t}{s}$. [The elected candidate(s) are no longer “remaining”, and are no longer considered.]
3. If no remaining candidate receives a score greater than t , then the candidate with the lowest score is eliminated.

In the event of a tie for lowest score, (temporary) new scores are calculated as in Step 1 with ‘remaining candidates’ replaced by ‘candidates tied for lowest score’. If this fails to resolve the tie, the tie shall be broken by the returning officer (using a random process, like a coin flip).

4. If there are more candidates remaining than positions remaining open, return to Step 1. If the number of available positions is equal to the number of candidates remaining, those candidates are declared elected, and the counting process stops.

Appendix 2: Committees of the Department Council

In the text below, the term “junior faculty member” denotes a faculty member among the most recent half of hires; the term “senior faculty member” means a faculty member hired before any junior faculty member.

The document “Coordinators in the Department of Mathematics and representatives to other academic bodies” contains a list of coordinators either elected or appointed, and a partial list of representatives the department provides to other academic bodies at University of Manitoba.

1 Executive Committee

Membership:

- The Head of the Department as Chair;
- The two Associate Heads of the Department;
- Four members elected by and from the remaining Department Council, excluding students;
- An office or administrative assistant as non-voting secretary.

Quorum for meetings shall be four plus the chair.

Terms of membership: Each of the four elected members to serve terms of three years beginning July 1, staggered so that at least one is elected each year.

Duties and responsibilities:

- A. To provide advice to the Head on the smooth functioning of departmental business and operations.
- B. To receive reports from the Department Committees; if necessary, send such reports back to the committee(s) for required changes; and to append comments to these reports before forwarding them to Department Council for consideration.
- C. To act in place of Department Council when circumstances make it impractical to refer Department business to Department Council.
- D. To report, as soon as practical, to Department Council on any actions taken under C. above.
- E. To ensure that Departmental policy is properly executed.
- F. To meet prior to any scheduled Departmental Council meeting to assist in developing the agenda for that meeting.
- G. To establish such *ad hoc* committees as necessary to assist Department Council in carrying out its work where an appropriate standing committee of Council does not exist.

2 Nominating Committee

Membership: Two elected by and from Departmental Council. Nominations may be made from the floor of a department council meeting. If no one agrees to be nominated for a particular vacancy in the Nominating Committee, the Executive Committee appoints a willing department member. The Nominating Committee is to have both a senior and junior faculty member whenever possible.

Terms of membership: Two years, staggered so that each year, one position becomes vacant.

Duties and responsibilities:

- A. Prepare and present to the Executive Committee a slate of potential members of all committees annually.
- B. Consult with the Head in preparing the slate.
- C. To supply names for vacancies on committees; if more names are volunteered than is necessary, a departmental election (see Section 7) is held.
- D. To nominate candidates to fill vacant positions on all other standing committees of the Department Council.

Each year, in early March the committee circulates to the Department a list of committee positions about to become vacant, with a call for volunteers or nominations. In the event that insufficient nominations are forthcoming, the committee will then nominate candidates for the remaining positions. When doing this, the committee will bear in mind the desirability of having representation from all quarters of the Department on committees; in particular, any two of the major committees (Executive—see Section 1, Graduate Studies—see Section 3 below, Undergraduate studies—see Section 4, and Strategic Planning—see Section 6) are to have as small an intersection as possible. The final list will then be circulated along with a second and final call for nominations. Throughout the year, the nominating committee will endeavour to provide nominees for emergency vacancies for other committees, coordinators, or representatives.

All committees are elected by Department Council, and additional nominations can be made from the floor of a Council meeting.

3 Graduate Studies Committee

Membership: Associate Head Graduate Studies as Chair, plus three members elected by and from Department Council ranked assistant professor or above. The Chair is non-voting unless there is a tie. Whenever possible, breadth in areas and variety in seniority among these three elected members is desired.

Terms of membership: For the three elected members, three years, staggered so that one position becomes vacant each year.

Duties and responsibilities:

- A. To advise the Department about graduate programmes in mathematics.
- B. To co-ordinate the setting and marking of comprehensive and qualifying examinations.

- C. To assist with recruiting new graduate students.
- D. To help arrange funding for graduate students.
- E. To advise the Head on ranking of applicants for graduate fellowships and scholarships.
- F. To evaluate incoming students.

Remarks: Examples of "evaluation" are

(a) deciding on whether to accept applicants for graduate study.

(b) counselling students about programs of study.

- G. To assign a temporary faculty advisor from the Department of Mathematics to each graduate student. (If a student can not determine a permanent supervisor, this committee will assign one.)
- H. To monitor the progress of graduate students.
- I. To handle appeals related to comprehensive exams and other grad issues not covered under usual course grade appeals or departmental policy.
- J. To monitor and advise the Head on the yearly offering of graduate courses.

4 Undergraduate Studies Committee

Membership: The Associate Head (Undergraduate Studies) as chair, together with three other members elected by and from Department Council.

Terms of membership: Elected members serve three year terms each, staggered so that one position becomes vacant each year.

Duties and responsibilities:

- A. To consider and recommend modification, additions, deletions and the yearly offerings of all undergraduate courses and all undergraduate programs (including all Mathematics Honours and Four Year Major programs, all joint and double Honours programs, the general and minor programs and the Mathematics Major and Minor programs in the Faculty of Arts.)
- B. To ensure, jointly with coordinators of multi-section courses where appropriate, that texts for Year I courses are chosen in a timely manner.
- C. To review, and modify if necessary, the Department guide to undergraduate courses. This is to be done in co-operation with the Administrative Assistant, and should be completed in time to be distributed to the high schools, the University I office, and the Faculty of Science office (in particular, the Faculty Communications officer) by the end of March each year.
- D. To assist the Head in overseeing undergraduate curriculum development.

4.1 Service Teaching Liaison Subcommittee

Membership: Two members selected by and from the Undergraduate Studies Committee.

Terms of membership: To match the terms of membership for the Undergraduate Studies Committee.

Duties and responsibilities:

- A. To advise the Head and Department Council about service teaching concerns.
- B. To obtain feedback from Heads of departments in other faculties and departments, on the quality of our service teaching.
- C. To consider changes and additions to the existing service courses, reporting back to Council.
- D. To identify persons in serviced areas with particular interest in our courses, and to ensure that our instructors are aware of their concerns.

Remarks:

1. Engineering is singled out as we provide much more service to Engineering than to any other unit.
2. Units to whom we provide service or with whom we have joint programs include Actuarial Mathematics, Agriculture, Art, Computer Science, Economics, Education, Engineering, Management, Statistics, and Physics and Astronomy.

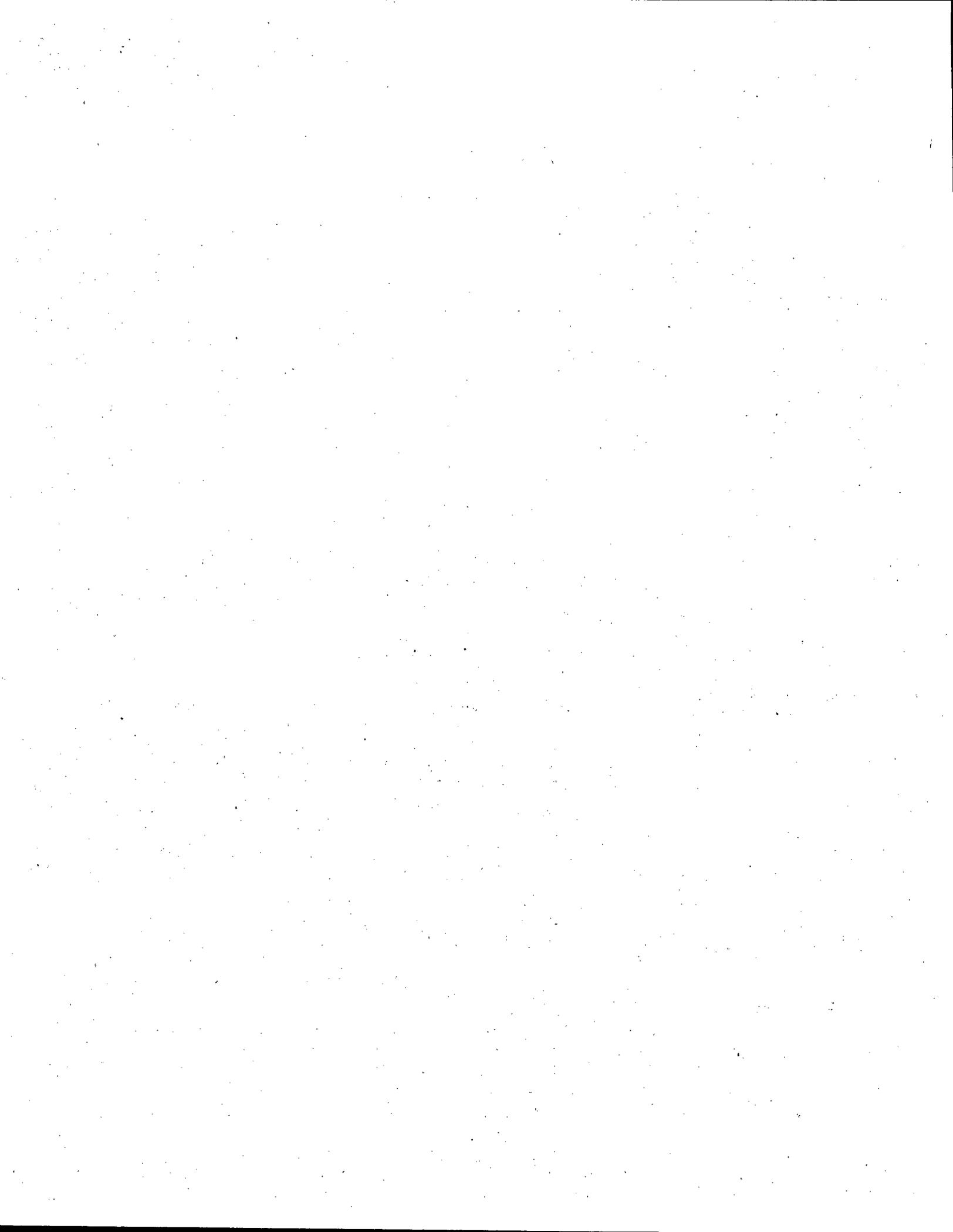
5 Systems, Software and Technology Committee

Membership: Two members elected by and from Department Council.

Terms of membership: Two years, staggered so that one position becomes vacant each year.

Duties and responsibilities:

- A. To make recommendations to Department Council, and take initiatives, related to staff, student and office computer resources such as:
 1. computer related hardware;
 2. software;
 3. security of hardware, software, and data;
 4. on-line information and services;
 5. student services (e.g. computer labs, facilities for posting course information, etc.);
 6. arranging for maintenance of Department computers;
 7. make recommendations about audio-visual equipment;
 8. provide advice to faculty and office staff who require assistance with their office computers.
- B. Recommend to the Head regarding Department representation on the Faculty Information Systems Committee.



6 Strategic Planning Committee

Membership: Five members of Department Council, at least two of which are junior members of the department and at least one is a senior member.

Terms of membership: Three years, staggered so that at least one position becomes vacant each year.

Duties and responsibilities:

- A. To consider the long-term teaching and support staff needs of the Department, and to make recommendations about these to Department Council.
- B. To consider the long-term research profile of the Department, and to make recommendations to Department Council about this and its implications for future faculty hiring.
- C. To assist the Head in the preparation of any documents needed to outline needs to faculty.
- D. To develop and maintain a strategic plan for approval by Department Council.

7 Outreach and Publicity Committee

Membership: Three members elected by and from Department Council, and one or more graduate student volunteer, if possible.

Terms of membership: Three years, staggered so that one position becomes vacant each year.

Duties and responsibilities:

To promote all aspects of departmental outreach and public relations, such as:

- A. Develop and prepare materials for Department displays at such occasions as Open House, Academic Fair, Days of Excellence, etc.;
- B. In co-operation with the University publicity office, generate favorable media coverage of Department activities and achievements, and about the role of mathematics in society;
- C. In co-operation with University I, publicize our courses and programs in the high schools;
- D. Get volunteers to give talks at local high schools;
- E. Collect and make available to interested students information about career opportunities and jobs for graduates in mathematics;
- F. Harmonize with Faculty Recruitment Committee.
- G. Assist in development of a Math Museum or permanent displays.
- H. Select or provide for a Manitoba Association of Mathematics Teachers (MAMT) University Representative (an MAMT executive position).

8 Social committee

Membership: Two members elected by and from Department Council and one or more non-voting grad student volunteers, if possible.

Terms of membership: Faculty: two years, staggered so that one position becomes vacant each year. Grad student: one year.

Duties and responsibilities:

- A. Organize social events at which students and faculty can mingle, thereby involving students in the life of the Department.
- B. Have at least one event in the first days of classes in September, one at the end of each of fall and winter semesters, a winter holiday season party, and other social events (*e.g.*, a pizza party at the beginning of term, possibly a departmental picnic, dinner clubs throughout the year).
- C. Maintain a list of faculty, together with after-hours contact information, willing to be notified of any possible social events or willing to be contacted by colleagues for the purpose of socializing.

9 Mathletics Committee

“Mathletics” consists of training for and participation in mathematical competitions of various types, and the development of methods and skills associated with this activity. The work performed by this committee is separated into the following subcommittees and representatives, among others.

9.1 Math Camp

Managed by one faculty member with assistance from at least two other staff (including instructors or sessionals).

9.2 Manitoba Provincial Mathematics Contest

Duties and responsibilities: Liaison with the MAMT (as Contest Representative, who is a member of MAMT Executive).

9.3 University of Manitoba Mathletics

Membership: Four faculty members and volunteer graduate student assistants.

Duties and responsibilities: Training for and administration of contests (major competitions, including the Putnam and the MAA-NCS) to our mathletes.

9.4 Manitoba Provincial Olympiad Training Program for High School Students

One faculty member to assist with a program for developing top mathematical talent in the province and transitioning them into the National Training Program, and,

liaison with national trainers (each year, for example, they ask us for information about potential candidates to write the CMO).

9.5 High School Problem Solving Workshop

Membership: Three department members: Administrator/Manager, Workshop Director, Staff coordinator.

9.6 High School Mathematics Liaison to the schools

Membership: One department member.

10 Scholarship and Awards Committee

Membership: Three members of Department Council.

Terms of membership: three years, staggered so that one position becomes vacant each year.

Duties and responsibilities:

- A. To collect and publicize to students and faculty information about scholarships and bursaries available to students in mathematics. This is to be done in consultation with the Outreach Committee and university Publicity offices.
- B. To evaluate candidates for undergraduate scholarships, fellowships and awards in cases that do not fall under the jurisdiction of other committees (for example, awards to graduate students are handled by the GSC).
- C. In consultation with the Head, to nominate faculty members for prizes and teaching awards.
- D. To refer students to faculty members for assistance and advice in the preparation of applications of awards.
- E. To make recommendations to the Faculty (through the Head) for honorary degrees.

