

**UM**

Office of the University Secretary

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MEMORANDUM**DATE:** December 11, 2025**TO:** Deans and Directors, Associate Deans (Undergraduate), Office of the Registrar and Enrolment Services, Provost's Office**FROM:** Jeff M. Leclerc, University Secretary

A handwritten signature in blue ink that reads "Jeff M. Leclerc".

SUBJECT: Implementation of new Senate Committees and Approval Structure

Please share this widely with all staff and faculty involved in developing, reviewing, and administering course, curriculum, admissions, policies, and regulations.

Starting June 1, 2026, a new structure will be introduced to approve changes to undergraduate admission requirements and regulations, courses and curricula, and academic regulations and policies. This memo is to summarize the changes, advise of the new processes and timelines and encourage participation in workshops that will be offered in January to review the new processes with academic and administrative units.

Faculties, Schools, and Colleges are strongly encouraged to review their own processes and timelines in light of these changes at the Senate-level.

What is Changing?

Three new standing Committees have been established, to replace several Senate Committees.

The Undergraduate Studies Council (UGSC) consolidates responsibilities for the review of undergraduate-level degree and diploma programs, courses, curriculum, admissions, and other program requirements. The UGSC will approve routine proposals on behalf of Senate and recommend to Senate on significant proposals.

The Academic Policy and Regulations Committee (APRC) will be responsible for university-level and unit-level academic policies, bylaws, and regulations. The APRC will approve routine proposals on behalf of Senate and recommend to Senate on significant proposals.

Significant and Routine Proposals are defined in [Schedule A: Definitions of Significant and Routine Proposals](#).

The Certificate and Micro-certificate Committee (CM-CC) will be responsible for providing university-level review on behalf of Senate of proposals related to non-degree level programs including certificate and micro-certificate programs, for quality assurance.

What are the benefits?

- The new process will empower routine changes to be approved by the new committees on behalf of Senate. Additionally, units will be able to bring routine changes forward throughout the year (August – May), and some changes may be implemented for the next term as opposed to the next Fall Term.
- The new process will have regular meetings of UGSC, CM-CC, and APRC throughout the year, allowing proposals that require modifications to return to the committees on a timelier basis.
- The new process will reduce the number of proposals requiring review by multiple committees and allow for a more wholistic and comprehensive review of proposals.

What will change for units

- New schedules for submissions to the UGSC, APRC, and CM-CC have been developed, with a staggered schedule for fall submissions for units, and additional submission deadlines throughout the year. **Units will need to consider the timing and number of faculty/school/college-level committee approval cycles to take full advantage of the new processes.**
- A new series of forms and guidelines have been developed for units to prepare proposals to come forward. These are available on the Governance intranet site. **Units should begin using these forms for proposals that will be submitted after June 1, 2026.**
- As part of the new process, units will prepare summaries of routine and significant proposals being submitted to UGSC. These summaries will be used to report to Senate on significant proposals and to the University community on routine proposals.
- As the UGSC, APRC, and CM-CC review proposals, units will need to be prepared to respond to any questions or recommendations and return responses or proposals to the committee to continue through the approval process.

Invitation to Workshops

All those who are involved in any stage of these processes are encouraged to attend one of three workshops that our office will be holding in January. The workshops will

provide an overview of the new structure, processes, timelines and forms and will have an opportunity for questions and discussion. Representatives from the Offices of the Provost and the Registrar and Enrolment Services will also be in attendance.

Three times have been established for the workshops, for the units indicated. If you are not available to join on the date indicated for your unit, you are welcome to attend one of the other two sessions. The workshops will be held in person in the Borger Conference Room (E1-270 EITC) and online via Zoom.

- Thursday, January 15 @ 1:00 – 3:00 p.m.
 - For Faculties of Agricultural and Food Sciences, Arts, Engineering, Health Sciences (Interdisciplinary Health Program), Science, and the Université de Saint-Boniface; ORES and Provost's Office
- Monday, January 19 @ 9:00 – 11:00 a.m.
 - For School of Art and Faculties of Architecture, Education, Environment, Earth, and Resources, Kinesiology and Recreation Management, Law, Management, Social Work; ORES and Provost's Office
- Friday, January 23 @ 1:00 – 3:00 p.m.
 - For Colleges of Dentistry, Community and Global Health, Medicine, Nursing, Pharmacy, Rehabilitation Sciences; ORES and Provost's Office

Thank you for your continued support as these new processes and structures are introduced.

To reserve a space in one of the workshops, contact Emily Gregorchuk (emily.gregorshuk@umanitoba.ca). Please RSVP by Monday, January 12, 2026. In your response, please indicate whether you will attend in person or via Zoom. Details for joining the Zoom meetings will be provided to participants closer to the dates for the workshops.