

SECOND REGULAR MEETING OF THE 59TH SENATE

TUESDAY, SEPTEMBER 15, 2026 at 2:00 P.M.

LOUIS RIEL ROOM

1. Welcome, Land Acknowledgement & Opening Remarks**2. Approval of Agenda****3. Closed Session****4. Open Session**

4.1. Approval of Minutes of June 16, 2026

4.2. Business Arising

4.3. Continuing Business

4.4. New Business

4.4.1. Elections

4.4.1.1. Senate Executive Representatives

- One Senator from the Faculty of Arts (one-year term)

4.4.1.2. Library Committee

- One member of Senate elected by and from the Senate (one-year term)
- One undergraduate student Senator elected by and from the Senate (one-year term)

4.4.1.3. Senate Research Committee

- One research-active Senator elected by the Senate (one-year term)

4.4.1.4. Scholarships & Awards Committee

- One member elected by and from the Senate (one-year term)

4.4.1.5. Dean of Health Studies Search

- Two Faculty Senators elected by Senate who are not members of the Faculty/School concerned
- One Student Senator elected by Senate normally from the Faculty/School concerned

4.4.2. Strategic Academic Plan 2026-2034 (Sen. Gatien)

4.4.2.1. Faculty/Unit Plan – Due Date Variance

4.4.3. Registrar's Office (Sen. McDaniel)

4.4.3.1. Chosen/Affirmed Name Policy (*for information*)

4.4.4. Undergraduate Studies Committee (Sen. Gatien)

4.4.4.1. Faculty of Arts

Economics

4.4.4.1.1. Economics Course Deletions

- 22.271 Economics of Education
- 22.272 Economics of Human Resources
- 22.274 Regional Economic Development
- 22.376 Fiscal Policy

4.4.5. Graduate Studies Committee (Sen. Ardelli)

4.4.5.1. Faculty of Health Studies – Master of Psychiatric Nursing

4.4.5.1.1. Graduate Health Studies Policy Revisions

- MPN Admission Policy

4.4.6. Undergraduate Studies Committee & Graduate Studies Committee (Sen. Gatien)

4.4.6.1. Posthumous Degree Policy

4.4.7. Scholarships & Awards Committee of Senate (Sen. Gatien)

4.4.7.1. New Awards

- Shirley Syslak Piano Scholarship
- Grace Agnes Maillet Memorial Scholarship-Bursary

4.4.7.2. Award Revisions

- Manitoba Co-operative/Rural/Economic Development Education Bursary

4.4.8. Senate Bylaws Revision Committee

4.4.8.1. Senate Bylaws Revision

4.4.9. Provost & Vice-President (Academic)'s Office (Sen. Gatien)

4.4.9.1. Creation of Department of Learning & Teaching

4.4.10. Ad-Hoc Committee Reports

4.4.10.1. Artificial Intelligence Committee (Sen. DiMuro)

- Brandon University Guiding Principles for the Responsible Use of Artificial Intelligence
- Final Committee Report

4.4.10.2. External Review of Programs & Units Policy Review Committee (Sen. Gatien)

4.4.11. Individual Reports

4.4.11.1. Brandon University Students' Union (BUSU) President (Sen. Salau)

4.4.11.2. Board of Governors Representative (Sen. TBA)

4.4.11.3. Members of Deans' Council

- Dean of the Faculty of Arts (Sen. Kennedy)
- Dean of the Faculty of Education (Sen. Farrell)
- Acting Dean of the Faculty of Health Studies (Sen. Ross)
- Dean of the School of Music (Sen. Zacharias)
- Dean of the Faculty of Science (Sen. LeMoine)
- Dean of Students (Sen. Whelpton)
- Chief Information Officer (Sen. Sucha)
- University Registrar (Sen. McDaniel)

4.4.11.4. Associate Vice-President (Indigenous Initiatives) (C. Lagimodiere)

4.4.11.5. Acting Vice-President (Administration & Finance) (Sen. LaFlamme)

4.4.11.6. Vice-President (Research & Graduate Studies) (Sen. Ardelli)

4.4.11.7. Acting Provost & Vice-President (Academic) (Sen. Gatien)

4.4.11.8. President (Pres. Bovis-Cnossen)

5. Other Business

6. Correspondence

6.1. Brandon University Government Mandate Letter

7. Adjournment

SUBJECT TO APPROVAL

MOTION NO. 022.SEP26**AGENDA ITEM NO. 4.4.2.1**

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Strategic Academic Planning Committee

SUBJECT: Faculty/Unit Plan – Due Date Variance

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves a Faculty/Unit academic plan submission due date extension to September 30, 2027.

BACKGROUND/RATIONALE:

Senate is being asked to approve an exception to Section VI 11(c) of Senate Bylaws. This bylaw requires Faculties/Schools to approve a “Faculty/School Academic Plan that is aligned with the University Academic plan within 12 months of the approval of the University Academic Plan by Senate.” Senate approved the University’s Academic Plan at its meeting in June, a time when Faculties and Schools are largely turning their attention to research activities and vacation, therefore do not have regularly scheduled meetings of their faculty/school councils or Departments. To allow Schools/Faculties a year to complete this work, therefore, it is recommended that Senate provide an extension to this bylaw and require that Faculties and Schools approve their unit Academic Plans by September 30, 2027.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance**DECISION:**
DATE: September 15, 2026**PER:**



STUDENT CHOSEN/AFFIRMED NAME POLICY

Policy Sponsor:	University Registrar	First Approved:	DD MONTH 20YY
Primary Contact:	University Registrar	Last Updated:	DD MONTH 20YY
Approved by:	President	Review Scheduled:	DD MONTH 20YY

1. PURPOSE

For a variety of reasons, many people use names other than their legal names to identify themselves. In the interests of equity, student-centeredness, and community, Brandon University students must be able to use their chosen/affirmed name wherever possible. This policy defines the parameters within which the University facilitates use of a student's chosen/affirmed name. While many electronic systems use "preferred name" terminology, wherever possible, the University will employ "chosen" or "affirmed name" in recognition that names are not preferred but are an integral part of one's identity.

2. SCOPE

This policy applies to current and future students at Brandon University and will inform all University decisions related to technology acquisition and development.

3. DEFINITIONS

Chosen/Affirmed Name: The first (and middle, where applicable) name a student uses in daily life and by which they should be known at Brandon University

Legal Name: The first, middle (if applicable), and last names that appear on a student's formal identification documentation issued by a government or official regulatory body (such as a birth certificate, driver's license, passport, etc.)

Policy: Student Chosen/Affirmed Name Policy

Preferred Name: The label many electronic systems use to identify the data field that would house a student's chosen/affirmed first (and middle, where applicable) name

University: Brandon University

4. POLICY

Brandon University recognizes that students may identify themselves within the University community by a first (and middle, if applicable) name that differs from their legal first (and middle, if applicable) name. Chosen/affirmed names will be used by the University wherever use of the legal name is not required.

1.1. Declaring a Chosen/Affirmed Name

Students may declare a chosen/affirmed first (and middle, if applicable) name when applying for admission or at any time thereafter through the online student portal. The chosen/affirmed name may be changed a maximum of one time per term (Fall, Winter, Spring/Summer). Due to technical system limitations, chosen/affirmed names must use the Latin-1 (ISO-8859-1) alphabet.

No pre-approval of chosen/affirmed names by the University is required; however, the University reserves the right to remove chosen/affirmed names that contain inappropriate or offensive language. A chosen/affirmed name may not be used for purposes of fraud or misrepresentation. Any such situation will be addressed through provisions of the Academic Integrity Policy.

Declaring a chosen/affirmed first (and middle, if applicable) name with Brandon University does not change a student's legal name nor does it change the student's name with any other organization outside of the University.

1.2. Scope of Chosen/Affirmed Name Use

A student's chosen/affirmed name will be used by the University wherever use of the legal name is not required by law or regulation, as outlined in more detail below.

1.2.1. Use of Chosen/Affirmed Name

Students will be addressed by staff and faculty using their chosen/affirmed name in all regular interactions with the University. A student's chosen/affirmed name will appear in the following systems and used for the following purposes:

- Accommodations letters issued by Student Accessibility Services
- Athletics and recreation (various team rosters, photos, advertising materials, recreation membership system)
- BU ID card
- Class lists, exam rosters, course evaluations
- MS365 account
- Faculty and staff portal (with legal name accessible only to faculty and staff members who require such for their work)
- Graduation lists, Convocation program, graduation name cards

- Internal communications and reports
- Library account and services
- Moodle
- Online registration system
- Residence communications (except residence tenancy/occupancy agreements)
- Scholarship and award applications and communications
- Student portal

1.2.2. Use of Legal Name

A student's legal name will be collected at the time of application for admission, stored in the core Student Information System, and used for the following required purposes:

- Admission offer letters
- Athletics (official certificates of eligibility)
- Immigration-related documentation (such as Provincial Attestation Letters, Authorized Leave letters, etc.)
- Verifications of Enrolment
- Transcripts
- Official financial documents (such as T2202, Student Aid confirmations, tuition statements)
- Confirmations of eligibility to graduate, confirmations of graduation, degree parchments
- Residence tenancy/occupancy agreements
- External reporting as required by law/regulation

5. POLICY AUTHORITY

- **Policy Sponsor:** University Registrar
- **Primary Contact:** University Registrar
- **Approval Authority:** President

6. RELEVANT LEGISLATION

[Brandon University Act](#)

7. RELATED POLICY DOCUMENTS

Academic Integrity Policy
Personal Display Parchment Policy

Student Records Policy

DRAFT

SUBJECT TO APPROVAL

MOTION NO. 023.SEP26

AGENDA ITEM NO. 4.4.4.1.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Department of Economics, Faculty of Arts

SUBJECT: Course Deletions

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the following course deletions, as submitted by the Department of Economics, Faculty of Arts:

- 22:271 Economics of Education
 - 22:272 Economics of Human Resources
 - 22:274 Regional Economic Development
 - 22.376 Fiscal Policy
-

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION:
DATE: September 15, 2026

PER:



Senate approved changes will come into effect on September 1, 2026

A. COURSE DELETION REQUEST DETAILS

Level of Study: ☒ Undergraduate ☐ Graduate

Course Number: 22:271

Faculty/School: Arts

Course Title: Economics of Education

Department: Economics (22)

Cross-Listed Course(s):

Delete Cross-Listed Course(s)? ☐ Yes ☐ No

B. COURSE DELETION CALENDAR INFORMATION

Include all locations this course should be deleted in the upcoming Calendar.

Course Descriptions, page 112

C. RATIONALE

Course has not been offered for over two decades, and unlikely to be offered in the near future.

D. APPROVALS

Cross-Listed Dept. Approval Date:

Faculty Council Approval Date: 2025 05 21

Dean's Approval Date: 2025 05 21

SENATE OFFICE USE ONLY

USC/GSC

Approval/Completion Date:

Senate

Approval/Completion Date:

Calendar

Edit Date:

DEFINITIONS – COURSE DELETION PROPOSAL FORM

A. COURSE DELETION REQUEST DETAILS

Level of Study	Indicator distinguishing undergraduate courses from graduate courses
Course Number	The 5-digit numeric course identifier (example: 16:151)
Course Title	The title of the course proposed for deletion
Faculty/School	The Faculty/School proposing the course deletion
Department	The specific department proposing the course deletion
Cross-Listed Courses	Where agreement has been made with another department to have the proposed course recognized by that department towards its major/minor requirements, the other department's/departments' associated course number(s) must be listed in this field.



Senate approved changes will come into effect on September 1, 2026

A. COURSE DELETION REQUEST DETAILS

Level of Study: ☒ Undergraduate ☐ Graduate

Course Number: 22:272

Faculty/School: Arts

Course Title: Economics of Human Resources

Department: Economics (22)

Cross-Listed Course(s):

Delete Cross-Listed Course(s)? ☐ Yes ☐ No

B. COURSE DELETION CALENDAR INFORMATION

Include all locations this course should be deleted in the upcoming Calendar.

Course Descriptions, page 112

C. RATIONALE

Course has not been offered for over two decades, and unlikely to be offered in the near future.

D. APPROVALS

Cross-Listed Dept. Approval Date:

Faculty Council Approval Date: 2026 05 21

Dean's Approval Date: 2026 05 21

SENATE OFFICE USE ONLY

USC/GSC

Approval/Completion Date:

Senate

Approval/Completion Date:

Calendar

Edit Date:

DEFINITIONS – COURSE DELETION PROPOSAL FORM

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Senate approved changes will come into effect on September 1, 2026

A. COURSE DELETION REQUEST DETAILS

Level of Study: ☒ Undergraduate ☐ Graduate

Course Number: 22:274

Faculty/School: Arts

Course Title: Regional Economic Development

Department: Economics (22)

Cross-Listed Course(s):

Delete Cross-Listed Course(s)? ☐ Yes ☐ No

B. COURSE DELETION CALENDAR INFORMATION

Include all locations this course should be deleted in the upcoming Calendar.

Course Descriptions, page 112

C. RATIONALE

Course has not been offered for over two decades, and unlikely to be offered in the near future.

D. APPROVALS

Cross-Listed Dept. Approval Date:

Faculty Council Approval Date: 2026 05 21

Dean's Approval Date: 2026 05 21

SENATE OFFICE USE ONLY

USC/GSC

Approval/Completion Date:

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Calendar

Edit Date:

DEFINITIONS – COURSE DELETION PROPOSAL FORM

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Senate approved changes will come into effect on September 1, 2026

A. COURSE DELETION REQUEST DETAILS

Level of Study: ☒ Undergraduate ☐ Graduate

Course Number: 22:376

Faculty/School: Arts

Course Title: Fiscal Policy

Department: Economics (22)

Cross-Listed Course(s):

Delete Cross-Listed Course(s)? ☐ Yes ☐ No

B. COURSE DELETION CALENDAR INFORMATION

Include all locations this course should be deleted in the upcoming Calendar.

Course Descriptions, page 113

C. RATIONALE

Course has not been offered for very long, and unlikely to be offered in the near future.

D. APPROVALS

Cross-Listed Dept. Approval Date:

Faculty Council Approval Date: 2026 05 21

Dean's Approval Date: 2026 05 21

SENATE OFFICE USE ONLY

USC/GSC

Approval/Completion Date:

Calendar

Edit Date:

Senate

Approval/Completion Date:

DEFINITIONS – COURSE DELETION PROPOSAL FORM

A. COURSE DELETION REQUEST DETAILS

Level of Study	Indicator distinguishing undergraduate courses from graduate courses
Course Number	The 5-digit numeric course identifier (example: 16:151)
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**BRANDON
UNIVERSITY**

SUBJECT TO APPROVAL

MOTION NO. 024.SEP26

AGENDA ITEM NO. 4.4.5.1.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Department of Psychiatric Nursing, Faculty of Health Studies

SUBJECT: Policy Revisions

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the following policy revision, as submitted by the Department of Psychiatric Nursing, Faculty of Health Studies:

- Master of Psychiatric Nursing Admission Policy
-

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION:
DATE: September 15, 2026

PER:



**BRANDON UNIVERSITY
FACULTY OF HEALTH STUDIES**

Subject:	Admission Policy	Date:	June 28, 2010
Program:	Master of Psychiatric Nursing	Revised:	May/Sept. 18, 2025 13, 2026 Approved at FHS Faculty Council: May 25/October 27, 2026 5
ADMISSION REQUIREMENTS		Approved at Senate:	January 13, 2026

Students applying to enter the Master of Psychiatric Nursing (MPN) program must first apply and be admitted to Brandon University.

Entry into the MPN program requires:

- Licensure, or eligibility for licensure, as a registered psychiatric nurse or registered nurse in Canada with mental health nursing experience;
- ~~An undergraduate degree in either psychiatric nursing and or nursing OR a diploma in psychiatric nursing accompanied by an alternative undergraduate degree which includes a research methods course and a statistics course. If the undergraduate program does not sufficiently prepare students for the MPN program, additional courses may be required and must be completed prior to admission;~~
- ~~Completion of a University-level research methods/statistics course and a statistics course with a minimum grade of "C";~~
- ~~Proof of completion of a University-level Indigenous course or completion of a certificate-level Indigenous course from an approved list (see website). Applicants who have not met this requirement may be granted conditional admission for up to one year to complete the course. Failure to do so within this timeframe will result in removal from the MPN program;~~
- A minimum GPA of 3.00 (B) in the last 60 credit hours of university study or all credit hours of post-diploma degree if less than 60 credit hours;
- At least 1800 hours of practice experience in psychiatric/mental nursing is required.

Criminal Records Check, Child and Adult Abuse Registry including Vulnerable Sector (or equivalent), CPR and current immunization are not required for admission, but may be requested.

ADMISSION PROCEDURE

Applicants are strongly encouraged to speak with the MPN Program Coordinator in advance of application. Information on application to the MPN program can be obtained online at [http:// www.brandonu.ca/mpn/admissions/](http://www.brandonu.ca/mpn/admissions/)

Applications for September entry must be received by February 15th of the year in which admission is sought. The application will include:

1. A curriculum vitae / resume that includes the following:
 - o Educational preparation;
 - o Employment experience, indicating level of responsibility;

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- Community service, including involvement in professional associations;
- Awards and honours
- Research projects and publications;
- Continuing education;
- Innovation in clinical practice; and
- Any other supporting information;

2. Proof of licensure as a registered psychiatric nurse or registered nurse in Canada;

3. Proof of practice hours, a letter from Human Resources to confirm 1800 practice hours;

4. A Statement of Interest; ~~which must include (500-750 words);~~

~~4.~~

~~Rationale for interest in the MPN program~~

- ~~➤ Research proposal synopsis to identify;~~
- ~~○ the phenomena or area(s) of interest for potential research and rationale~~
- ~~○ potential research questions~~
- ~~○ possible methodology (qualitative, quantitative)~~

5. Two confidential letters of reference, one from an academic referee is preferred and one from a supervisor within the past five years, ~~are~~ required. If an academic referee is unavailable, please provide another letter of reference from a supervisor/program manager.

Admission to the MPN program is on a competitive basis. The number of seats in the program is limited. Completed applications will be submitted to the MPN Program Assistant and will be reviewed by the Health Studies Graduate Steering Committee. Admission decisions will be communicated to applicants by the end of March. Students must confirm acceptance of admission to the MPN Program Coordinator by May 1st.

Information from the Statement of Interest will be used to inform potential thesis advisor/student pairings.

A student who has been admitted to the MPN program and is unable to start the program in September of the year of application may apply to defer entrance for up to one year. A letter of request containing rationale for deferral must be submitted to the MPN Program Coordinator by May 1st. Approval of the request is dependent on program resources. The student must re-apply if deferral is required for more than one year.

**BRANDON UNIVERSITY
FACULTY OF HEALTH STUDIES**

Subject:	Admission Policy	Date:	June 28, 2010
Program:	Master of Psychiatric Nursing	Revised:	May 13, 2026
		Approved at FHS Faculty Council:	May 25, 2026
		Approved at Senate:	January 13, 2026

ADMISSION REQUIREMENTS

Students applying to enter the Master of Psychiatric Nursing (MPN) program must first apply and be admitted to Brandon University.

Entry into the MPN program requires:

- Licensure, or eligibility for licensure, as a registered psychiatric nurse or registered nurse in Canada with mental health nursing experience;
- An undergraduate degree in either psychiatric nursing and or nursing OR a diploma in psychiatric nursing accompanied by an alternative undergraduate degree. If the undergraduate program does not sufficiently prepare students for the MPN program, additional courses may be required and must be completed prior to admission;
- Completion of a University-level research methods/statistics course with a minimum grade of “C”;
- Proof of completion of a University-level Indigenous course or completion of a certificate-level Indigenous course from an approved list (see website). Applicants who have not met this requirement may be granted conditional admission for up to one year to complete the course. Failure to do so within this timeframe will result in removal from the MPN program;
- A minimum GPA of 3.00 (B) in the last 60 credit hours of university study or all credit hours of post-diploma degree if less than 60 credit hours;
- At least 1800 hours of practice experience in psychiatric/mental nursing is required.

Criminal Records Check, Child and Adult Abuse Registry including Vulnerable Sector (or equivalent), CPR and current immunization are not required for admission, but may be requested.

ADMISSION PROCEDURE

Applicants are strongly encouraged to speak with the MPN Program Coordinator in advance of application. Information on application to the MPN program can be obtained online at [http:// www.brandonu.ca/mpn/admissions/](http://www.brandonu.ca/mpn/admissions/)

Applications for September entry must be received by February 15th of the year in which admission is sought. The application will include:

1. A curriculum vitae / resume that includes the following:
 - Educational preparation;
 - Employment experience, indicating level of responsibility;
 - Community service, including involvement in professional associations;
 - Awards and honours

- Research projects and publications;
 - Continuing education;
 - Innovation in clinical practice; and
 - Any other supporting information;
2. Proof of licensure as a registered psychiatric nurse or registered nurse in Canada;
 3. Proof of practice hours, a letter from Human Resources to confirm 1800 practice hours;
 4. A Statement of Interest;
 5. Two confidential letters of reference, one from an academic referee is preferred and one from a supervisor within the past five years, are required. If an academic referee is unavailable, please provide another letter of reference from a supervisor/program manager.

Admission to the MPN program is on a competitive basis. The number of seats in the program is limited. Completed applications will be submitted to the MPN Program Assistant and will be reviewed by the Health Studies Graduate Steering Committee. Admission decisions will be communicated to applicants by the end of March. Students must confirm acceptance of admission to the MPN Program Coordinator by May 1st.

Information from the Statement of Interest will be used to inform potential thesis advisor/student pairings.

A student who has been admitted to the MPN program and is unable to start the program in September of the year of application may apply to defer entrance for up to one year. A letter of request containing rationale for deferral must be submitted to the MPN Program Coordinator by May 1st. Approval of the request is dependent on program resources. The student must re-apply if deferral is required for more than one year.

Rationale: Revisions required to the Admission Policy to reflect the pre-requisites for 75:635 Indigenous Wellness, Resilience, Advocacy, and Allyship. In addition, a minimum of a “C” grade was added as a requirement for the Research and Statistics course. This was added as some applicants have D grades but meet the 3.0 admission requirement and then struggle completing the graduate degree.

Best,
Andrea

Andrea Thomson
Faculty of Health Studies | Department of Psychiatric Nursing
Brandon University

SUBJECT TO APPROVAL

MOTION NO. 025.SEP26**AGENDA ITEM NO. 4.4.6.1**

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Undergraduate Studies Committee & Graduate Studies Committee

SUBJECT: New Policy Recommendation

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the following new policy, as submitted by the Undergraduate Studies Committee and Graduate Studies Committee:

- Posthumous Degree Policy

BACKGROUND/RATIONALE:

In recent years, several Brandon University students have passed away unexpectedly. In some cases, the students were very close to graduating at the time of their passing. Family members occasionally asked about the possibility of a posthumous degree, but in the absence of a formal policy, it was not possible to consider such a request, though the University has always sought to engage with families/next of kin with compassion and respect. This policy creates an official framework within which the University can grant posthumous degrees as an act of recognition of the student's accomplishments and the likelihood of their imminent graduation had their studies not been unexpectedly concluded. It also makes explicit the University's commitment to act with kindness and in relationship with a deceased student's next of kin around graduation/Convocation matters, even where a student would not be eligible for a posthumous degree.

PREPARED BY: **Amber Robidoux**
Administrative Assistant, Academic Governance**DECISION:**
DATE: September 15, 2026**PER:**



POSTHUMOUS DEGREE POLICY

Policy Sponsor:	Provost and Vice-President (Academic)	First Approved:	15 SEPTEMBER 2026
Primary Contact:	University Registrar	Last Updated:	n/a
Approved by:	Senate	Review Scheduled:	SEPTEMBER 2031

1. PURPOSE

This policy outlines the circumstances under which Brandon University will issue a degree to a student who has passed away before fully completing degree requirements. The possibility of a posthumous degree is made available on compassionate grounds where the student had substantially completed the requirements of their degree program.

2. SCOPE

This policy applies to Brandon University degree-seeking students who pass away prior to completing all degree requirements. It is effective for students who passed away during the 2025-26 academic year or later.

3. DEFINITIONS

Policy: Posthumous Degree Policy

Degree-Seeking: Refers to a student enrolled in a Bachelor or Master degree

Next of Kin: The deceased student's closest living relative(s)

Senate: The Brandon University Senate

Substantial Progress: Refers minimally to completion of data collection (if relevant) and demonstrated thesis draft in progress

University: Brandon University

4. POLICY

1.1. Responsibility

The Dean of Students is responsible for liaising with a student's next of kin concerning posthumous degree possibilities and Convocation preferences (as appropriate).

The University Registrar is responsible for receiving posthumous degree requests, determining a student's eligibility to receive a posthumous degree, and recommending eligible posthumous degree students to the Senate.

The Brandon University Senate is responsible for approving eligible students to receive posthumous degrees.

Posthumous degrees will be issued only with express permission of the student's next of kin.

1.2. Eligibility

A posthumous degree may be conferred upon a Brandon University student who meets all of the following criteria:

- Passed away a maximum of 12 months from the end of the last term in which they were registered in at least one course or in which they were actively working on a graduate thesis. Individual exceptions to this requirement will be considered on a case-by-case basis (such as where the student had to cease studying due to an illness that led to their passing, but more than 12 months passed between the interruption of studies and the student's passing).
- Good academic standing
- Course-based programs: at least 75% of required credit hours were successfully completed. Research-based programs: at least 75% of required credit hours were successfully completed and there was substantial progress on the thesis.

1.3. Convocation

The posthumous degree recipient's name will be included in the program for the next Convocation ceremony following Senate's approval of the posthumous degree. At the ceremony, the recipient's next of kin may elect to cross the platform to receive the posthumous degree parchment in place of the recipient.

1.4. Student Records

1.4.1. Degree Parchment

The degree parchment will not include indication that the degree was conferred posthumously.

1.4.2. Transcript

The transcript will include a notation that the degree was conferred posthumously.

1.5. Procedure

The University Registrar, upon becoming aware of a student's passing, will assess the student's eligibility for a post-humous degree in accordance with Section 1.2 of this policy, in consultation with relevant Department Chairs and Deans as needed.

If the student is eligible to receive a post-humous degree, the Dean of Students will liaise with the student's next of kin to determine whether they wish a posthumous degree to be issued.

If yes, the Registrar will undertake the following steps:

1. Confirm the student's eligibility for a posthumous degree and the next of kin's wishes to the relevant Department Chair/Program Coordinator(s), Dean(s), Provost & Vice-President (Academic), and President;
2. Add the student to the list of graduands for recommendation to the Senate; and
3. Arrange Convocation details with the Convocation planning team and with the next of kin (through the Dean of Students).

If no, no further action will be taken.

1.6. Alternate Recognition Options

In cases where a deceased student is not eligible to receive a posthumous degree, the Dean of Students will liaise with the student's next of kin to determine whether they would welcome an informal form of recognition near the time at which the student would most likely have graduated. Where relevant, the Dean of Students, in collaboration with the next of kin and the University Registrar, will determine a suitable form of recognition. With the exception of oral or visual presentations during formal Convocation ceremonies, this recognition may take various forms according to the preferences of the next of kin, such as, but not restricted to, the following:

- Inclusion of the student's name and degree program in an *In Memoriam* section of the Convocation program in the year in which the student would likely have graduated;
- A private meeting between the student's next of kin and appropriate senior University representatives (such as the Chancellor, President, Provost, Faculty/School Dean, and/or University Registrar) prior to the Convocation ceremony at which the student would likely have graduated, including presentation of a Convocation cap and year tassel;
- A letter from the President and Vice-Chancellor to the student's next of kin in advance of the Convocation ceremonies at which the student would likely have graduated.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Academic)
- **Primary Contact:** University Registrar
- **Approval Authority:** Senate

6. RELEVANT LEGISLATION

[Brandon University Act.](#)

7. RELATED POLICY DOCUMENTS

Death of a University Employee, Retiree, Student or Officer



SUBJECT TO APPROVAL

MOTION NO. 026.SEP26

AGENDA ITEM NO. 4.4.7.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Scholarships & Awards Committee

SUBJECT: New Awards

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the following new awards, as submitted by the Scholarships & Awards Committee:

- Shirley Syslak Piano Scholarship
 - Grace Agnes Maillet Memorial Scholarship Bursary
-

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION:
DATE: September 15, 2026

PER:

Senate Scholarship Committee

Report to Senate

July 30, 2026

1. Motion:

That the Senate Scholarship Committee recommend to Senate the approval of the New Terms of Reference for the Shirley Syslak Piano Scholarship and the Grace Agnes Maillet Memorial Scholarship-Bursary as presented.

Shirley Syslak Piano Scholarship

The Shirley Syslak Piano Scholarship is established in honour of Shirley Syslak, a lifelong musician whose deep love of piano was matched by her commitment to sharing music within her community. From her early years in Manitoba through decades of teaching, accompanying, and advocating for music education, Shirley believed that music was not only a discipline to be mastered, but a gift to be given. This scholarship supports a dedicated piano student at Brandon University who demonstrates both musical promise and a genuine passion for piano. In the spirit of Shirley's life, preference will be given to students who not only strive for artistic excellence but also actively share their music through community involvement, performance, teaching, or service. This award may be shared so long as each recipient receives a minimum of \$500.

*Award Value: Use income allocation, approximately \$1,000**

**The award value is subject to change based on market values and the BU Foundation's distribution rate*

Grace Agnes Maillet Memorial Scholarship-Bursary

This award honours Grace Agnes Maillet, a respected Elder in the Brandon Métis community who felt strongly that an award to encourage, inspire and create ease for Indigenous women to achieve their dream of becoming a nurse is essential to an equitable and improved health care system. To be awarded on the basis of

academic performance and financial need to an Indigenous student entering third or fourth year of the Bachelor of Psychiatric Nursing or the Bachelor of Nursing, with preference to a student entering third or fourth year of the Bachelor of Science in Psychiatric Nursing. This award may not be shared.

Award Value: 1 X \$2,500

CARRIED



Ethical Administration of Awards: REQUEST FOR EXCEPTION

POLICY EXCERPT

As a matter of principle, Brandon University will not administer any new scholarship, award, fellowship, or bursary that discriminates on the bases of the 'applicable characteristics' enumerated in section 9(2) of the Manitoba Human Rights Code.

Exceptions are occasionally warranted when it can be demonstrated that systemic discrimination may exist that results in the under-representation of identified sub-populations in Manitoba and/or when the proposed award has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the Manitoba Human Rights Code.

AWARD INFORMATION

Award Name: Grace Agnes Maillet Memorial Scholarship-Bursary

☒ New award ☐ Amendment of terms for existing award

APPLICABLE CHARACTERISTICS

Identify all applicable characteristics that play a role in determining eligible recipients for this award, according to the proposed terms:

- | | |
|---|---|
| ☒ Ancestry, including colour and/or perceived race | ☐ Sexual orientation |
| ☐ Nationality or national origin | ☐ Marital or family status |
| ☒ Ethnic background or origin | ☐ Source of income |
| ☐ Religion or creed, or religious belief, religious association or religious activity | ☐ Political belief, political association or political activity |
| ☐ Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy | ☐ Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device |
| ☐ Age | ☐ Social disadvantage |
| ☐ Gender identity | |



AWARD INTENT

This award is intended to:

- ☒ Ameliorate under-representation of identified sub-populations in Manitoba that is due to systemic discrimination
- ☒ Ameliorate the conditions of disadvantaged individuals or groups

Explain briefly how the award is intended to achieve the outcome noted above:

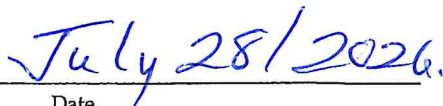
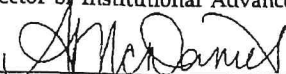
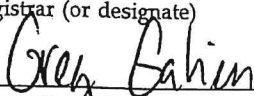
By providing financial support to a population that is under-represented in universities, that is historically disadvantaged in the Canadian population, and that has a lower level of persistence in university, this award seeks to assist Indigenous students in completing their post-secondary studies. Additionally, while Indigenous students are under-represented in Manitoba post-secondary generally, Indigenous students are even more under-represented within the Health Studies student population at Brandon University, further justifying such an award.

SUPPORTING INFORMATION CHECKLIST

All submissions must be accompanied by at least one of the following:

- ☒ Quantitative Data
Source(s): See attached
- ☐ Qualitative Data
Source(s):
- ☐ Legal Opinion (if legal counsel has been consulted)
Source(s):

REQUIRED SIGNATURES

	
Faculty/School Dean (if applicable)	Date
 Carla Eisler (Jul 22, 2026 12:08:10 CDT)	Jul 22, 2026
Director of Institutional Advancement	Date
	July 21, 2026
Registrar (or designate)	Date
	July 23, 2026
Senate Committee Chair	Date

Supporting Documentation for Request for Exception – Quantitative Data
Grace Agnes Maillet Memorial Scholarship-Bursary

- Indigenous students are under-represented within the Manitoba post-secondary population, including at Brandon University. Where Indigenous people make up 18% of the Manitoba population, they make up only approximately 15% of the Brandon University student population.

Statistics Canada. (2022). *Focus on Geography Series, 2021 Census*. Statistics Canada.
<https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/page.cfm?topic=8&lang=E&gclid=2021A000246>

Brandon University Factbook: <https://tableau.brandonu.ca/headcount>

- Indigenous people aged 25-64 hold fewer postsecondary credentials in Manitoba than non-Indigenous people:
 - Hold any post-secondary credential (41% Indigenous vs 63% non-Indigenous)
 - Hold a Bachelor's degree or higher (11% Indigenous vs 32% non-Indigenous)

Statistics Canada. Table 98-10-0425-01 Highest level of education by Indigenous identity and labour force status: Canada, provinces and territories, census divisions and census subdivisions with a population 5,000 or more
<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=9810042501>

- While Indigenous students are under-represented in Manitoba post-secondary generally, Indigenous students are even more under-represented within the Health Studies student population at Brandon University, per the table below, produced by the Institutional Data & Analysis Office on July 21, 2026:

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27*
% of all undergraduate students that self-declared indigenous	15.1%	15.5%	14.2%	15.1%	17.0%	15.6%
% of all undergraduate Health Studies students that self-declared indigenous	10.6%	8.9%	8.0%	7.5%	9.9%	10.2%

* July 15th data (all other years, data is from November 1st)



SUBJECT TO APPROVAL

MOTION NO. 027.SEP26

AGENDA ITEM NO. 4.4.7.2

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Scholarships & Awards Committee

SUBJECT: Award Revisions

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the following award revision, as submitted by the Scholarships & Awards Committee:

- Manitoba Co-operative/Rural/Economic Development Education Bursary
-

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION:
DATE: September 15, 2026

PER:

Senate Scholarship Committee

June 26, 2026

Report To Senate

New Terms of Reference

Motion:

That the Senate Scholarship Committee recommend to Senate the approval of the New Terms of Reference for the Manitoba Co-operative/Rural/Economic Development Education Bursary as presented.

To be awarded on the basis of financial need to an undergraduate or graduate student pursuing a major, minor, or degree offered through the Department of Rural Development. This award may not be divided.

Award Value: 1 X \$1,500 (Approximately)*

**The award value is subject to change. BU will be notified annually by The Winnipeg Foundation as to the amount available.*

CARRIED

MEMO

DATE: August 31, 2026

TO: Brandon University Senate

FROM: Dr Christine Bovis-Crossen, Chair Senate By-Laws Review Group

SUBJECT: Proposed Changes to Brandon University Senate By-Laws

Throughout the winter and spring summer terms the review group met 7 times to undertake a line-by-line review of the current by-laws. The review group's members are Jonathan Allan, Scott Forbes, Greg Gatien, Rory Lucyshyn-Wright, Andrea McDaniel, Katie Whelpton, Michelle Williams-Joel, and Leanne Zacharias.

Considerable attention was given to the bi-cameral system of governance at Brandon University; respectful collegial governance; and best practice across the sector.

There are several significant changes proposed by the Review Group for Senate to consider including the addition of a new preamble, increasing the number of Faculty Council meetings, and the proposed removal of the General Faculty Council. The Review Group noted that the University of Manitoba abolished their University Council in 1936 and replaced it with their Senate. Minor proposed changes include housekeeping and changes in nomenclature to better reflect practice.

The Review Group unanimously approved the attached changes to the Senate By-Laws and recommends approval of all of the changes by Senate.



**BRANDON
UNIVERSITY**

SUBJECT TO APPROVAL

MOTION NO. 028.SEP26

AGENDA ITEM NO. 4.4.8.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Senate Bylaws Revision Committee

SUBJECT: Bylaws Revision Recommendation

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate approves the changes to the Senate Bylaws, as submitted by the Senate Bylaws Revision Committee.

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION:
DATE: September 15, 2026

PER:

TABLE OF CONTENTS

PREFACE	THE BRANDON UNIVERSITY ACT.....	i
SECTION I	ELECTIONS	1
(A)	Election of Faculty Members to the Senate	1
(B)	Election of Student Representatives to the Senate.....	1
(C)	Assumption of Office	2
SECTION II	MEETINGS AND QUORUM	2
SECTION III	AGENDA, CONDUCT AND MINUTES OF MEETINGS	443
SECTION IV	ELECTION AND DUTIES OF CHANCELLOR	4
SECTION V	ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS	5
SECTION VI	FACULTY/SCHOOL COUNCILS.....	5
SECTION VII	GENERAL FACULTY COUNCIL	776
SECTION VIII	COMMITTEES OF SENATE.....	87
(A)	General Regulations on Committees	87
(B)	The Executive Committee of Senate	8
(C)	The Academic Integrity Committee of Senate	9
(D)	The Graduate Studies Committee of Senate	10409
(E)	The Indigenous Curricular Content Committee of Senate	1140
(F)	The Indigenous Education Committee of Senate.....	11
(G)	The Knowles Visiting Professorship Committee of Senate.....	1342
(H)	The Library Committee of Senate	134242
(I)	The Non-credit Certificate Program Committee of Senate.....	13
(J)	The Senate Research Committee (the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee)	1413
	Brandon University Research Ethics Committee (BUREC)	Error! Bookmark not defined.Error! Bookmark not defined.14
	Brandon University Animal Care Committee (BUACC)	Error! Bookmark not defined.Error! Bookmark not defined.15
	Brandon University Biosafety Committee (BUBC)	Error! Bookmark not defined.Error! Bookmark not defined.16
(K)	The Scholarships and Awards Committee of Senate	141417
(L)	The Student Appeals Committee of Senate	191817
(M)	The Undergraduate Studies Committee of Senate.....	191918
SECTION IX	AD HOC COMMITTEES OF SENATE	202019
(A)	General	202019
(B)	Membership.....	202019
(C)	Terms of Reference	202019
(D)	Meetings	202019
(E)	Dissolution.....	212019

SECTION X PROCEDURES FOR AMENDING THE BYLAWS~~21~~²⁰¹⁹

PREFACE

THE BRANDON UNIVERSITY ACT

S.M. 1998 Chapter 48

Effective July 1, 1998 (Amended)

14(1) The Senate of the University is continued, consisting of the following members:

- (a) the Chancellor of the University;
- (b) the President of the University;
- (c) the Vice-Presidents of the University;
- (d) the Deputy Minister of the department whose minister is responsible for *The Advanced Education Administration Act*, or his or her designate;
- (e) the Deans of each Faculty and School in the University;
- (f) the Director of the Educational Technology Unit or, if there is none, the person exercising comparable functions;
- (g) the Chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions;
- (h) the University Librarian or, if there is none, the person exercising comparable functions;
- (i) the Dean of Students or, if there is none, the person exercising comparable functions;
- (j) one member of the Board appointed by the Board;
- (k) one representative from each Faculty or School who has been on the staff of the University for at least two years, elected by and from the staff of that faculty or school;
- (l) six professors or associate professors of the University, elected by the professors, associate professors, assistant professors and lecturers;
- (m) two assistant professors or lecturers of the University who have been on the staff of the University for at least two years elected by the professors, associate professors, assistant professors and lecturers;
- (n) one member of the rank of professional associate of the University elected by the members of that rank;
- (o) eight students elected or appointed as follows:
 - (i) one appointed by the executive of the Brandon University Student's Union (BUSU) who is a member of that executive;
 - (ii) one elected from each Faculty or School of the University;
 - (iii) the remainder elected from the student body of the University at large.

14(2) **Disputes about membership**

If there is a dispute as to who qualifies for membership on the Senate under clause (1)(f), (g), (h) or (i), the matter shall be referred to the minister responsible for *The Advanced Education Administration Act* or his or her designate for a decision, and the decision of the minister or designate is final and binding on the Senate.

14(3) **Two or more positions**

A member who holds more than one position on the Senate is entitled to only one vote on any matter before the Senate.

- 15(1) **Term of office**
Elected and appointed members of the Senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed.
- 15(2) **Term of student members**
Student members of the Senate are to hold office for one year, beginning on the 1st day of July of the year in which they are elected.
- 15(3) **Term of *ex officio* members**
Ex officio members referred to in clauses 14(1)(a) to (i) are to hold office until they cease to hold the positions that qualify them for membership.
- 15(4) **Eligibility to be re-appointed or re-elected**
Elected or appointed members of the Senate may serve multiple terms, but normally not more than four years consecutively.
- 16(1) **Filling vacancies**
When an elected or appointed member's position on the Senate is vacant, the Senate shall inform the body that elected or appointed the member of the vacancy and that body shall promptly elect or appoint a successor to hold office for the remainder of the term.
- 16(2) **If new appointment not made**
If the body does not elect or appoint a successor within 90 days after the Senate gives it notice of a vacancy, the Senate may itself appoint a successor.
- 17 **Remuneration**
The members of the Senate shall not receive remuneration for performing their duties as members, but the Senate may reimburse them for their reasonable expenses.
- 18(1) **Chair**
The President of the University shall be the chair of the Senate.
- 18(2) **Acting chair**
If the President of the University is absent or unable to act as chair, the Provost & Vice-President (Academic) or, in his or her absence, an Academic Dean appointed by the President, shall be the chair at meetings of Senate.
- 18(3) **Secretary**
The Registrar of the University or, if there is none, the person exercising comparable functions shall be the Secretary of the Senate.
- 19(1) **Meetings**
The Senate shall meet at least four times a year and may meet more often if its rules so provide.
- 19(2) **Special meetings**
The Secretary of the Senate shall call special meetings at the request of the Chair or at the written request of at least four members of the Senate.
- 20(1) **Senate responsible for Academic Policy**
The Senate is responsible for the Academic Policy of the University.
- 20(2) **Powers of the Senate**
Without limiting subsection (1), the Senate may

- (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum;
- (b) elect the Chancellor of the University;
- (c) appoint any standing and other committees that it considers necessary;
- (d) consider and determine all courses of study, including requirements for admission, examination and graduation;
- (e) recommend to the Board the establishment of additional faculties, schools, departments, chairs and courses of instruction;
- (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the University, and the persons to whom they are to be granted;
- (g) award scholarships, medals and prizes;
- (h) make rules and regulations respecting the academic conduct and activities of students;
- (i) consider and make recommendations to the Board about any other matters that the Senate considers appropriate for achieving the objects and purposes of the University.

20(3) **Delegation**

The Senate may delegate to any standing or other committee of the Senate any of its powers and duties.

PREAMBLE: The Faculties and Schools to which reference is made in these Bylaws are:

Faculty of Arts
Faculty of Science
Faculty of Education
Faculty of Health Studies
School of Music

BRANDON UNIVERSITY SENATE BYLAWS

In the spirit and in light of Brandon University's commitment to Truth and Reconciliation, as well as, Equity, Diversity, and Inclusion, the Senate Research Committee~~Brandon University Senate~~ and all its subcommittees recognize diverse ways of knowing and strive for inclusivity to have an inclusive committee that is representative and reflective of the communities they serve. All proceedings and documents of Senate and its subcommittees shall be free of discriminatory language and shall respect human dignity in the spirit of~~consistent with~~ the Canadian Charter of Rights and Freedoms.

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SECTION I. ~~SECTION I~~ ELECTIONS

(A) ELECTION OF FACULTY MEMBERS TO THE SENATE

The BU Act, S.14(1), (k), (l), (m) and (n)

1. The electorate shall be restricted to academic personnel on half-time or greater appointment.
- ~~2. Lists of the electorate by Faculties/Schools, and of those eligible for Senate by Faculties/Schools, shall be prepared by the Secretary of Senate.~~
- ~~3.2.~~ Elections shall be supervised by the Secretary of Senate.
- ~~4.3.~~ Nominations:
 - a. All nominees must meet the requirements as laid down in the Preface to these Bylaws.
 - b. Each nomination shall be signed by two members of the electorate concerned.
 - c. Nominations shall be submitted in writing to the Secretary and shall be accompanied by a biographical statement of not more than 250 words.
 - d. Persons on leave may not serve on Senate or Senate Committees.
- ~~5.4.~~ Elections for these members of Senate shall be held on the first Monday in March each year.
- ~~6.5.~~ When the seat of an elected member becomes vacant for any reason, the election process shall commence immediately to choose a successor to complete the unexpired portion of the term. Such elections shall be conducted under the terms of the BU Act, S. 16(1), (2).
- ~~7.6.~~ Voting:
 - a. Voting shall be ~~by secret ballot~~confidential and shall be conducted by the Secretary.
 - b. The vote shall be counted by the Secretary and the recording secretary of Senate who shall certify the results.

(B) ELECTION OF STUDENT REPRESENTATIVES TO THE SENATE

The BU Act, S.14.1 (o), (i), (ii), (iii)

1. Members of BUSU shall constitute the electorate.
2. Lists of the electorate by Faculty/School shall be prepared by the Registrar's Office.

3. Those eligible for Senate election shall be members of BUSU.
4. Elections shall be conducted according to the BUSU election Bylaws and supervised by the Returning Officer of BUSU, who shall be ineligible for election.

~~5. Elections shall be completed by the end of March.~~

~~5. A~~

6. When the seat of an elected student to Senate becomes vacant for any reason, the election/appointment process shall commence immediately to elect a successor to complete the unexpired portion of the term. That process shall be in accordance with Section 16 of the BU Act and the BUSU Constitution and Bylaws.

7. Nominations:

- a. All nominees under S.14(1), (o), (ii) shall be enrolled in the Faculty/School whose position they are seeking and all nominations shall be signed by ten qualified electors from the Faculty/School concerned.
- b. Each nomination under S.14(1), (o), (iii) shall be signed by ten qualified electors from BUSU.
- c. Nomination forms shall be obtainable from BUSU and nominations shall be submitted in writing to the Returning Officer of BUSU.

8. Voting:

- a. Voting shall be by secret ballot and shall be conducted by the Returning Officer of BUSU.
- b. The counting of votes shall be supervised by the Returning Officer of BUSU.
- c. The results of the elections shall be reported to both the Chair and Secretary of Senate.

(C) ASSUMPTION OF OFFICE

Those members elected under Section I(A) of these Bylaws shall assume office ~~on July 1st at the September meeting of Senate at the June meeting of Senate~~ or, in the event of vacancies filled after ~~the July 1st the September meeting, immediately after appointment to the office, June September meeting,~~ the next meeting of Senate after appointment to the office. Those members elected under Section I(B) of these Bylaws shall assume office at the May meeting of Senate, or in the event of vacancies filled after the May meeting, the next meeting of Senate after appointment to the office.

SECTION II. ~~SECTION II~~ MEETINGS AND QUORUM

1. Regular meetings of the Senate shall normally take place on ~~the the third Tuesday preceding the third Thursday of June, September, October, November, December, January, February, March, April, and May, and June~~ each month except June and July, and normally outside fall and winter study breaks.
2. Notice of special meetings shall be distributed not less than 48 hours before the meetings.
3. During the Fall and Winter terms for both regular and special meetings, a majority of the current members of Senate shall constitute a quorum. During Spring and Summer terms, quorum shall be one-third of the membership plus two.
4. Every regular meeting of the Senate, unless otherwise directed by the Chair, shall begin at 2:00 p.m. and if there be any doubt as to the presence of a quorum, the Secretary may, after the lapse of a quarter of an hour, call the roll, and if a quorum is not present, the

Senate shall stand adjourned to the next regular day of meeting, or to a day to be fixed by the Chair.

5. The Senate shall not remain in session longer than 3 hours.
6. Members on Senate may be represented by designated replacements. These replacements may take part in the discussions but may not vote on motions. The Secretary must be advised, in writing, by the member or designate.
7. Any elected member who fails to attend three consecutive meetings without notifying the Secretary of Senate in advance ~~may~~ shall be removed from office.
8. Senate and Senate standing committee minutes shall contain three sections on attendance: Present, Regrets, and Absent.
- ~~9. All documents of Senate shall be free of discriminatory language and shall respect human dignity consistent with the Canadian Charter of Rights and Freedoms.~~

~~±0-9.~~ Electronic Voting:

a. Items Eligible for Electronic Vote

The Chair, in consultation with the Secretary of Senate, may designate matters which may be decided by email vote of Senate where:

- i. a decision of a matter is required before the next regularly scheduled meeting of Senate; and
- ii. items in question, in the view of the Chair, are not controversial and do not require extensive background and explanation; and
- iii. it would be impractical, in the view of the Chair, to schedule a special meeting of Senate.

The Chair will endeavour to maintain the procedural integrity expected for Senate decisions, making certain that order is preserved and the business before Senate is dealt with in an appropriate and efficient manner.

b. Electronic Voting Process

The Secretary of Senate will circulate the motion(s) to Senators and open the voting period.

- i. The voting period shall normally be a minimum of seven (7) calendar days.
- ii. The vote may be conducted via email or other electronic method that authenticates the voters' identities.
- iii. No amendments to the motion(s) are permitted unless permitted by the Chair.
- iv. Quorum for electronic votes shall be reached when a majority of Senators have voted. If quorum is not achieved by the end of the voting period, the period may be extended by a maximum of seven (7) calendar days.
- v. The Secretary of Senate will announce the results at the end of the voting period.

- vi. The motion and outcome of any items decided by electronic vote outside of a regular meeting of the Senate will be included on the agenda of the next regular Senate meeting for information and recorded in the official minutes of that meeting.

SECTION III. ~~SECTION III~~ — AGENDA, CONDUCT AND MINUTES OF MEETINGS

1. The Secretary shall distribute an agenda for each meeting to the members of Senate not less than 48 hours before each meeting of the Senate.
2. Meetings shall be conducted under the usual rules and regulations of parliamentary procedure. In all cases of procedural dispute, *Robert's Rules of Order Newly Revised 12th edition* shall prevail insofar as they do not contradict the Bylaws of the Senate or Standing Orders enacted by that body.
3. Electronic recording of the proceedings of Senate are prohibited without the express consent of Senate ~~and~~. Distribution of such authorized recordings ~~both is are~~ prohibited without the express consent of Senate.
4. The Secretary shall keep a written record of proceedings of every meeting of the Senate.
5. The Secretary shall distribute the minutes of meetings of the Senate to all members of Senate. The approved open session minutes will be made publicly available by posting the document to the Senate website.
6. The minutes of each meeting shall be submitted for adoption at the next meeting of the Senate.

SECTION IV. ~~SECTION IV~~ — ELECTION AND DUTIES OF THE CHANCELLOR **The BU Act, S(21)**

1. Normally the Executive Committee shall commence searching for a Chancellor at least one year before the incumbent's term of office expires.
2. Any member of the Senate may submit a nomination for the Chancellorship, with supporting information, to the Executive Committee.
3. The Executive Committee shall determine, according to established criteria, a short list of candidates. After ascertaining the willingness of the nominee(s) on the short list to stand as Chancellor, the Executive Committee shall place an agreed-upon short list of candidates before the Senate.
4. If more than one name is submitted to the Senate, an election by secret-confidential ballot shall be held at the regular January meeting of the Senate.
5. If only one name is submitted to the Senate, a ratification vote by secret-confidential ballot shall be held at the regular January meeting of the Senate.
6. Following the Senate's selection of a new Chancellor, the Senate Executive Committee shall recommend to Senate the beginning of the Chancellor's term of office and a date for the official installation.
7. The Chancellor shall hold office for three years, or until their successor is elected and is eligible for re-election only once.

- a. Where a Chancellor is in their first term and eligible for re-election, the Chair of Senate will, 15 months prior to the expiry of the Chancellor's term of office, invite the Chancellor to submit a letter of intent to seek re-election.
 - b. A Chancellor seeking re-election must submit their letter of intent to the Senate Executive Committee a minimum of one year prior to the expiration of their term of office.
 - c. The Senate Executive Committee shall review the letter of intent at its next meeting following receipt of the letter and either:
 - i. Make a recommendation for Chancellor re-election to the Senate; or
 - ii. Initiate a search for a new Chancellor per the bylaws above.
 - d. In the event that the Senate Executive Committee does not recommend a Chancellor for re-election, the Chair of Senate will transmit the decision of the Senate Executive Committee to the sitting Chancellor.
8. The Chancellor shall be the titular head of the University and shall confer all degrees of the University.
 9. The Chancellor is encouraged to attend official functions on behalf of the University.
 10. The University may request the Chancellor to serve on Senate and Board Committees as appropriate; the Chancellor may also request a seat on such committees that deal with matters of their particular interest.
 11. The Chancellor may undertake special projects in keeping with the goals of the University.

SECTION V. ~~SECTION V~~—ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS

The BU Act, S(5) (2) (d)

1. The Senate Representatives to the Board of Governors shall be elected by and from the Senators elected under the BU Act, S(14) (1), (k), (l), (m), and (n).
2. Nominations shall be made from the floor of Senate, at the first meeting of Senate in ~~June~~ September of each year.
3. In the event of more than one candidate being nominated, elections shall be by secret ballot and shall be conducted by the Secretary and the Chair of Senate, who shall certify the results.
4. The Senate representatives to the Board of Governors shall serve two-year terms and shall be elected in alternate years.
5. Where the seat of a representative to the Board of Governors becomes vacant for any reason, or notice of resignation is given, an election will be held at the next regular scheduled meeting of Senate to choose a successor to complete the unexpired portion of the term.

SECTION VI FACULTY/SCHOOL COUNCILS

1. Faculty/School Council membership:
 - a. There shall be Faculty/School Councils consisting of employees of the university who hold the rank of Professor, Associate Professor, Assistant Professor,

- Lecturer, Professional Associate, Administrative Associate, or Instructional Associate, ~~and current sessional instructors who have taught consecutively in the last five years and who have an appointment in the Faculty/School concerned;~~ the President and the Chief Information Officer (or designate) shall be ex-officio members of each Faculty/School Council.
- b. No person, other than an ex-officio member, shall be a member of more than one Council, except for members of the Joint Department of Music Education who shall be voting members of the Faculty of Education and the School of Music and for members of a council as provided for in Section VI 1. f.
 - c. Any person who teaches in more than one Faculty/School will be a member of the Council in which the majority of the teaching is done; if the teaching loads are equal, the individual will choose the Council to which ~~they/he/she~~ wishes to belong.
 - ~~d.~~ Two undergraduate student representatives shall sit on the Faculty/School Council as full voting members, one of the students to be the Faculty/School representative on BUSU Council or elected BUSU delegate, the other the student Senate member of the Faculty/School.
 - d.
 - e. In a Faculty/School with a graduate program, one student, elected by and from the graduate students in the program, shall be a voting member of the Faculty/School Council.
 - f. At the first meeting of each Faculty/School Council in each academic year (September through August), the Council may elect additional members; such elections shall require the assent of 2/3 of those present and voting, and shall confer membership for one year.
 - ~~f.~~
2. Persons who feel they have been wrongly excluded from a Faculty/School Council may appeal their case to Senate, whose decision will be final.
 3. Faculty/School Councils shall establish their own ~~regulations by laws~~ concerning the voting rights of members on sabbatical or vacation leave.
 4. Voting procedures shall be at the discretion of the Faculty/School Council.
 5. All members of the Councils will have full membership rights.
 6. The Dean shall chair the appropriate Faculty/School Council.
 7. At least ~~two~~ four regular meetings of each Faculty/School Council shall be held in each academic year.
 8. Special meetings of the Faculty/School Councils may be called at the discretion of the Chair or at the request in writing of four members of the Faculty/School Council.
 9. Electronic recording of the proceedings of a Faculty/School Council are prohibited without the express consent of Senate. Distribution of authorized recordings is prohibited without the express consent of the Faculty/School Council.
 - ~~8. Recording clause~~
 - ~~9-10.~~ A Faculty/School Council may make recommendations to the Senate ~~or the General Faculty Council.~~
 - ~~10-11.~~ Each Faculty/School Council may establish its own procedures including the creation of such committees as are necessary to fulfill its functions.
 - ~~11-12.~~ The Faculty/School Council shall:

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- a. examine any proposed course change or curriculum change;
- b. make recommendations on any course or curriculum change to the ~~Senate Curriculum and Academic Planning Committee~~Undergraduate Studies Committee or to the ~~Senate~~ Graduate Studies Committee as appropriate;
- c. approve a Faculty/School Academic Plan that is aligned with the University Academic Plan within 12 months of the approval of the University Academic Plan by Senate;
- d. carry on any other academic duties pertaining to the Faculty/School.

SECTION VII — ~~GENERAL FACULTY COUNCIL~~

- ~~1. There shall be a General Faculty Council consisting of:~~
 - ~~a. the President who shall be the Chair;~~
 - ~~b. the Provost & Vice-President (Academic);~~
 - ~~c. the Vice-President (Administration and Finance);~~
 - ~~d. the Dean of each Faculty/School;~~
 - ~~e. the Indigenous Advisor to the President or equivalent;~~
 - ~~f. the Director of the Centre for Teaching, Learning, and Technology;~~
 - ~~g. the Director, Information Technology Services;~~
 - ~~h. the Chief Information Officer;~~
 - ~~i. the University Registrar;~~
 - ~~j. the Dean of Students;~~
 - ~~k. the Director, Recruitment and Retention;~~
 - ~~l. the Director, Indigenous Peoples' Centre;~~
 - ~~m. the teaching personnel who are members of the Faculty/School councils;~~
 - ~~n. Professional Associates, Administrative Associates, and Instructional Associates;~~
~~and~~
 - ~~o. the Director of Residence Hall Programs.~~
- ~~2. The General Faculty Council shall elect one of its members as the Vice-Chair.~~
- ~~3. The General Faculty Council shall elect its own Secretary.~~
- ~~4. At least one regular meeting of the General Faculty Council shall be held each year in late August or early September.~~
- ~~5. Meetings of the General Faculty Council may be called at the discretion of the Chair or at the request in writing of ten members of the General Faculty Council.~~
- ~~6. The General Faculty Council may establish its own procedures including the creation of such committees as are necessary to fulfill its functions.~~
- ~~7. The General Faculty Council shall carry out academic duties which may be presented to it, or which may arise out of its own deliberations, and may make recommendations to Senate.~~

SECTION VIII

COMMITTEES OF SENATE

(A) GENERAL REGULATIONS ON COMMITTEES

1. In addition to members of the Senate and members specifically identified in these Bylaws, any member of the ~~teaching~~ Professoriate staff of the University who is on a half-time or greater appointment, any Professional or Instructional or Administrative Associate, and any student in good academic standing is eligible for membership on standing and ad hoc committees of Senate. Senate may appoint or elect other members of the Brandon University community to committees if those members bring a particular expertise or perspective that is considered essential to the work of those committees.
2. Standing committees of Senate shall include at least one Senator who shall report to Senate.
- ~~3. Where standing committees of Senate specify membership of students, those members will normally be student Senators, unless otherwise specified in these Bylaws. Where no student Senator is available or eligible, then BUSU shall be asked to elect or appoint a student representative to the committee as appropriate.~~
- ~~4.3.~~ Unless otherwise specified, each committee shall elect its own Chair.
- ~~5.4.~~ Unless otherwise specified, each committee shall designate its own Secretary.
- ~~6.5.~~ Unless otherwise ordered by the Senate, committees shall be empowered to act on and from the date on which members are elected by the Senate.
- ~~7.6.~~ Normally the authority and duties of committees of Senate shall cease on the day prior to the first meeting of the new Senate in each year.
- ~~8.7.~~ Members of Senate standing committees may be represented by designated replacements. These replacements may propose or second motions, and vote on motions. The secretary of the committee must be advised, in writing, by the member or designate in advance of the meeting.
- ~~9.8.~~ Any elected member who fails to attend three consecutive meetings without notifying the Chair of the committee in advance will be removed from the Committee. The constituency represented by the member will elect or appoint a replacement as appropriate.
- ~~10.9.~~ The President is an ex-officio member of all Senate committees.
- ~~11.10.~~ Where the Bylaws name the University Registrar as Secretary of a Senate committee, the University Registrar may designate an alternate.
- ~~12.11.~~ Unless otherwise specified, sStanding committees of Senate shall meet at least ~~twice a~~ four times a year and report to Senate at least once a year.
- ~~13.12.~~ Quorum at Senate committee meetings shall be a majority of the members excluding the President.

(B) THE EXECUTIVE COMMITTEE OF SENATE

1. There shall be an Executive Committee of Senate consisting of:
 - a. the President who shall be Chair;
 - b. the Provost & Vice-President (Academic);
 - c. ~~five faculty Senators, one from each Faculty/School; the Faculty/School representing Senator from each Faculty/School;~~
 - d. one student Senator; and

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- e. the University Registrar who shall be Secretary.
- 2. At the first meeting of the new Senate, the Senate shall elect the ~~members-student~~ Senator ~~foref~~ this committee.
- 3. The committee shall:
 - a. manage the workflow of Senate and its committees/subcommittees and ensure the orderly, considered, and timely conduct of Senate business;
 - b. approve the Order of Proceedings for Convocation ceremonies;
 - c. recommend or select candidates for relevant honors or awards as designated by Senate-honorary-degrees;
 - d. search for candidates for the position of Chancellor and make nominations to the Senate;
 - e. act for Senate in executing and expediting business of Senate during the summer recess and at such other times as may be necessary or desirable, provided that if at any such meeting a question of general policy or general legislation should arise, the consideration of such question shall be adjourned until the day appointed for a regular or a special meeting of Senate;
 - f. ensure the establishment of a University Academic Plan every five years; and
 - g. conduct a review of and report accomplishments in relation to the University Academic Plan every five years.

(C) THE ACADEMIC INTEGRITY COMMITTEE OF SENATE

- 1. There shall be an Academic Integrity Committee consisting of:
 - a. the Provost & Vice-President (Academic) who shall be Chair;
 - b. the Dean of Students;
 - c. one Faculty/School Dean elected by the SenateDean's Council;
 - d. one alternate Faculty/School Dean elected by the SenateDean's Council, with the alternate serving only when a case coming before the Committee relates to an academic activity in the regular Dean's Faculty/School or when the regular Dean is unavailable to participate in the Committee's proceedings;
 - e. one faculty representative elected by and from each Faculty or School for a two-year term (multiple sequential terms permitted);
 - f. one alternate faculty representative elected by and from each Faculty or School for a two-year term (multiple sequential terms permitted), with alternates serving only when the regular faculty representative has a conflict of interest related to a case coming before the Committee or when the regular faculty representative is unavailable to participate in the Committee's proceedings;
 - g. one undergraduate student appointed by the BUSU Council;
 - h. one graduate student appointed by the BUSU Council;
 - i. one alternate undergraduate student and one alternate graduate student appointed by the BUSU Council, with alternates serving only when the regular student representative has a conflict of interest related to a case coming before the Committee or when the regular student representative is unavailable to participate in the Committee's proceedings; and
 - j. the University Registrar who shall be Secretary (ex officio, non-voting).

- j. meet on an as needed basis;
- ~~a-b.~~ review and make final decisions on academic integrity related appeals; and
- ~~b-c.~~ make recommendations to the Senate on academic integrity related matters.

(D) THE GRADUATE STUDIES COMMITTEE OF SENATE

1. There shall be a Graduate Studies Committee of Senate consisting of the following:
 - a. the Vice-President, Research & Graduate Studies or designate who shall be Chair;
 - b. the Dean of each Faculty/School;
 - c. the Chief Information Officer;
 - d. the Dean of Students;
 - e. one representative who holds an appointment in the Faculty of Graduate Studies, elected by and from each Faculty/School;
 - f. two graduate students and one alternate, to be elected by the graduate students, or where necessary, appointed by BUSU; and
 - g. the University Registrar who shall be Secretary.
2. The committee shall:
 - a. propose long-range plans pertaining to the disposition and implementation of graduate programs;
 - b. recommend graduate admission standards;
 - c. recommend graduate programs and degrees;
 - d. recommend adoption of new graduate courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements;
 - ~~e. make decisions on the awarding of publicly supplied graduate scholarships such as Tri-Agency graduate scholarships;~~
 - ~~f-e.~~ recommend regulations for the conduct of graduate courses such as course outlines, duration, participation and evaluation procedures;
 - ~~g-f.~~ recommend policies for the scheduling and conduct of graduate examinations;
 - ~~h-g.~~ recommend policies for the evaluation of graduate programs;
 - ~~i-h.~~ recommend regulations on academic standing and academic progress in graduate programs;
 - ~~j. recommend candidates for graduation;~~
 - ~~k-i.~~ review and approve applications for membership in the Faculty of Graduate Studies;
 - ~~l-j.~~ make recommendations on any other academic matter pertaining to graduate studies; and
 - ~~m-k.~~ receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy.

(E) THE INDIGENOUS CURRICULAR CONTENT COMMITTEE OF SENATE

1. There shall be an Indigenous Curricular Content Committee of Senate consisting of:
 - a. ~~the Associate Vice-President, Indigenous Initiatives, who shall be co-Chair;~~
 - ~~a.b. the Provost & Vice-President (Academic); or designate, who shall serve as co-Chair, along with;~~
 - ~~b.a. the Associate Vice-President, Indigenous Initiatives, co-Chair;~~
 - c. the Chair of the Native Studies Department or designate;
 - d. the Director of the Indigenous Peoples' Centre;
 - e. one or more Knowledge Keepers, appointed by the Associate Vice-President, Indigenous Initiatives; and
 - f. one academic Dean, elected by the Deans' Council;
 - g. one undergraduate student appointed by the Director of the Indigenous Peoples' Centre based on an open call, for a one-year term; and
 - h. one representative from teaching faculty members, selected by the Committee based on an open call for a one-year term.
2. The committee shall:
 - a. meet on an as needed basis;
 - ~~a.b.~~ serve as a consultation resource for faculty members and departments seeking to include Indigenous content in their courses and/or have courses approved to satisfy the Indigenous Content Course Requirement;
 - ~~b.c.~~ determine appropriate criteria and processes by which courses will be evaluated for Indigenous content;
 - ~~e.d.~~ recommend courses that will satisfy the Indigenous Content Course Requirement;
 - ~~d.e.~~ determine appropriate review cycles and review processes for courses approved to satisfy the Indigenous Content Course Requirement;
 - ~~e.f.~~ conduct reviews of courses approved to satisfy the Indigenous Content Course Requirement in accordance with the review cycles and processes determined above;
 - ~~f.g.~~ recommend continuation or removal of courses from the list of courses approved to satisfy the Indigenous Content Course Requirement;
 - ~~g.h.~~ conduct periodic reviews of the criteria and processes by which courses will be evaluated for inclusion on the Indigenous Content Course Requirement list; and
 - ~~h.i.~~ make recommendations to Senate on Indigenous content curriculum matters.

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~~(F) THE INDIGENOUS EDUCATION COMMITTEE OF SENATE~~

- ~~1. There shall be an Indigenous Education Committee consisting of:~~
 - ~~a. the Associate Vice-President, Indigenous Initiatives, co-Chair;~~
 - ~~b. the Director, Indigenous Peoples' Centre, co-Chair;~~
 - ~~c. the Provost & Vice-President (Academic);~~
 - ~~d. three members of Senate, including a BUSU representative;~~

- e.—one member elected by and from each of the five Faculty/School Councils;
- f.—the Indigenous Advisor to the President or equivalent;
- g.—the Dean of Students;
- h.—the Chief Information Officer;
- i.—five Indigenous students;
- j.—one faculty member from PENT;
- k.—one member from the Department of Native Studies;
- l.—one member from the Brandon Urban Aboriginal Peoples' Council;
- m.—one Indigenous representative from the Brandon School Division Administration;
- n.—one Indigenous representative from the Manitoba Métis Federation;
- o.—one Indigenous representative from Assiniboine Community College;
- p.—one Anishinabek Knowledge Keeper;
- q.—one Dakota Knowledge Keeper;
- r.—one Inuit Knowledge Keeper;
- s.—one Métis Knowledge Keeper; and
- t.—one Inineew Knowledge Keeper.

2.—The committee shall:

- a.—recommend to Senate the key academic priorities and strategic direction for Brandon University in fulfillment of its commitments within the Indigenous Education Blueprint; and
- b.—as needed, create and oversee the work of a series of targeted working groups that are tasked with the following objectives:
 - i.—establish an inventory and complete an institutional self-assessment and review of the existing Indigenous Education initiatives, programs, research, scholarly and creative activities, community engagement, and services at Brandon University with reference to the Indigenous Education Blueprint document;
 - ii.—conduct a review of Indigenous Education practices across Canada (and beyond) in order to identify promising approaches for consideration within a university setting;
 - iii.—find opportunities to pursue and actions to be taken to enhance our existing Indigenous Education initiatives, teaching approaches, programs, faculty development, research, scholarly and creative activities, community engagement, and services to build engaged citizenship and institutional capacity for the implementation of the Blueprint;
 - iv.—determine the kinds of learning and awareness that we might expect all students to attain, and to set benchmarks for the recruitment, retention and graduation outcomes for Indigenous students at BU within the context of the Blueprint; and
 - v.—prioritize a range of institutional changes to programs, research, scholarly and creative activities, community engagement, services and

partnerships that can benefit the BU community in support of the Blueprint.

~~(G)~~(F) THE KNOWLES VISITING PROFESSORSHIP COMMITTEE OF SENATE

1. There shall be a Knowles Visiting Professorship Committee of Senate consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. one representative elected by and from each Faculty/School; and
 - c. one student Senator nominated by student Senators and elected by Senate.
2. The committee shall:
 - a. meet on an as needed basis;
 - b. select the visiting professor in accordance with the guidelines for the Stanley Knowles Distinguished Visiting Professorships in Public Policy.
 - a. —

~~(H)~~(G) THE LIBRARY COMMITTEE OF SENATE

1. There shall be a Library Committee of Senate consisting of:
 - a. the Chief Information Officer or equivalent who shall be Chair;
 - b. one member of Senate elected by and from Senate;
 - c. one representative elected by and from each Faculty/School;
 - d. one undergraduate student Senator elected by and from Senate and one graduate student appointed by the BUSU Council; and
 - e. two Professional Associates from the Library and Archives elected by the BUFA Members in the unit.
2. The committee shall, as appropriate:
 - a. review and make recommendations regarding major changes in the operation of the Library and the provision of facilities and services;
 - b. make recommendations pertaining to financial policy concerning expenditures, including the allocation of acquisition funds to Faculties, Schools and Departments in support of institutional teaching and research priorities;
 - c. review and make recommendations concerning submissions which are referred to it by the Senate;
 - d. make recommendations on broad policies concerning the Library; and
 - e. review and make recommendations on any other matter pertaining to the Library.

~~(H)~~(H) THE NON-CREDIT CERTIFICATE PROGRAM COMMITTEE OF SENATE

1. There shall be a Non-credit Certificate Program Committee of Senate consisting of:
 - a. the Chair of the Curriculum and Academic PlanningUndergraduate Studies Committee who shall be Chair; or designate
 - b. one Dean, elected by and from the Curriculum and Academic PlanningUndergraduate Studies Committee;

- c. two faculty members elected by and from the Curriculum and Academic Planning Undergraduate Studies Committee; and
 - d. one Senator who is on the Board of Governors to be elected by and from Senate.
2. The committee shall:
- a. meet on an as needed basis;
 - a.b. review and approve proposed non-credit certificate programs.

(4) THE SENATE RESEARCH COMMITTEE (THE RESEARCH ETHICS COMMITTEE, THE ANIMAL CARE COMMITTEE, AND THE BIOSAFETY COMMITTEE)

~~(A) In the spirit and in light of Brandon University's commitment to Truth and Reconciliation, as well as Equity, Diversity, and Inclusion, the Senate Research Committee and all its subcommittees recognize diverse ways of knowing and strive to have an inclusive committee that is representative and reflective of the communities they serve.~~

(I)

1. There shall be a Senate Research Committee consisting of:
- a. the Vice-President (Research & and Graduate Studies) or designate who shall be Chair;
 - b. the Chair of the Research Ethics Committee;
 - c. the Chair of the Animal Care Committee;
 - d. the Chair of the Biosafety Committee;
 - e. the Manager of Research Services;
 - f. one research cr-active member elected by and from each Faculty/School;
~~one research active, Professional Associate elected by and from Student Services and the Library;~~
 - g. one researcher elected by and from Library and Archives;
 - h. one researcher elected by and from Student Services;
 - h. one researcher elected by and from the Dean's'Dean's Council;
 - i. one research active Senator researcher from Senate elected by the Senate;
 - j. one researcher member elected by and from the Brandon University Research Committee (BURC);
 - k. one undergraduate student, recommended by the Senate Research Committee and elected by the Senate; and
 - l. one graduate student, recommended by the Senate Research
 - m. one graduate student, recommended by the Senate Research

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Committee and elected by the Senate.

2. Members of the Senate Research Committee, the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee, shall serve three-year terms. These terms may be shorter for those positions (Senator, student) that terminate before three years are completed.
3. The Committee may appoint additional regular members as needed, with the appointment the appointment and term approved by the Senate.
4. The Committee may invite expertise by way of a non-voting member in an ad hoc -capacity.
5. The Senate Research Committee shall:
 - a. advocate for research and scholarship across campus;
 - ~~a-b.~~ provide advice to the Senate concerning:
 - i. the University's general policies related to research and scholarship;
 - ii. policies governing relationships between the University and external governing agencies;
 - iii. any other matters relating to University research and scholarly activities which may arise from time to time or may be directed to the Senate Research Committee by the Senate; and
 - iv. the establishment and ongoing review of the University Strategic Research Plan.
 - c. make decisions on the awarding of publicly supplied graduate scholarships such as Tri-Agency graduate scholarships;
 - ~~b-d.~~ seek nominations from faculty and recommend ~~to the Senate~~ faculty members for ~~University and National~~ research awards and honours;
 - ~~e-e.~~ assess the needs for the creation of research centres and institutes and bring forward requests for the establishment of such research centres and institutes to the Senate for recommendation to the Board of Governors;
 - ~~d-f.~~ undertake periodic reviews of the University research centres and institutes and report on these reviews to the Senate and the Board of Governors;
advocate for research and scholarship across campus; and
 - ~~e-g.~~ oversee ~~the operations of and report to the Senate on the activities of~~ the Brandon University Research Ethics Committee (BUREC), the Brandon University Animal Care Committee (BUACC), and the Brandon University Biosafety Committee (BUBC), whose compositions and responsibilities shall be as described below.

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BRANDON UNIVERSITY RESEARCH ETHICS COMMITTEE (BUREC)

1. There shall be a Research Ethics Committee (with all members to be appointed by the

Senate Research Committee unless otherwise stated) consisting of:

- a. the Chair to be appointed by and from members of BUREC for a ~~one~~three-year renewable term;
- b. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Education;
- c. one assistant professor, associate professor, full professor or P.A. (II, III, or IV) representative from the Faculty of Health Studies;
- d. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Science;
- e. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Arts;
- f. one representative from the Library ~~and may also include one representative from or~~ Student Services P.A. (II, III or IV);
- g. one Brandon University representative, ~~normally a faculty member,~~ experienced in Indigenous research;
- hi. one member who is knowledgeable in relevant law and who is not the institution's legal counsel or risk manager; and
- ij. one community representative who has no formal affiliation with Brandon University

2. Additionally, the following requirements shall be satisfied among the ~~above~~above-named members:

- a. ~~Two~~two (2) members who reflect gender diversity and have expertise in relevant research disciplines, fields and methodologies covered by BUREC;
- b. ~~at least one member from an equity-deserving~~seeking group;
- ~~bc.~~ ~~At at~~ least one member is knowledgeable in ethics;

- 3. ~~The Ceommittee~~Committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee;.

- - 4. ~~Tthe Ceommittee~~Committee may also invite expertise by way of a non-voting member in an ad hoc capacity.

5. The ~~Ceommittee~~Committee shall:

- a. recommend and periodically review ethical guidelines for Brandon University research proposals involving human participants;
- b. review and verify that Brandon University research proposals involving human participants meet the guidelines set out in the current Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans; and,
- c. ensure that its procedures are in accordance with the aforementioned Tri-Council Policy Statement.

BRANDON UNIVERSITY ANIMAL CARE COMMITTEE (BUACC)

1. There shall be an Animal Care Committee (with all members to be appointed by the Senate Research Committee to a maximum of eight consecutive years of service) consisting of:

- a. a Chair, who cannot be directly involved in the management of the institutional animal facilities, nor be the consulting veterinarian for the institution, nor be involved in the preparation of a significant number of protocols to be reviewed by the committee and who is appointed by and from the Committee ~~for a three-year-renewable~~ year renewable term.
 - b. two members chosen from scientists, teachers, and laboratory instructors experienced in animal care and use;
 - c. a veterinarian, preferably experienced in experimental animal care and use;
 - d. a Brandon University member whose University work does not involve animals;
 - e. a person and one alternate representing community interests and concerns and who has no formal affiliation with the institution
(The community representative alternate will only attend meetings in the absence of the community representative. The alternate will assume the role of the community representative in the event of resignation.);
 - f. the animal health technologist (ex-officio);
 - g. a student representative from an open call; and
 - h. the ~~Research Ethics Officer~~ BUACC Coordinator (ex-officio, non-voting, who provides administrative support)
2. The committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
 - a. periodically review animal care policies for research proposals involving animals to meet the Canadian Council on Animal Care (CCAC) policies/guidelines, and to meet changing needs within the University, the scientific community, the animal welfare community and society as a whole;
 - b. review and make recommendations for changes to the Terms of Reference for the Brandon University Animal Care Committee;
 - c. ensure that no research, testing, or teaching program (including field studies) involving animals can be commenced without prior approval of BUACC; and
 - d. ensure that policies and procedures are in place that will:
 - i. stop any objectionable procedure, if it considers that an animal is experiencing unnecessary distress or pain;
 - ii. stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals;
 - iii. have an animal ~~humanely euthanized~~ humanely killed if pain or distress caused to the animal cannot be alleviated; and
 - iv. give the veterinarian absolute authority to initiate, treat, or euthanize animals ~~as he/she~~ they deems necessary.

BRANDON UNIVERSITY BIOSAFETY COMMITTEE (BUBC)

1. There shall be a Biosafety Committee (with members appointed by the Senate Research Committee unless otherwise stated) consisting of:
 - a. A Chair to be appointed by and from members of the BUBC for a two-year renewable term;
 - b. one member who has experience in biohazards, from the Faculty of Science, recommended by the Dean of Science;
 - c. a member of ADES, recommended by the department and the Dean of Science;
 - d. a member from the Faculty of Arts, preferably an individual with experience handling biological materials, recommended by the Dean of Arts;
 - e. a member from Physical Plant, recommended by the Director of Physical Plant;
 - f. a member from the Instructional Associates from the Faculty of Science, recommended by the Dean of Science;
 - g. a member from the Instructional Associates from the Faculty of Health Studies, recommended by the Dean of Health Studies;
 - h. a representative from the Office of Research, recommended by the Vice-President (Research and Graduate Studies);
 - i. the University Health and Safety Advisor;
 - j. the Institutional Biological Safety Officer; and
 - k. one to two community representatives, with no formal affiliation to the University, to provide a source of relevant expertise as (an) adjunct voting member(s).
2. The committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
 - a. develop relevant policies and procedures governing the use of biological agents on campus in accordance with current Canadian Biosafety Standards and Guidelines, the Human Pathogens and Toxins Act, the Human Pathogens and Toxins Regulations, and other standards set forth by the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA);
 - b. review and verify that all Brandon University activities involving the use of biological agents adhere to the aforementioned federal standards and policies; and
 - c. report to and work with the Office of the Vice-President (Research and Graduate Studies) to ensure the training on biosafety requirements and guidelines.

(4)(U) THE SCHOLARSHIPS AND AWARDS COMMITTEE OF SENATE

1. There shall be a Scholarships and Awards Committee of Senate consisting of:
 - a. one member elected by and from the Senate;
 - b. one member elected by and from each Faculty/School;
 - c. the Director, Admissions & Awards
 - d. the Director, Indigenous Peoples' Centre;
 - e. the Director, Recruitment and Retention; and
 - f. the University Registrar who shall be Secretary.
2. The Chair shall be elected by and from the committee at its first meeting each year.
3. The committee or its designated sub-committees shall:

- a. make decisions on the awarding of the various undergraduate and graduate scholarships, bursaries, medals and awards of Brandon University, ~~including athletic awards (in consideration of recommendations made by the Director of Athletics and Community Engagement)~~, and excluding those graduate scholarships specifically indicated as being the responsibility of the ~~Graduate Studies eSenate Research Committee~~ (see Section VII~~H~~~~I~~~~E~~ of the Senate Bylaws);
- b. make recommendations concerning the addition of new scholarships, bursaries, medals and awards; and
- c. make recommendations concerning the terms of reference under which scholarships, bursaries, medals and awards are to be offered and to ensure that these terms are adhered to in accordance with the donor's wishes.

~~(L)~~(K) THE STUDENT APPEALS COMMITTEE OF SENATE

1. There shall be a Student Appeals Committee of Senate consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. the Dean of Students;
 - c. one faculty representative elected by and from each Faculty or School for a two year term, at least two of whom must also be current members of the Faculty of Graduate Studies;
 - d. one undergraduate student appointed by the BUSU Council;
 - e. one graduate student appointed by the BUSU Council; or in the absence of a suitable graduate representative, an additional undergraduate student appointed by the BUSU Council; and
 - f. the University Registrar who shall be Secretary (non-voting).
2. The committee shall:
 - a. review and make decisions on student appeals relating to admission;
 - b. review and make decisions on student appeals relating to academic regulations, including grade appeals; and
 - c. submit an annual report to Senate at its May-September meeting.
3. Decisions of this committee are final.

~~(M)~~(L) THE UNDERGRADUATE STUDIES COMMITTEE OF SENATE

1. There shall be ~~a~~An Undergraduate Studies Committee consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. the Dean of each Faculty/School;
 - c. the Dean of Students;
 - d. one representative elected by and from each Faculty or School;
 - e. two students appointed by the BUSU Council;
 - f. the Chief Information Officer; and
 - g. the University Registrar who shall be Secretary.
2. The committee shall, for the undergraduate level:
 - a. recommend admission standards;

- b. recommend adoption of new courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements for majors and minors;
- c. recommend undergraduate degrees and academic program priorities;
- d. recommend regulations for the conduct of courses such as course outlines, duration, participation, and evaluation procedures;
- e. recommend policies for the scheduling and conduct of examinations;
- f. recommend policies for the evaluation of new undergraduate degrees, new departments and new departmental majors and minors;
- g. recommend regulations on required grade point averages, probation, academic suspension and re-admission of students;
- ~~h. recommend candidates for graduation;~~
- ~~i. h.~~ make recommendations on any other matter pertaining to academic standards and student records;
- ~~j. i.~~ recommend support programs for the academic functions;
- ~~k. j.~~ recommend the establishment of additional Departments, Faculties, Schools and Institutes; and
- ~~l. k.~~ receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy.

SECTION ~~VIII~~X

AD HOC COMMITTEES OF SENATE

(A) GENERAL

From time to time Senate may establish ad hoc committees to investigate, advise, and/or provide recommendations to Senate on specific matters beyond the scope of existing standing committees.

(B) MEMBERSHIP

Unless decided otherwise, ad hoc committees will normally consist of six Senate members:

1. one representative from each Faculty/School; and
2. at least one student Senator.

(C) TERMS OF REFERENCE

Senate shall establish specific terms of reference for each ad hoc committee established. In some circumstances, the ad hoc committee may be charged with developing terms of reference and, in such instances, the committee will have the terms of reference approved at the next Senate meeting following the committee's establishment.

In all cases, terms of reference shall include a final reporting date for completion of the task assigned.

(D) MEETINGS

Once an ad hoc committee has been established, the Secretary of Senate will contact one of the members, who will be appointed Chair (Pro-Tem), to call the initial meeting of the committee. Initial meetings of ad hoc committees shall include, as the first order of

business, the election of a Chair who shall be responsible for calling meetings and presenting the committee's report(s) to Senate.

(E) DISSOLUTION

Ad hoc committees will be deemed to be disbanded once their final report has been tabled at Senate.

SECTION IX PROCEDURES FOR AMENDING THE BYLAWS

1. Amendments to the Bylaws including additions and/or deletions shall be initiated as a notice of motion in a meeting of the Senate. The proposed amendment and a short statement as to its purpose will be incorporated in the minutes of the meeting.
2. A motion to amend the Bylaws can be passed only by a 2/3 vote of the members present.
3. Every ~~five~~^{two} years, normally at the regular meeting of Senate in September, a Bylaws Revision Committee shall be appointed.
 - a. The Bylaws Revision Committee will consist of:
 - i. the President who shall Chair;
 - ii. the Provost & Vice-President (Academic);
 - iii. one representative from each Faculty/School, two of whom must be Senators;
 - iv. the Dean of Students;
 - v. one student Senator elected by Senate; and
 - vi. the Secretary of Senate who shall serve as Secretary.
 - b. Where Faculty/School positions are not filled by Senators, the respective Faculty/School councils shall elect their representatives.
 - c. The Bylaws Revision Committee shall:
 - i. solicit recommendations for changes in the Bylaws; and
 - ii. co-ordinate and draft specific proposals for amendments.
 - d. By November 1, the Secretary of Senate shall inform all Senators and Senate committees that any recommended changes to the Bylaws must be sent to the Office of the Secretary of Senate before January 15.
 - e. The Secretary of Senate shall ensure that the Bylaws Revision Committee meets as soon as possible after January 15.
 - f. Normally, the Committee shall submit its report at the regular meeting of the Senate in March, at which time the Bylaws Revision Committee shall be dissolved.

~~*Final Senate Approval: September 19, 2017*~~

~~*Revised and approved Senate September 19, 2017*~~

~~*Revised and approved Senate March 13, 2018 (Indigenous Education Committee)*~~

~~*Revised and approved Senate May 14, 2019*~~

~~*Revised and approved Senate September 17, 2019 (Senate Research section)*~~

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TABLE OF CONTENTS

PREFACE	THE BRANDON UNIVERSITY ACT	i
SECTION I.	ELECTIONS	1
(A)	Election of Faculty Members to the Senate.....	1
(B)	Election of Student Representatives to the Senate.....	1
(C)	Assumption of Office	2
SECTION II.	MEETINGS AND QUORUM.....	2
SECTION III.	AGENDA, CONDUCT AND MINUTES OF MEETINGS	3
SECTION IV.	ELECTION AND DUTIES OF THE CHANCELLOR	4
SECTION V.	ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS.....	5
SECTION VI.	FACULTY/SCHOOL COUNCILS.....	5
SECTION VII.	COMMITTEES OF SENATE	6
(A)	General Regulations on Committees	6
(B)	The Executive Committee of Senate	7
(C)	The Academic Integrity Committee of Senate	8
(D)	The Graduate Studies Committee of Senate	8
(E)	The Indigenous Curricular Content Committee of Senate.....	9
(F)	The Knowles Visiting Professorship Committee of Senate	10
(G)	The Library Committee of Senate.....	10
(H)	The Non-credit Certificate Program Committee of Senate	11
(I)	The Senate Research Committee (the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee)	11
	BRANDON UNIVERSITY RESEARCH ETHICS COMMITTEE (BUREC).....	12
	BRANDON UNIVERSITY ANIMAL CARE COMMITTEE (BUACC)	13
	BRANDON UNIVERSITY BIOSAFETY COMMITTEE (BUBC).....	14
(J)	The Scholarships and Awards Committee of Senate	15
(K)	The Student Appeals Committee of Senate.....	15
(L)	The Undergraduate Studies Committee of Senate	16
SECTION VIII.	AD HOC COMMITTEES OF SENATE.....	17
(A)	General	17
(B)	Membership.....	17
(C)	Terms of Reference.....	17
(D)	Meetings.....	17
(E)	Dissolution	17
SECTION IX.	PROCEDURES FOR AMENDING THE BYLAWS.....	17

PREFACE

THE BRANDON UNIVERSITY ACT

S.M. 1998 Chapter 48

Effective July 1, 1998 (Amended)

14(1) The Senate of the University is continued, consisting of the following members:

- (a) the Chancellor of the University;
- (b) the President of the University;
- (c) the Vice-Presidents of the University;
- (d) the Deputy Minister of the department whose minister is responsible for *The Advanced Education Administration Act*, or his or her designate;
- (e) the Deans of each Faculty and School in the University;
- (f) the Director of the Educational Technology Unit or, if there is none, the person exercising comparable functions;
- (g) the Chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions;
- (h) the University Librarian or, if there is none, the person exercising comparable functions;
- (i) the Dean of Students or, if there is none, the person exercising comparable functions;
- (j) one member of the Board appointed by the Board;
- (k) one representative from each Faculty or School who has been on the staff of the University for at least two years, elected by and from the staff of that faculty or school;
- (l) six professors or associate professors of the University, elected by the professors, associate professors, assistant professors and lecturers;
- (m) two assistant professors or lecturers of the University who have been on the staff of the University for at least two years elected by the professors, associate professors, assistant professors and lecturers;
- (n) one member of the rank of professional associate of the University elected by the members of that rank;
- (o) eight students elected or appointed as follows:
 - (i) one appointed by the executive of the Brandon University Student's Union (BUSU) who is a member of that executive;
 - (ii) one elected from each Faculty or School of the University;
 - (iii) the remainder elected from the student body of the University at large.

14(2) **Disputes about membership**

If there is a dispute as to who qualifies for membership on the Senate under clause (1)(f), (g), (h) or (i), the matter shall be referred to the minister responsible for *The Advanced Education Administration Act* or his or her designate for a decision, and the decision of the minister or designate is final and binding on the Senate.

14(3) **Two or more positions**

A member who holds more than one position on the Senate is entitled to only one vote on any matter before the Senate.

- 15(1) **Term of office**
Elected and appointed members of the Senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed.
- 15(2) **Term of student members**
Student members of the Senate are to hold office for one year, beginning on the 1st day of July of the year in which they are elected.
- 15(3) **Term of *ex officio* members**
Ex officio members referred to in clauses 14(1)(a) to (i) are to hold office until they cease to hold the positions that qualify them for membership.
- 15(4) **Eligibility to be re-appointed or re-elected**
Elected or appointed members of the Senate may serve multiple terms, but normally not more than four years consecutively.
- 16(1) **Filling vacancies**
When an elected or appointed member's position on the Senate is vacant, the Senate shall inform the body that elected or appointed the member of the vacancy and that body shall promptly elect or appoint a successor to hold office for the remainder of the term.
- 16(2) **If new appointment not made**
If the body does not elect or appoint a successor within 90 days after the Senate gives it notice of a vacancy, the Senate may itself appoint a successor.
- 17 **Remuneration**
The members of the Senate shall not receive remuneration for performing their duties as members, but the Senate may reimburse them for their reasonable expenses.
- 18(1) **Chair**
The President of the University shall be the chair of the Senate.
- 18(2) **Acting chair**
If the President of the University is absent or unable to act as chair, the Provost & Vice-President (Academic) or, in his or her absence, an Academic Dean appointed by the President, shall be the chair at meetings of Senate.
- 18(3) **Secretary**
The Registrar of the University or, if there is none, the person exercising comparable functions shall be the Secretary of the Senate.
- 19(1) **Meetings**
The Senate shall meet at least four times a year and may meet more often if its rules so provide.
- 19(2) **Special meetings**
The Secretary of the Senate shall call special meetings at the request of the Chair or at the written request of at least four members of the Senate.
- 20(1) **Senate responsible for Academic Policy**
The Senate is responsible for the Academic Policy of the University.
- 20(2) **Powers of the Senate**
Without limiting subsection (1), the Senate may

- (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum;
- (b) elect the Chancellor of the University;
- (c) appoint any standing and other committees that it considers necessary;
- (d) consider and determine all courses of study, including requirements for admission, examination and graduation;
- (e) recommend to the Board the establishment of additional faculties, schools, departments, chairs and courses of instruction;
- (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the University, and the persons to whom they are to be granted;
- (g) award scholarships, medals and prizes;
- (h) make rules and regulations respecting the academic conduct and activities of students;
- (i) consider and make recommendations to the Board about any other matters that the Senate considers appropriate for achieving the objects and purposes of the University.

20(3) **Delegation**

The Senate may delegate to any standing or other committee of the Senate any of its powers and duties.

PREAMBLE: The Faculties and Schools to which reference is made in these Bylaws are:

Faculty of Arts
Faculty of Science
Faculty of Education
Faculty of Health Studies
School of Music

BRANDON UNIVERSITY SENATE BYLAWS

In the spirit and in light of Brandon University's commitment to Truth and Reconciliation, as well as Equity, Diversity, and Inclusion, the Brandon University Senate and all its subcommittees recognize diverse ways of knowing and strive for inclusivity that is representative and reflective of the communities they serve. All proceedings and documents of Senate and its subcommittees shall be free of discriminatory language and shall respect human dignity in the spirit of the Canadian Charter of Rights and Freedoms.

SECTION I. ELECTIONS

(A) ELECTION OF FACULTY MEMBERS TO THE SENATE

The BU Act, S.14(1), (k), (l), (m) and (n)

1. The electorate shall be restricted to academic personnel on half-time or greater appointment.
2. Elections shall be supervised by the Secretary of Senate.
3. Nominations:
 - a. All nominees must meet the requirements as laid down in the Preface to these Bylaws.
 - b. Each nomination shall be signed by two members of the electorate concerned.
 - c. Nominations shall be submitted in writing to the Secretary and shall be accompanied by a biographical statement of not more than 250 words.
 - d. Persons on leave may not serve on Senate or Senate Committees.
4. Elections for these members of Senate shall be held on the first Monday in March each year.
5. When the seat of an elected member becomes vacant for any reason, the election process shall commence immediately to choose a successor to complete the unexpired portion of the term. Such elections shall be conducted under the terms of the BU Act, S. 16(1), (2).
6. Voting:
 - a. Voting shall be confidential and shall be conducted by the Secretary.
 - b. The vote shall be counted by the Secretary and the recording secretary of Senate who shall certify the results.

(B) ELECTION OF STUDENT REPRESENTATIVES TO THE SENATE

The BU Act, S.14.1 (o), (i), (ii), (iii)

1. Members of BUSU shall constitute the electorate.
2. Lists of the electorate by Faculty/School shall be prepared by the Registrar's Office.
3. Those eligible for Senate election shall be members of BUSU.
4. Elections shall be conducted according to the BUSU election Bylaws and supervised by the Returning Officer of BUSU, who shall be ineligible for election.
5. Elections shall be completed by the end of March.
6. When the seat of an elected student to Senate becomes vacant for any reason, the election/appointment process shall commence immediately to elect a successor to

complete the unexpired portion of the term. That process shall be in accordance with Section 16 of the BU Act and the BUSU Constitution and Bylaws.

7. Nominations:

- a. All nominees under S.14(1), (o), (ii) shall be enrolled in the Faculty/School whose position they are seeking and all nominations shall be signed by ten qualified electors from the Faculty/School concerned.
- b. Each nomination under S.14(1), (o), (iii) shall be signed by ten qualified electors from BUSU.
- c. Nomination forms shall be obtainable from BUSU and nominations shall be submitted in writing to the Returning Officer of BUSU.

8. Voting:

- a. Voting shall be by secret ballot and shall be conducted by the Returning Officer of BUSU.
- b. The counting of votes shall be supervised by the Returning Officer of BUSU.
- c. The results of the elections shall be reported to both the Chair and Secretary of Senate.

(C) ASSUMPTION OF OFFICE

Those members elected under Section I(A) of these Bylaws shall assume office at the September meeting of Senate or, in the event of vacancies filled after the September meeting, the next meeting of Senate after appointment to the office. Those members elected under Section I(B) of these Bylaws shall assume office at the May meeting of Senate, or in the event of vacancies filled after the May meeting, the next meeting of Senate after appointment to the office.

SECTION II. MEETINGS AND QUORUM

1. Regular meetings of the Senate shall normally take place on the third Tuesday of each month except June and July and normally outside fall and winter study breaks.
2. Notice of special meetings shall be distributed not less than 48 hours before the meetings.
3. During the Fall and Winter terms for both regular and special meetings, a majority of the current members of Senate shall constitute a quorum. During Spring and Summer terms, quorum shall be one-third of the membership plus two.
4. Every regular meeting of the Senate, unless otherwise directed by the Chair, shall begin at 2:00 p.m. and if there be any doubt as to the presence of a quorum, the Secretary may, after the lapse of a quarter of an hour, call the roll, and if a quorum is not present, the Senate shall stand adjourned to the next regular day of meeting, or to a day to be fixed by the Chair.
5. The Senate shall not remain in session longer than 3 hours.
6. Members on Senate may be represented by designated replacements. These replacements may take part in the discussions but may not vote on motions. The Secretary must be advised, in writing, by the member or designate.
7. Any elected member who fails to attend three consecutive meetings without notifying the Secretary of Senate in advance shall be removed from office.
8. Senate and Senate standing committee minutes shall contain three sections on attendance: Present, Regrets, and Absent.

9. Electronic Voting:

a. Items Eligible for Electronic Vote

The Chair, in consultation with the Secretary of Senate, may designate matters which may be decided by email vote of Senate where:

- i. a decision of a matter is required before the next regularly scheduled meeting of Senate; and
- ii. items in question, in the view of the Chair, are not controversial and do not require extensive background and explanation; and
- iii. it would be impractical, in the view of the Chair, to schedule a special meeting of Senate.

The Chair will endeavour to maintain the procedural integrity expected for Senate decisions, making certain that order is preserved and the business before Senate is dealt with in an appropriate and efficient manner.

b. Electronic Voting Process

The Secretary of Senate will circulate the motion(s) to Senators and open the voting period.

- i. The voting period shall normally be a minimum of seven (7) calendar days.
- ii. The vote may be conducted via email or other electronic method that authenticates the voters' identities.
- iii. No amendments to the motion(s) are permitted unless permitted by the Chair.
- iv. Quorum for electronic votes shall be reached when a majority of Senators have voted. If quorum is not achieved by the end of the voting period, the period may be extended by a maximum of seven (7) calendar days.
- v. The Secretary of Senate will announce the results at the end of the voting period.
- vi. The motion and outcome of any items decided by electronic vote outside of a regular meeting of the Senate will be included on the agenda of the next regular Senate meeting for information and recorded in the official minutes of that meeting.

SECTION III. AGENDA, CONDUCT AND MINUTES OF MEETINGS

1. The Secretary shall distribute an agenda for each meeting to the members of Senate not less than 48 hours before each meeting of the Senate.
2. Meetings shall be conducted under the usual rules and regulations of parliamentary procedure. In all cases of procedural dispute, *Robert's Rules of Order Newly Revised 12th*

edition shall prevail insofar as they do not contradict the Bylaws of the Senate or Standing Orders enacted by that body.

3. Electronic recording of the proceedings of Senate are prohibited without the express consent of Senate. Distribution of authorized recordings is prohibited without the express consent of Senate.
4. The Secretary shall keep a written record of proceedings of every meeting of the Senate.
5. The Secretary shall distribute the minutes of meetings of the Senate to all members of Senate. The approved open session minutes will be made publicly available by posting the document to the Senate website.
6. The minutes of each meeting shall be submitted for adoption at the next meeting of the Senate.

SECTION IV. ELECTION AND DUTIES OF THE CHANCELLOR

The BU Act, S(21)

1. Normally the Executive Committee shall commence searching for a Chancellor at least one year before the incumbent's term of office expires.
2. Any member of the Senate may submit a nomination for the Chancellorship, with supporting information, to the Executive Committee.
3. The Executive Committee shall determine, according to established criteria, a short list of candidates. After ascertaining the willingness of the nominee(s) on the short list to stand as Chancellor, the Executive Committee shall place an agreed-upon short list of candidates before the Senate.
4. If more than one name is submitted to the Senate, an election by confidential ballot shall be held at the regular January meeting of the Senate.
5. If only one name is submitted to the Senate, a ratification vote by confidential ballot shall be held at the regular January meeting of the Senate.
6. Following the Senate's selection of a new Chancellor, the Senate Executive Committee shall recommend to Senate the beginning of the Chancellor's term of office and a date for the official installation.
7. The Chancellor shall hold office for three years, or until their successor is elected and is eligible for re-election only once.
 - a. Where a Chancellor is in their first term and eligible for re-election, the Chair of Senate will, 15 months prior to the expiry of the Chancellor's term of office, invite the Chancellor to submit a letter of intent to seek re-election.
 - b. A Chancellor seeking re-election must submit their letter of intent to the Senate Executive Committee a minimum of one year prior to the expiration of their term of office.
 - c. The Senate Executive Committee shall review the letter of intent at its next meeting following receipt of the letter and either:
 - i. Make a recommendation for Chancellor re-election to the Senate; or
 - ii. Initiate a search for a new Chancellor per the bylaws above.
 - d. In the event that the Senate Executive Committee does not recommend a Chancellor for re-election, the Chair of Senate will transmit the decision of the Senate Executive Committee to the sitting Chancellor.

8. The Chancellor shall be the titular head of the University and shall confer all degrees of the University.
9. The Chancellor is encouraged to attend official functions on behalf of the University.
10. The University may request the Chancellor to serve on Senate and Board Committees as appropriate; the Chancellor may also request a seat on such committees that deal with matters of their particular interest.
11. The Chancellor may undertake special projects in keeping with the goals of the University.

SECTION V. ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS

The BU Act, S(5) (2) (d)

1. The Senate Representatives to the Board of Governors shall be elected by and from the Senators elected under the BU Act, S(14) (1), (k), (l), (m), and (n).
2. Nominations shall be made from the floor of Senate, at the first meeting of Senate in September of each year.
3. In the event of more than one candidate being nominated, elections shall be by secret ballot and shall be conducted by the Secretary and the Chair of Senate, who shall certify the results.
4. The Senate representatives to the Board of Governors shall serve two-year terms and shall be elected in alternate years.
5. Where the seat of a representative to the Board of Governors becomes vacant for any reason, or notice of resignation is given, an election will be held at the next regular scheduled meeting of Senate to choose a successor to complete the unexpired portion of the term.

SECTION VI. FACULTY/SCHOOL COUNCILS

1. Faculty/School Council membership:
 - a. There shall be Faculty/School Councils consisting of employees of the university who hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Professional Associate, Administrative Associate, or Instructional Associate; the President and the Chief Information Officer (or designate) shall be ex-officio members of each Faculty/School Council.
 - b. No person, other than an ex-officio member, shall be a member of more than one Council, except for members of the Joint Department of Music Education who shall be voting members of the Faculty of Education and the School of Music and for members of a council as provided for in Section VI 1. f.
 - c. Any person who teaches in more than one Faculty/School will be a member of the Council in which the majority of the teaching is done; if the teaching loads are equal, the individual will choose the Council to which they wish to belong.
 - d. Two undergraduate student representatives shall sit on the Faculty/School Council as full voting members, one of the students to be the Faculty/School representative on BUSU Council or elected BUSU delegate, the other the student Senate member of the Faculty/School.

- e. In a Faculty/School with a graduate program, one student, elected by and from the graduate students in the program, shall be a voting member of the Faculty/School Council.
 - f. At the first meeting of each Faculty/School Council in each academic year (September through August), the Council may elect additional members; such elections shall require the assent of 2/3 of those present and voting, and shall confer membership for one year.
2. Persons who feel they have been wrongly excluded from a Faculty/School Council may appeal their case to Senate, whose decision will be final.
 3. Faculty/School Councils shall establish their own regulations concerning the voting rights of members on sabbatical or vacation leave.
 4. Voting procedures shall be at the discretion of the Faculty/School Council.
 5. All members of the Councils will have full membership rights.
 6. The Dean shall chair the appropriate Faculty/School Council.
 7. At least four regular meetings of each Faculty/School Council shall be held in each academic year.
 8. Special meetings of the Faculty/School Councils may be called at the discretion of the Chair or at the request in writing of four members of the Faculty/School Council.
 9. Electronic recording of the proceedings of a Faculty/School Council are prohibited without the express consent of Senate. Distribution of authorized recordings is prohibited without the express consent of the Faculty/School Council.
 10. A Faculty/School Council may make recommendations to the Senate
 11. Each Faculty/School Council may establish its own procedures including the creation of such committees as are necessary to fulfill its functions.
 12. The Faculty/School Council shall:
 - a. examine any proposed course change or curriculum change;
 - b. make recommendations on any course or curriculum change to the Undergraduate Studies Committee or to the Graduate Studies Committee as appropriate;
 - c. approve a Faculty/School Academic Plan that is aligned with the University Academic Plan within 12 months of the approval of the University Academic Plan by Senate;
 - d. carry on any other academic duties pertaining to the Faculty/School.

SECTION VII. COMMITTEES OF SENATE

(A) GENERAL REGULATIONS ON COMMITTEES

1. In addition to members of the Senate and members specifically identified in these Bylaws, any member of the Professoriate of the University who is on a half-time or greater appointment, any Professional or Instructional or Administrative Associate, and any student in good academic standing is eligible for membership on standing and ad hoc committees of Senate. Senate may appoint or elect other members of the Brandon University community to committees if those members bring a particular expertise or perspective that is considered essential to the work of those committees.

2. Standing committees of Senate shall include at least one Senator who shall report to Senate.
3. Unless otherwise specified, each committee shall elect its own Chair.
4. Unless otherwise specified, each committee shall designate its own Secretary.
5. Unless otherwise ordered by the Senate, committees shall be empowered to act on and from the date on which members are elected by the Senate.
6. Normally the authority and duties of committees of Senate shall cease on the day prior to the first meeting of the new Senate in each year.
7. Members of Senate standing committees may be represented by designated replacements. These replacements may propose or second motions, and vote on motions. The secretary of the committee must be advised, in writing, by the member or designate in advance of the meeting.
8. Any elected member who fails to attend three consecutive meetings without notifying the Chair of the committee in advance will be removed from the Committee. The constituency represented by the member will elect or appoint a replacement as appropriate.
9. The President is an ex-officio member of all Senate committees.
10. Where the Bylaws name the University Registrar as Secretary of a Senate committee, the University Registrar may designate an alternate.
11. Unless otherwise specified, standing committees of Senate shall meet at least four times a year and report to Senate at least once a year.
12. Quorum at Senate committee meetings shall be a majority of the members excluding the President.

(B) THE EXECUTIVE COMMITTEE OF SENATE

1. There shall be an Executive Committee of Senate consisting of:
 - a. the President who shall be Chair;
 - b. the Provost & Vice-President (Academic);
 - c. the Faculty/School representing Senator from each Faculty/School;
 - d. one student Senator; and
 - e. the University Registrar who shall be Secretary.
2. At the first meeting of the new Senate, the Senate shall elect the student Senator for this committee.
3. The committee shall:
 - a. manage the workflow of Senate and its committees/subcommittees and ensure the orderly, considered, and timely conduct of Senate business;
 - b. approve the Order of Proceedings for Convocation ceremonies;
 - c. recommend or select candidates for relevant honors or awards as designated by Senate;
 - d. search for candidates for the position of Chancellor and make nominations to the Senate;
 - e. act for Senate in executing and expediting business of Senate during the summer recess and at such other times as may be necessary or desirable, provided that if at any such meeting a question of general policy or general legislation should

arise, the consideration of such question shall be adjourned until the day appointed for a regular or a special meeting of Senate;

- f. ensure the establishment of a University Academic Plan every five years; and
- g. conduct a review of and report accomplishments in relation to the University Academic Plan every five years.

(C) THE ACADEMIC INTEGRITY COMMITTEE OF SENATE

1. There shall be an Academic Integrity Committee consisting of:
 - a. the Provost & Vice-President (Academic) who shall be Chair;
 - b. the Dean of Students;
 - c. one Faculty/School Dean elected by the Dean's Council;
 - d. one alternate Faculty/School Dean elected by the Dean's Council, with the alternate serving only when a case coming before the Committee relates to an academic activity in the regular Dean's Faculty/School or when the regular Dean is unavailable to participate in the Committee's proceedings;
 - e. one faculty representative elected by and from each Faculty or School for a two-year term (multiple sequential terms permitted);
 - f. one alternate faculty representative elected by and from each Faculty or School for a two-year term (multiple sequential terms permitted), with alternates serving only when the regular faculty representative has a conflict of interest related to a case coming before the Committee or when the regular faculty representative is unavailable to participate in the Committee's proceedings;
 - g. one undergraduate student appointed by the BUSU Council;
 - h. one graduate student appointed by the BUSU Council;
 - i. one alternate undergraduate student and one alternate graduate student appointed by the BUSU Council, with alternates serving only when the regular student representative has a conflict of interest related to a case coming before the Committee or when the regular student representative is unavailable to participate in the Committee's proceedings; and
 - j. the University Registrar who shall be Secretary (ex officio, non-voting).
2. The committee shall:
 - a. meet on an as needed basis;
 - b. review and make final decisions on academic integrity related appeals; and
 - c. make recommendations to the Senate on academic integrity related matters.

(D) THE GRADUATE STUDIES COMMITTEE OF SENATE

1. There shall be a Graduate Studies Committee of Senate consisting of the following:
 - a. the Vice-President, Research & Graduate Studies or designate who shall be Chair;
 - b. the Dean of each Faculty/School;
 - c. the Chief Information Officer;
 - d. the Dean of Students;

- e. one representative who holds an appointment in the Faculty of Graduate Studies, elected by and from each Faculty/School;
 - f. two graduate students and one alternate, to be elected by the graduate students, or where necessary, appointed by BUSU; and
 - g. the University Registrar who shall be Secretary.
2. The committee shall:
- a. propose long-range plans pertaining to the disposition and implementation of graduate programs;
 - b. recommend graduate admission standards;
 - c. recommend graduate programs and degrees;
 - d. recommend adoption of new graduate courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements;
 - e. recommend regulations for the conduct of graduate courses such as course outlines, duration, participation and evaluation procedures;
 - f. recommend policies for the scheduling and conduct of graduate examinations;
 - g. recommend policies for the evaluation of graduate programs;
 - h. recommend regulations on academic standing and academic progress in graduate programs;
 - i. review and approve applications for membership in the Faculty of Graduate Studies;
 - j. make recommendations on any other academic matter pertaining to graduate studies; and
 - k. receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy.

(E) THE INDIGENOUS CURRICULAR CONTENT COMMITTEE OF SENATE

1. There shall be an Indigenous Curricular Content Committee of Senate consisting of:
- a. the Associate Vice-President, Indigenous Initiatives, who shall be Chair;
 - b. the Provost & Vice-President (Academic);
 - c. the Chair of the Native Studies Department or designate;
 - d. the Director of the Indigenous Peoples' Centre;
 - e. one or more Knowledge Keepers, appointed by the Associate Vice-President, Indigenous Initiatives;
 - f. one academic Dean, elected by the Deans' Council;
 - g. one undergraduate student appointed by the Director of the Indigenous Peoples' Centre based on an open call, for a one-year term; and
 - h. one representative from teaching faculty members, selected by the Committee based on an open call for a one-year term.
2. The committee shall:
- a. meet on an as needed basis;

- b. serve as a consultation resource for faculty members and departments seeking to include Indigenous content in their courses and/or have courses approved to satisfy the Indigenous Content Course Requirement;
- c. determine appropriate criteria and processes by which courses will be evaluated for Indigenous content;
- d. recommend courses that will satisfy the Indigenous Content Course Requirement;
- e. determine appropriate review cycles and review processes for courses approved to satisfy the Indigenous Content Course Requirement;
- f. conduct reviews of courses approved to satisfy the Indigenous Content Course Requirement in accordance with the review cycles and processes determined above;
- g. recommend continuation or removal of courses from the list of courses approved to satisfy the Indigenous Content Course Requirement;
- h. conduct periodic reviews of the criteria and processes by which courses will be evaluated for inclusion on the Indigenous Content Course Requirement list; and
- i. make recommendations to Senate on Indigenous content curriculum matters.

(F) THE KNOWLES VISITING PROFESSORSHIP COMMITTEE OF SENATE

- 1. There shall be a Knowles Visiting Professorship Committee of Senate consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. one representative elected by and from each Faculty/School; and
 - c. one student Senator nominated by student Senators and elected by Senate.
- 2. The committee shall:
 - a. meet on an as needed basis;
 - b. select the visiting professor in accordance with the guidelines for the Stanley Knowles Distinguished Visiting Professorships in Public Policy.

(G) THE LIBRARY COMMITTEE OF SENATE

- 1. There shall be a Library Committee of Senate consisting of:
 - a. the Chief Information Officer or equivalent who shall be Chair;
 - b. one member of Senate elected by and from Senate;
 - c. one representative elected by and from each Faculty/School;
 - d. one undergraduate student Senator elected by and from Senate and one graduate student appointed by the BUSU Council; and
 - e. two Professional Associates from the Library and Archives elected by the BUFA Members in the unit.
- 2. The committee shall, as appropriate:
 - a. review and make recommendations regarding major changes in the operation of the Library and the provision of facilities and services;
 - b. make recommendations pertaining to financial policy concerning expenditures, including the allocation of acquisition funds to Faculties, Schools and Departments in support of institutional teaching and research priorities;

- c. review and make recommendations concerning submissions which are referred to it by the Senate;
- d. make recommendations on broad policies concerning the Library; and
- e. review and make recommendations on any other matter pertaining to the Library.

(H) THE NON-CREDIT CERTIFICATE PROGRAM COMMITTEE OF SENATE

1. There shall be a Non-credit Certificate Program Committee of Senate consisting of:
 - a. the Chair of the Undergraduate Studies Committee who shall be Chair; or designate;
 - b. one Dean, elected by and from the Undergraduate Studies Committee;
 - c. two faculty members elected by and from the Undergraduate Studies Committee; and
 - d. one Senator who is on the Board of Governors to be elected by and from Senate.
2. The committee shall:
 - a. meet on an as needed basis;
 - b. review and approve proposed non-credit certificate programs.

(I) THE SENATE RESEARCH COMMITTEE (THE RESEARCH ETHICS COMMITTEE, THE ANIMAL CARE COMMITTEE, AND THE BIOSAFETY COMMITTEE)

1. There shall be a Senate Research Committee consisting of:
 - a. the Vice-President (Research & Graduate Studies) or designate who shall be Chair;
 - b. the Chair of the Research Ethics Committee;
 - c. the Chair of the Animal Care Committee;
 - d. the Chair of the Biosafety Committee;
 - e. the Manager of Research Services;
 - f. one researcher elected by and from each Faculty/School;
 - g. one researcher elected by and from Library and Archives;
 - h. one researcher elected by and from Student Services;
 - i. one researcher elected by and from the Dean's Council;
 - j. one researcher from Senate elected by the Senate;
 - k. one researcher elected by and from the Brandon University Research Committee (BURC);
 - l. one undergraduate student, recommended by the Senate Research Committee and elected by the Senate; and
 - m. one graduate student, recommended by the Senate Research Committee and elected by the Senate.
2. Members of the Senate Research Committee, the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee, shall serve three-year terms. These terms may be shorter for those positions (Senator, student) that terminate before three years are completed.

3. The Committee may appoint additional regular members as needed, with the appointment and term approved by the Senate.
4. The Committee may invite expertise by way of a non-voting member in an ad hoc capacity.
5. The Senate Research Committee shall:
 - a. advocate for research and scholarship across campus;
 - b. provide advice to the Senate concerning:
 - i. the University's general policies related to research and scholarship;
 - ii. policies governing relationships between the University and external governing agencies;
 - iii. any other matters relating to University research and scholarly activities which may arise from time to time or may be directed to the Senate Research Committee by the Senate; and
 - iv. the establishment and ongoing review of the University Strategic Research Plan.
 - c. make decisions on the awarding of publicly supplied graduate scholarships such as Tri-Agency graduate scholarships;
 - d. seek nominations from faculty and recommend faculty members for research awards and honours;
 - e. assess the needs for the creation of research centres and institutes and bring forward requests for the establishment of such research centres and institutes to the Senate for recommendation to the Board of Governors;
 - f. undertake periodic reviews of the University research centres and institutes and report on these reviews to the Senate and the Board of Governors; and
 - g. oversee the Brandon University Research Ethics Committee (BUREC), the Brandon University Animal Care Committee (BUACC), and the Brandon University Biosafety Committee (BUBC), whose compositions and responsibilities shall be as described below.

BRANDON UNIVERSITY RESEARCH ETHICS COMMITTEE (BUREC)

1. There shall be a Research Ethics Committee (with all members to be appointed by the Senate Research Committee unless otherwise stated) consisting of:
 - a. the Chair to be appointed by and from members of BUREC for a three-year renewable term;
 - b. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Education;
 - c. one assistant professor, associate professor, full professor or P.A. (II, III, or IV) representative from the Faculty of Health Studies;
 - d. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Science;
 - e. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Arts;
 - f. one representative from the Library or Student Services P.A. (II, III or IV);

- g. one Brandon University representative experienced in Indigenous research;
 - h. one member who is knowledgeable in relevant law and who is not the institution's legal counsel or risk manager; and
 - i. one community representative who has no formal affiliation with Brandon University.
2. Additionally, the following requirements shall be satisfied among the above-named members:
 - a. two (2) members who reflect gender diversity and have expertise in relevant research disciplines, fields and methodologies covered by BUREC;
 - b. at least one member from an equity-deserving group; and
 - c. at least one member is knowledgeable in ethics.
 3. The Committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee.
 4. The Committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
 5. The Committee shall:
 - a. recommend and periodically review ethical guidelines for Brandon University research proposals involving human participants;
 - b. review and verify that Brandon University research proposals involving human participants meet the guidelines set out in the current Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans; and
 - c. ensure that its procedures are in accordance with the aforementioned Tri-Council Policy Statement.

BRANDON UNIVERSITY ANIMAL CARE COMMITTEE (BUACC)

1. There shall be an Animal Care Committee (with all members to be appointed by the Senate Research Committee to a maximum of eight consecutive years of service) consisting of:
 - a. a Chair, who cannot be directly involved in the management of the institutional animal facilities, nor be the consulting veterinarian for the institution, nor be involved in the preparation of a significant number of protocols to be reviewed by the committee and who is appointed by and from the Committee for a three-year renewable term.
 - b. two members chosen from scientists, teachers, and laboratory instructors experienced in animal care and use;
 - c. a veterinarian, preferably experienced in experimental animal care and use;
 - d. a Brandon University member whose University work does not involve animals;
 - e. a person and one alternate representing community interests and concerns and who has no formal affiliation with the institution
(The community representative alternate will only attend meetings in the absence of the community representative. The alternate will assume the role of the community representative in the event of resignation.);
 - f. the animal health technologist (ex-officio);

- g. a student representative from an open call; and
 - h. the BUACC Coordinator (ex-officio, non-voting, who provides administrative support)
2. The committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
- a. periodically review animal care policies for research proposals involving animals to meet the Canadian Council on Animal Care (CCAC) policies/guidelines, and to meet changing needs within the University, the scientific community, the animal welfare community and society as a whole;
 - b. review and make recommendations for changes to the Terms of Reference for the Brandon University Animal Care Committee;
 - c. ensure that no research, testing, or teaching program (including field studies) involving animals can be commenced without prior approval of BUACC; and
 - d. ensure that policies and procedures are in place that will:
 - i. stop any objectionable procedure, if it considers that an animal is experiencing unnecessary distress or pain;
 - ii. stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals;
 - iii. have an animal euthanized humanely if pain or distress caused to the animal cannot be alleviated; and
 - iv. give the veterinarian absolute authority to initiate, treat, or euthanize animals they deem necessary.

BRANDON UNIVERSITY BIOSAFETY COMMITTEE (BUBC)

1. There shall be a Biosafety Committee (with members appointed by the Senate Research Committee unless otherwise stated) consisting of:
 - a. a Chair to be appointed by and from members of the BUBC for a two-year renewable term;
 - b. one member who has experience in biohazards, from the Faculty of Science, recommended by the Dean of Science;
 - c. a member of ADES, recommended by the department and the Dean of Science;
 - d. a member from the Faculty of Arts, preferably an individual with experience handling biological materials, recommended by the Dean of Arts;
 - e. a member from Physical Plant, recommended by the Director of Physical Plant;
 - f. a member from the Instructional Associates from the Faculty of Science, recommended by the Dean of Science;
 - g. a member from the Instructional Associates from the Faculty of Health Studies, recommended by the Dean of Health Studies;
 - h. a representative from the Office of Research, recommended by the Vice-

- President (Research and Graduate Studies);
 - i. the University Health and Safety Advisor;
 - j. the Institutional Biological Safety Officer; and
 - k. one to two community representatives, with no formal affiliation to the University, to provide a source of relevant expertise as (an) adjunct voting member(s).
2. The committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
 3. The committee shall:
 - a. develop relevant policies and procedures governing the use of biological agents on campus in accordance with current Canadian Biosafety Standards and Guidelines, the Human Pathogens and Toxins Act, the Human Pathogens and Toxins Regulations, and other standards set forth by the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA);
 - b. review and verify that all Brandon University activities involving the use of biological agents adhere to the aforementioned federal standards and policies; and
 - c. report to and work with the Office of the Vice-President (Research and Graduate Studies) to ensure the training on biosafety requirements and guidelines.

(J) THE SCHOLARSHIPS AND AWARDS COMMITTEE OF SENATE

1. There shall be a Scholarships and Awards Committee of Senate consisting of:
 - a. one member elected by and from the Senate;
 - b. one member elected by and from each Faculty/School;
 - c. the Director, Admissions & Awards
 - d. the Director, Indigenous Peoples' Centre;
 - e. the Director, Recruitment and Retention; and
 - f. the University Registrar who shall be Secretary.
2. The Chair shall be elected by and from the committee at its first meeting each year.
3. The committee or its designated sub-committees shall:
 - a. make decisions on the awarding of the various undergraduate and graduate scholarships, bursaries, medals and awards of Brandon University, and excluding those graduate scholarships specifically indicated as being the responsibility of the Senate Research Committee (see Section VII(I) of the Senate Bylaws);
 - b. make recommendations concerning the addition of new scholarships, bursaries, medals and awards; and
 - c. make recommendations concerning the terms of reference under which scholarships, bursaries, medals and awards are to be offered and to ensure that these terms are adhered to in accordance with the donor's wishes.

(K) THE STUDENT APPEALS COMMITTEE OF SENATE

1. There shall be a Student Appeals Committee of Senate consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. the Dean of Students;
 - c. one faculty representative elected by and from each Faculty or School for a two year term, at least two of whom must also be current members of the Faculty of Graduate Studies;
 - d. one undergraduate student appointed by the BUSU Council;
 - e. one graduate student appointed by the BUSU Council; or in the absence of a suitable graduate representative, an additional undergraduate student appointed by the BUSU Council; and
 - f. the University Registrar who shall be Secretary (non-voting).
2. The committee shall:
 - a. review and make decisions on student appeals relating to admission;
 - b. review and make decisions on student appeals relating to academic regulations, including grade appeals; and
 - c. submit an annual report to Senate at its September meeting.
3. Decisions of this committee are final.

(L) THE UNDERGRADUATE STUDIES COMMITTEE OF SENATE

1. There shall be an Undergraduate Studies Committee consisting of:
 - a. the Provost & Vice-President (Academic) or designate who shall be Chair;
 - b. the Dean of each Faculty/School;
 - c. the Dean of Students;
 - d. one representative elected by and from each Faculty or School;
 - e. two students appointed by the BUSU Council;
 - f. the Chief Information Officer; and
 - g. the University Registrar who shall be Secretary.
2. The committee shall, for the undergraduate level:
 - a. recommend admission standards;
 - b. recommend adoption of new courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements for majors and minors;
 - c. recommend undergraduate degrees and academic program priorities;
 - d. recommend regulations for the conduct of courses such as course outlines, duration, participation, and evaluation procedures;
 - e. recommend policies for the scheduling and conduct of examinations;
 - f. recommend policies for the evaluation of new undergraduate degrees, new departments and new departmental majors and minors;
 - g. recommend regulations on required grade point averages, probation, academic suspension and re-admission of students;

- h. make recommendations on any other matter pertaining to academic standards and student records;
- i. recommend support programs for the academic functions;
- j. recommend the establishment of additional Departments, Faculties, Schools and Institutes; and
- k. receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy.

SECTION VIII. AD HOC COMMITTEES OF SENATE

(A) GENERAL

From time to time Senate may establish ad hoc committees to investigate, advise, and/or provide recommendations to Senate on specific matters beyond the scope of existing standing committees.

(B) MEMBERSHIP

Unless decided otherwise, ad hoc committees will normally consist of six Senate members:

1. one representative from each Faculty/School; and
2. at least one student Senator.

(C) TERMS OF REFERENCE

Senate shall establish specific terms of reference for each ad hoc committee established. In some circumstances, the ad hoc committee may be charged with developing terms of reference and, in such instances, the committee will have the terms of reference approved at the next Senate meeting following the committee's establishment.

In all cases, terms of reference shall include a final reporting date for completion of the task assigned.

(D) MEETINGS

Once an ad hoc committee has been established, the Secretary of Senate will contact one of the members, who will be appointed Chair (Pro-Tem), to call the initial meeting of the committee. Initial meetings of ad hoc committees shall include, as the first order of business, the election of a Chair who shall be responsible for calling meetings and presenting the committee's report(s) to Senate.

(E) DISSOLUTION

Ad hoc committees will be deemed to be disbanded once their final report has been tabled at Senate.

SECTION IX. PROCEDURES FOR AMENDING THE BYLAWS

1. Amendments to the Bylaws including additions and/or deletions shall be initiated as a notice of motion in a meeting of the Senate. The proposed amendment and a short statement as to its purpose will be incorporated in the minutes of the meeting.
2. A motion to amend the Bylaws can be passed only by a 2/3 vote of the members present.

3. Every five years, normally at the regular meeting of Senate in September, a Bylaws Revision Committee shall be appointed.
 - a. The Bylaws Revision Committee will consist of:
 - i. the President who shall Chair;
 - ii. the Provost & Vice-President (Academic);
 - iii. one representative from each Faculty/School, two of whom must be Senators;
 - iv. the Dean of Students;
 - v. one student Senator elected by Senate; and
 - vi. the Secretary of Senate who shall serve as Secretary.
 - b. Where Faculty/School positions are not filled by Senators, the respective Faculty/School councils shall elect their representatives.
 - c. The Bylaws Revision Committee shall:
 - i. solicit recommendations for changes in the Bylaws; and
 - ii. co-ordinate and draft specific proposals for amendments.
 - d. By November 1, the Secretary of Senate shall inform all Senators and Senate committees that any recommended changes to the Bylaws must be sent to the Office of the Secretary of Senate before January 15.
 - e. The Secretary of Senate shall ensure that the Bylaws Revision Committee meets as soon as possible after January 15.
 - f. Normally, the Committee shall submit its report at the regular meeting of the Senate in March, at which time the Bylaws Revision Committee shall be dissolved.

SUBJECT TO APPROVAL

MOTION NO. 029.SEP26**AGENDA ITEM NO. 4.4.9.1**

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Provost & Vice President Academic's Office

SUBJECT: New Department Recommendation

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT Senate recommends to the Board of Governors the creation of a new Department of Learning and Teaching that will be composed of members of the faculty whose roles serve the broader University community (rather than a single faculty or unit).

BACKGROUND/RATIONALE:

This new department would, at inception, consist of the Director of Cooperative Education, the Director of the Centre for Teaching, Learning and Technology (CTLT), the Learning Technology Specialist, the Prior Learning Assessment and Recognition Coordinator, and the Indigenous Curriculum Specialist, with room to welcome any additional members whose roles meet the criteria specified in the motion. It will provide access to a community of practice for the purpose of program design/redesign, academic planning, and professional development. It also provides a structure for faculty to more fulsomely participate in collegial governance, resource planning, and career progression.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance**DECISION:**
DATE: September 15, 2026**PER:**



**BRANDON
UNIVERSITY**

SUBJECT TO APPROVAL

MOTION NO. 030.SEP26

AGENDA ITEM NO. 4.4.10.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Artificial Intelligence Ad-Hoc Committee

SUBJECT: Adoption of Guiding Principles Recommendation

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate adopts the broad guiding principles for Artificial Intelligence, as presented by the Artificial Intelligence Ad-Hoc Committee.

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION: **PER:**
DATE: September 15, 2026

Brandon University Guiding Principles for the Responsible Use of Artificial Intelligence

These principles apply to the use of Artificial Intelligence (AI) across teaching and learning and research at Brandon University (BU). AI includes generative AI tools, AI-enabled institutional systems, automated decision-support tools, and research or teaching tools that use generative AI. They are intended to guide decision-making at all levels of the institution. Faculties, departments, and administrative units may develop additional guidance aligned with these principles to address discipline-specific, pedagogical, or operational contexts. BU endorses the ethical use of AI and strives to ensure that faculty, staff, and students are well equipped to use AI in informed and responsible ways.

Legal Responsibilities

The use of artificial intelligence (AI) must comply with Canadian privacy law (e.g., the Personal Information Protection and Electronic Documents Act, Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), and the Personal Health Information Act (PHIA), where applicable), protecting institutional data and the privacy of all faculty, staff, and students.

The collection, use, and disclosure of personal information through or in connection with AI tools should only be for appropriate purposes. Particular care must also be taken to protect student work and faculty intellectual property. Faculty, staff, and students will not use or input information into insecure, open-access tools where personal information can be repurposed to train AI models or disclosed to third parties.

Personal, confidential, or institutional data must not be entered into AI tools that have not been reviewed or approved through appropriate institutional privacy and security processes. BU will identify and support the use of institutionally approved AI tools where appropriate.

Use of AI for malicious or defamatory purposes could constitute a departure from various institutional policies (e.g., Student Non-Academic Misconduct Policy; Discrimination and Harassment Prevention Policy). For a more detailed discussion, see the Office of the Privacy Commissioner of Canada: https://www.priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/gd_principles_ai/

Human Judgement as Authority for Decision-Making

AI may assist academic work, including teaching and research, but does not replace human responsibility, accountability, or critical thinking for decisions that directly impact faculty, staff, and students.

AI may support but must not independently determine high-stakes academic decisions without meaningful human oversight—including when evaluating student work, assessing teaching, or conducting peer-review, research, and scholarly activities. The technology may support—not replace—human interaction and critical thinking.

AI detection tools must not be used as sole or conclusive evidence in academic decision-making, and their use must comply with institutional privacy and security requirements. The use of AI at BU must also be guided by the responsibilities, processes, and procedures outlined in our collective agreements and by other institutional policies.

Transparency and Accountability

BU supports the principle of academic freedom, including the ethical use of AI in teaching, research, and institutional work. This freedom is accompanied by a responsibility for transparency and accountability. Use of AI must conform with BU's policy on Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work as well as with faculty, departmental, and course guidelines.

Faculty and students commit to disclosing and attributing the use of AI for teaching and learning. Faculty will clearly articulate authorized and unauthorized use of AI in course outlines.

BU commits to following Tri-Agency guidelines and discipline-specific best practices regarding the use of AI in research and service. We will also clearly disclose the use of AI for supporting functions such as advising and academic planning.

Equity, Diversity, Inclusion, Decolonization, Indigenization, Reconciliation and Accessibility (EDIDIRA)

BU is strongly committed to EDIDIRA principles. The use of AI must be scrutinized for biases that may perpetuate or exacerbate existing inequalities, since experts have documented its tendency to reproduce majority views and marginalize minority voices. The use of AI must not become a new form of "digital colonialism" used to oppress or appropriate Indigenous knowledge and traditions. When used ethically, AI can support accessibility and inclusion for faculty, staff, and students. BU recognizes that access to AI tools and the skills to use them is unevenly distributed and commits to supporting equitable access and critical awareness. We have a responsibility to provide training and professional development to help all BU members make ethical decisions about the use of AI.

AI Literacy and Ongoing Review

AI is a rapidly evolving technology. BU will continue to support professional development and training to promote AI literacy across the institution through the CTLT and other means. BU will endeavour to teach students about the ethical use of AI, including its environmental, societal, and economic impacts and its appropriate use as a tool for learning and research.

The university will actively monitor advancements in AI and revise policies as needed to address emerging concerns. Regular review of the use of AI for academic purposes is necessary to ensure that we continue to meet legal, ethical, and educational standards. Institutional adoption or procurement of AI-enabled systems should include appropriate review of privacy, security, accessibility, bias, and transparency.

Clear mechanisms will be established for faculty, staff, and students to report concerns or potential issues with AI tools. Regular review of AI use across teaching and research is necessary to ensure alignment with legal, ethical, and evolving educational standards around AI.



**BRANDON
UNIVERSITY**

SUBJECT TO APPROVAL

MOTION NO. 031.SEP26

AGENDA ITEM NO. 4.4.10.1

MEETING: Senate ☒ Executive Committee ☐

DATE: September-15-26

AGENDA: Closed ☐ Open ☒

PROPOSED BY: Artificial Intelligence Ad-Hoc Committee

SUBJECT: Committee Final Report

FOR: Approval ☒ Discussion ☐ Notice of Motion ☐ Information ☐

RECOMMENDATION:

THAT the Senate receives the final report of the Artificial Intelligence Ad-Hoc Committee for information and approves forwarding the final report to the Board of Governors for information.

BACKGROUND/RATIONALE:

See attached.

PREPARED BY: Amber Robidoux
Administrative Assistant, Academic Governance

DECISION: **PER:**
DATE: September 15, 2026

Senate AI Ad Hoc Committee on Artificial Intelligence Final Report

Prepared by Senator Matteo Di Muro, Chair, on behalf of the Senate Ad Hoc Committee on Artificial Intelligence

Committee Creation

On January 13, 2026, Senate approved a motion establishing an ad hoc Committee on Artificial Intelligence. The committee was tasked with developing a set of guiding principles to serve as an institutional framework for the responsible use of artificial intelligence (AI) at Brandon University and to provide recommendations to Senate regarding future directions for AI-related policy, practice, and support.

Committee Activities

The committee met approximately every two weeks between February 9 and May 2026. Throughout this period, members reviewed a broad range of materials and perspectives related to AI in higher education, including:

- Emerging research-related guidance concerning the use of AI from funding agencies, research organizations, and scholarly communities;
- Materials and resources shared by committee members regarding the opportunities, challenges, and implications of AI in higher education;
- AI policies, frameworks, and guidance documents from Canadian post-secondary institutions, including the University of Regina, University of British Columbia, University of Ottawa, University of Toronto, University of Calgary, and the University of Alberta, and others;
- Feedback and survey data gathered through a faculty AI survey developed by the committee to inform its work, as well as discussions and reports shared through BU CARES.

The faculty survey included a short series of questions related to current AI use, with the intent of better understanding perspectives within the Brandon University community regarding opportunities and concerns associated with AI, academic integrity, privacy and security considerations, governance preferences, institutional guidance, and professional development needs. The survey received 70 responses, representing approximately 20% of Brandon University faculty and staff, and included representation from Education, Health Studies, Arts, and Sciences. The survey was distributed via CTLT.

The committee further benefited from presentations and consultations from a variety of stakeholders. Dr. Rainer Schira shared findings from research examining student use of AI across faculties and demographic groups, providing insight into how students are currently engaging with AI tools. The committee also consulted with Senator Melanie Sucha and Kevin Klassen from Information Technology Services regarding privacy, cybersecurity,

software procurement, and institutional security considerations associated with AI technologies.

The committee had also intended to conduct further student consultation through the Brandon University Students' Union (BUSU). While timelines did not permit this consultation to occur before the completion of the committee's work, BUSU has indicated its intention to undertake a student-focused consultation in Fall 2026.

Discussion and Findings

Throughout its discussions, the committee recognized both the significant opportunities and the challenges that AI presents for Brandon University as a teaching, learning, research, and service institution.

Members acknowledged that AI technologies have the potential to support teaching and learning, enhance accessibility, assist with administrative and student-support functions, support research activities, and improve efficiency in a variety of institutional contexts. At the same time, committee members identified important concerns related to privacy and data protection, academic integrity, bias and discrimination, accessibility, environmental impacts, intellectual property, transparency, and the potential effects of AI on student learning.

Survey findings reinforced many of these themes. While respondents expressed diverse views regarding AI, there was broad support for institutional guiding principles that preserve academic freedom and disciplinary flexibility. Respondents also expressed a desire for professional development, AI literacy initiatives, privacy guidance, and access to secure and vetted tools. Overall, respondents favoured instructor discretion within a shared institutional framework rather than highly prescriptive university-wide rules.

The committee also discussed the importance of clearly communicating existing guidance concerning the use of AI in research. The Brandon University Strategic Research Plan could support this by articulating relevant guidance from the Tri-Agency and research ethics organizations for Faculties and other academic units.

The committee's discussions also highlighted the importance of continued institutional support for AI literacy, research, and professional development. This includes maintaining and expanding the workshops and training offered through the Centre for Teaching, Learning and Technology (CTLT), both on AI literacy generally and on specific AI tools with academic applications. The committee also identified the value of strategic institutional funding to support research, learning, and the review of approved AI tools at Brandon University. Accordingly, the Board of Governors should consider if funding could support these priorities. Such support could promote innovation and responsible use while also

funding the development of AI literacy modules and other professional development opportunities. Discipline-specific approaches to AI would remain subject to the discretion of individual Faculties, recognizing that AI affects disciplines and Faculties differently. The committee further discussed the importance of clearly communicating existing guidance concerning the use of AI in research when it becomes available.

As discussions progressed, the committee concluded that Brandon University would be best served by a principles-based approach rather than detailed policies that may quickly become outdated as AI technologies continue to evolve. This approach would provide institution-wide guidance while allowing Faculties, departments, and administrative units to develop context-specific practices appropriate to their disciplines and operational needs.

The resulting Brandon University Guiding Principles for the Responsible Use of Artificial Intelligence were organized around five key themes:

- Legal Responsibilities
- Human Judgement as Authority for Decision-Making
- Transparency and Accountability
- Equity, Diversity, Inclusion, Decolonization, Indigenization, Reconciliation, and Accessibility (EDIDIRA)
- AI Literacy and Ongoing Review

The committee would like to acknowledge and thank Senator Dr. Gregory Kennedy for preparing the initial draft that served as the foundation for the committee's guiding principles based on committee work. Through extensive discussion, revision, and collaboration among committee members, the document evolved into the final set of principles presented to Senate.

Motions

Following its deliberations, the Artificial Intelligence Ad-Hoc Committee approved the following motions and recommendations, with all motions passing with 10 votes submitted, all in favour, none opposed, and no abstentions.

Motion 1

That the Artificial Intelligence Ad-Hoc Committee recommends that the Senate adopt the committee's broad guiding principles for AI (*Brandon University Guiding Principles for the Responsible Use of Artificial Intelligence*).

Motion 2

That the Artificial Intelligence Ad-Hoc Committee recommends to the President establishment of a cross-university standing committee with representation from across

Faculties and relevant academic and administrative units. The committee would support the ongoing research and review of AI use at Brandon University and report back to the community as appropriate.

Motion 3

That the Artificial Intelligence Ad-Hoc Committee recommends that Senate forward this report to the Board of Governors for their information.

Regards, on behalf of the Senate AI Ad Hoc Committee on Artificial Intelligence,

Matteo Di Muro
Committee chair

Committee members

Charles Adamu
Bernadette Ardelli
Cameron Boulton
Matteo Di Muro
Gregory Kennedy
Krista Macpherson
Luis Ramirez
Ali Salman
Rainer Schira
Curt Shoultz
Michelle Williams-Joel

External Review of Programs & Units Policy Review Committee

Report to Senate

September 2026

Submitted by: Shannon Downey, Support to the External Review of Programs & Units Policy Review Committee

Committee Update

The Office of the Provost & VPA will reconvene the Ad Hoc Committee before end of September and resume work to review and draft revisions to the Senate Policy on the *External Review of Programs & Units Policy*. The work of this committee had been paused to allow the Office of the Provost to focus on the finalization of the BU Strategic Academic Plan.

BRANDON UNIVERSITY SENATE

Report to Senate

September 2026

Submitted by: **Oluwatosin Salau, BUSU President**

Orientation and Student Engagement

I have been working on preparations for student orientation, including coordinating the involvement of BUSU representatives. This work has focused on ensuring that incoming students have an opportunity to connect with their representatives, learn about BUSU, and understand where they can turn for support. Orientation is an important opportunity to establish those connections early and help students feel welcome within the university community.

Policy and Bylaw Review

I have been working with the Policy and Bylaw Committee on reviewing BUSU's governance documents. The focus is on identifying areas that require clarification or improvement and supporting clearer responsibilities, consistent procedures, and organizational continuity. This work remains ongoing.

International Student Healthcare Advocacy

I attended the Canadian Federation of Students' Black Students' Caucus, where discussions focused on improving healthcare for international students. This provided an opportunity to engage with concerns about healthcare access and consider how student advocacy can help address those barriers. Access to healthcare remains relevant to students' well-being and their ability to participate fully in their education.

Community Collaboration

I worked with BMCC on organizing a celebration of Dr. Gervan Fearon in connection with Emancipation Day. This collaboration provided an opportunity to strengthen connections between BUSU and the broader community while recognizing Black leadership and achievement.

Longer-Term Planning

I have also been considering potential priorities for BUSU over the next several years. Areas under consideration include governance, financial sustainability, student advocacy, service delivery, campus engagement, and continuity between successive student leadership teams. These remain preliminary planning ideas rather than formally adopted mandates. As the academic year begins, my focus is on carrying this work forward while remaining responsive to students' needs. I look forward to working with Senate and university partners to support a welcoming and accessible student experience.

**Report to Senate
Board of Governors
September 2026**

No written report submitted.

**Report to Senate
Gregory Kennedy, Dean, Faculty of Arts
September 2026**

No written report submitted.

**Report to Senate
Alysha Farrell, Dean, Faculty of Education
September 2026**

No written report submitted.

**Report to Senate
Linda Ross, Acting Dean, Faculty of Health Studies
September 2026**

No written report submitted.

Report to Senate
Leanne Zacharias, Dean of Music
September 2026

School of Music Performance and Pedagogy Activities

- Our *Pro Series* concert season begins September 15th with the annual Faculty Concert, showcasing full-time and CAS performance faculty in the Lorne Watson Recital Hall

-In collaboration with the Western Manitoba Centennial Auditorium, we are pleased to welcome acclaimed singer/songwriter Jeremy Dutcher of the Tobique First Nation in New Brunswick to Brandon this month. Jeremy will perform Sunday, Sept 27th, and participate in an open Q&A session on Monday, September 28th at 10:00am. Hosted in Lorne Watson Recital, this session is being organized by music composition professor Jason Young and Doug Pople of Student Services, and is open to the entire BU campus community.

-Our annual Brandon University New Music Festival will take place October 19-20th featuring music students and faculty as well as guests Janna Sailor (conductor and BU alum), Rita Ueda (composer) and Iranian santour player Saina Khaledi. The BU New Music Ensemble and BU Orchestra will also perform.

-The *Out of Bounds* lecture series begins on Tuesday, October 20th, organized by the Music Research department, with a presentation by guest artist Saina Khaledi, an Iranian musician now based in Vancouver.

-The School of Music hosted its annual *Avenues* music education professional development conference in August. Music educators from across the province attended to hear presentations from BU music faculty, as organized by Dr. Wendy Zander and the Joint Department of Music Education.

Facilities

-contract work updating the entire QEII building fire panel system is now complete, and we are relieved to now be fully compliant with provincial fire codes.

Report to Senate

Dr. Chris LeMoine, Dean of Science

September 2026

Events

- Another very successful Enviro Expo was held on campus June 2nd. The 10th edition of the event brought 200 grade 3-6 students from the Brandon School Division on campus. Thanks to our partners/sponsors including City of Brandon, the President's office, HLC, Central Assiniboine Watershed District. There were various activities presented by the City of Brandon-Emergency Services, City of Brandon Parks (forestry), Central Assiniboine Watershed District, Brandon School Division, Efficiency MB, Assiniboine College, Bee City Brandon, Brandon Riverbank, Brandon University (A. Koiter), and helped by volunteers from the City of Brandon and Let's Talk Science.
- The Dean would like to sincerely thank everyone involved in responding to the recent power outage in the Brodie building over the Labour Day long weekend. The team's outstanding support, responsiveness, and dedication helped minimize the impact on both teaching and research activities, ensuring continuity during a challenging situation. As a result, the Faculty was thrilled to welcome our first year and returning students in the building as planned. Thank you!

Faculty and Students News

- The Faculty of Science is thrilled to welcome Dr. Javad Sadeghi in the department of Biology. In addition, we wish the best to Paola DiMuro (Math and Computer Science) and Wendy Untereiner (Biology) on their recent retirements.
- J. Mateer co-organized a very successful Open Streets Brandon events this Summer, you can read more about this work [here](#)!
- A. Abdelbar and colleagues shared their insights with First Alert 4 in St. Louis (CBS) on their recent published work about combining lessons from ants and birds to improve AI.
- Congratulations to J. Mateer and colleagues on their recent [SSHRC grant success](#)!
- S. Chang had a productive visit to the University of Guajajara through Global Affairs Award for Faculty Mobility Building Partnership Program (read more [here](#)).
- A. Koiter was recently appointed on the [Lake Winnipeg Foundation Advisory Team](#).
- C. McDonald (MELS, Chemistry) won a graduate poster award at the Canadian Chemistry Society Conference in Toronto

Report to Senate
Katie Whelpton, Dean of Students
May 2026

Strategic Priority: Student Engagement

Over 500 first-year students registered for Orientation Day. Thank you to our local sponsors, faculty and staff who participated.

Kyla Smith, Indigenous Recruitment and Retention Officer will begin the new “post-secondary club” (to be renamed by the students), on September 16th at Neelin high school. This initiative is in partnership with Assiniboine College and the Brandon School Division. Each meeting hopes to discuss topics related to post-secondary education as well as build relationships.

Partnerships this fall continue with Prairie Mountain Regional Health Authority (Nurse Practitioner) and Helping Hands (food delivery every two weeks). PMRH will also be on campus Oct 29th to provide STBBI testing and select immunizations.

A new partnership with Public Health will see a nurse on campus each month to focus on nicotine cessation.

Student Services faculty have planned fall workshops. Information will be provided to students via email and BU Student Life Social Media.

Strategic Priority: Student Success

Nicoleta Babutiu has been hired as our full-time Academic Skills Specialist (Mathematics). Nicoleta is a familiar face to BU having held the part-time role previously.

Jaime Taggart has been hired as a .5 Student Engagement Officer and will be focusing on Student Leadership and bridging academic gaps. Stay tuned.

Report to Senate
Melanie Sucha, Chief Information Officer
September 2026

Library Events and Engagements

The Library hosted events in the summer and is pleased to participate in Orientation and Homecoming activities this September.

- June 17 – PENT Feast
- June 22 – Teachings House
- Sept 11 – Homecoming Wine and Cheese Welcome

The Convergys Lab was closed for renovations through much of the summer. Painting, new carpeting, new chairs and repairs to electrical outlets have now been completed for fall term.

In partnership with the Public History Program, the Curve Gallery is exhibiting Brandon Labour History display this fall.

Library Projects and Activities

The Library completed the final phase of its 6-year, large-scale deselection project. This work aims to ensure currency and quality of the collection, while allowing for right-sizing of space – including balancing of student study space, safety, and accessibility with collection storage. Shifting working will continue in the Fall, to allow removal of shelves creating access pinch points.

The Library completed its upgrade of the integrated library system Alma Primo to PrimoVE. This upgrade enables new functionality and prepares us for future upgrade to PrimoNDE in the Fall 2027 timeframe. Thanks to Rob Kowaluk and Chris Hurst for leading this work.

The Library's interlibrary loan platform, Relais, has been discontinued by its vendor, and we have used PrimoVE and OCLC Worldshare ILL to replace this functionality. This change enables BU users to issue interlibrary loan requests from the integrated library system directly, rather than use a separate platform.

The Library continued to collaborate with the Research Office on communications to campus regarding IRBU as an open access repository for research outputs.

IT Services Projects and Activities

Following up on issues encountered in the course registration system, the Administrative Systems team implemented revisions and had successful release of the Spring 2027 registration cycle with no issues arising.

The Networks and Operations team completed a successful upgrade to the network core switch, decommissioning of file shares, and update to the main web server through the summer.

The Food Services till system was successfully upgraded.

IT Services has piloted a second instance of Moodle, dedicated to organizational learning, which requires different access permissions and workflows than academic learning. The BU Learning Hub, in pilot implementation, houses workplace health and safety training information as a pilot.

Kristin Jette supported work to complete the safety and security risk assessment with Paladin Security. This report has been delivered to Executive. Looking ahead to future action items, a software upgrade to the Kantech door lock system was successful and IT Services has piloted use of access-enabled employee ID cards.

Members of the IT Services and Library teams have participated in Manitoba Department of Innovation and New Technology Artificial Intelligence consultations this summer.

IT Services is continuing a pilot of Microsoft Copilot Pro, and is continuing to draft AI administrative governance documentation to follow on AI Academic Policy from Senate. Recognizing the important of information security within the current IT environment and in use of AI technologies, IT services is actively working plans for governance controls in the Microsoft 365 environment, including sensitivity labels, lifecycle management policies, and ownership policies. These functions reduce risk of accidental oversharing in both the current environment and when AI is applied to the current environment.

A special thanks goes to Michael Leroy and Asit Patel for mitigating extenuating risks to the IT server environment during electrical transformer outage in the Brodie Building this September.

Staffing Updates

The Library is pleased to welcome Abigail Hysop as term Library Assistant, as backfill to Marian Ramage who is in the acting Reference and Information Literacy Librarian role in the Fall term. Abigail is a BU alumna, former Library Student Assistant, and has also been employed as a marker in Faculty of Arts. Welcome back Abigail!

The Library has extended Ronan O'Flaherty's term as Acting Music Librarian to January 15, 2026.

Rob Kowaluk has taken a contract academic staff appointment in the library until December to support systems upgrades.

Congratulations to Tom Mitchell on receipt of his University Scholar appointment to continue his research on the historical impact of Canadian public inquiries, national security and intelligence, and the labour movement.

Report to Senate
Andrea McDaniel, University Registrar
September 2026

Student Enrollment

As of September 1, applications received for the 2026-27 intake were up significantly over the same point last year, though still the second lowest of the last five years. However, we believe it is much more reflective of students who genuinely intend to attend Brandon University than prior to implementation of the mandatory international deposit and IRCC's policy changes. Admission offers were up 4% compared to the same time last year. The number of new students registered in courses was also up 4% over the same point last year.

As of September 1, overall student headcount showed an increase of 3.9% over the same point last year, and there was a 5.5% increase in credit hours registered. Both domestic, non-Indigenous and Indigenous students were registered in more credit hours than at the same point last year while there was a relatively significant decrease (-10.8%) in international student credit hours.

Convocation Art Gallery

On September 11, the University revealed, as part of Homecoming festivities, a gallery wall in the A.E. McKenzie Building that features each of the original Convocation artworks that have been commissioned annually and prints of which have been distributed to graduates since 2020. This collection is anticipated to grow as the annual tradition continues.

Senate Office Staffing

Amber Robidoux joined the Senate Office in July as Brandon University's new Administrative Assistant, Academic Governance. We welcome her to the role and are grateful for the warm, professional, and efficient service she has been providing since her arrival.

Report to Senate

Chris Lagimodiere, Associate Vice-President, Indigenous Initiatives

September 2026

No written report submitted.

Report to Senate

Yvette La Flamme, Acting Vice-President (Administration & Finance)

September 2026

No written report submitted.

Research & Graduate Studies

Report to Senate

September 2026

Submitted by: **Bernadette Ardelli, Vice-President (Research & Graduate Studies)**

SENATE RESEARCH COMMITTEE

Strategic Research Plan Renewal

Brandon University's previous Strategic Research Plan concluded in 2025, marking an important opportunity to reflect on the progress made under the Plan and to begin defining the University's research priorities for the years ahead.

As an important first step in the renewal process, a comprehensive report has been prepared documenting the activities, initiatives, and accomplishments arising from the previous Strategic Research Plan. The report provides an opportunity not only to demonstrate progress against the priorities established in the Plan, but also to recognize the contributions of faculty, students, staff, research centres and institutes, and community and external partners to strengthening research at Brandon University. It also provides an important baseline from which to consider areas of continued strength, emerging opportunities, and priorities requiring further development.

With this retrospective work completed, the Senate Research Committee (SRC) is now beginning the consultation phase for the development of a new Strategic Research Plan. The consultation process will provide opportunities for members of the University community to contribute to a shared vision for the future of research, scholarship, creative activity, innovation, and knowledge mobilization at Brandon University. Engagement with external and community partners will also help ensure that the new Plan reflects both the strengths of our researchers and the evolving needs and opportunities of the communities and region we serve.

The new Strategic Research Plan will build upon the accomplishments of the previous Plan while responding to a research environment that has changed considerably in recent years, particularly following the CoVID-19 global pandemic. The goal is to establish a focused and forward-looking framework that strengthens research capacity, supports researchers and students, expands partnerships and external funding opportunities, and increases the reach and impact of Brandon University research.

Further information regarding the consultation process and opportunities for participation will be shared with the University community as the renewal process progresses.

Brandon University Strategic Research Plan (SRP) 2021-2025

Accomplishments

Priority 1: Research Leadership and Administration		
Action Item	Status	Outcome
1.1 Full-Time Vice President (Research & Graduate Studies) (VPRGS)		
1. Emphasize the importance to President’s Executive Council of a full-time Vice-President (Research & Graduate Studies) (VPRGS) position	Accomplished	Constant advocacy efforts and communication between senior administration and key stakeholders within the University took place regarding the need for a VPRGS. Communication was reflective of campus-wide consultations with researchers and overall need.
2. Include in 2021-2022 budget a full-time Vice-President (Research & Graduate Studies) position	Accomplished	The VPRGS salary initially approved was covered by the Research Support Fund and was then included in the operating budget in 2025.
3. Develop a job description for a full-time Vice-President (Research & Graduate Studies) position	In-progress	A general position profile was created for the VPRGS search process in consultation with key stakeholders and members of the Search Committee. The President is working on a formal and specific VPRGS job description.
4. Hire a full-time Vice-President (Research & Graduate Studies) position	Accomplished	Brandon University undertook a search for a full-time VPRGS in 2023, and the position took effect January 1, 2024.
1.2 Continued Expansion of the Office of Research Services (ORS)		
1. Continue to expand the capacity of the Office of Research Services	Accomplished	At the start of the SRP 2021-2025 development process (2019-2020), the research administrative enterprise consisted of a part-time Associate Vice-President (Research) and the Manager of Research Services MRS). Part-time administrative support was provided by the Executive Assistant to the Provost & Vice-President (Academic). While finalizing the SRP, a Research Officer (RO) was added to the team in 2020. With the new VPRGS in place the Office of the VPRGS expanded to include: - Research Finance Officer (RFO) - Knowledge Mobilization Officer (KMO) - Administrative Assistant (AA) to the VPRGS (and Office of the VPRGS) - Research Compliance and Policy Officer (RCPO)

		The MRS, RO, KMO and RCPO salaries are wholly funded through the Research Support Fund (RSF) while the AA (50%) and the RFO (20%) salaries are partially supported by the RSF.
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Priority 2: Research Funding		
Action Item	Status	Outcome
2.1 Increasing Internal Research Funding		
1. Continue to support and expand research and research dissemination through the Brandon University Research Committee (BURC) funding	Accomplished	BURC now receives annual funding from the University which is outlined in the BU-BUFA Collective Agreement (CA). The contributions increase over the four years of the CA respectively - \$20,000, \$30,000, \$40,000, and \$50,000 per year. Contributions were included in the 2019-2023 CA and again in the 2023-2027 CA. BURC grant amounts were increased in 2026: • Early Career Researcher Grant from \$7,500 to \$10,000 • Research Grant from \$5,000 to \$7,500 • Knowledge Mobilization Grant from \$2,000 to \$3,500
2. Encourage BU faculty to use BURC funding as seed funding for external research grants and to apply as Principal Investigators to external granting agencies.	Accomplished	The VPRGS team consistently advised and guided researchers to apply for external funding. This included one-on-one meetings and through hosting and leading several research funding information sessions and workshops. This was especially true for early career researchers and new faculty members.
3. Increase support for team or collaborative research projects, hosting conferences, and discretionary research costs	Accomplished	BURC created the Research Event Grant to support Brandon University faculty-led research workshops, conferences, and events hosted by Brandon University. IT Services provided foundational network and application support for research collaborations and conference hosting. Such services were continuously improved including network signal review in Education and physical reconfiguration of wireless routers, in support of research events (e.g. BYTE Conference).
4. Identify steps to create research start-up funds for newly hired faculty	Not Accomplished	
5. Increase support for student research and training of Highly Qualified Personnel (HQP)	Accomplished	Brandon University signed MOUs to help increase opportunities for students/trainees such as the Mitacs Globalink Research Awards Program and Next Generation Internet Transatlantic Fellowship Program. The Tri-Agency allocated new funding opportunities specific for Black students. As a result, the institution facilitated Undergraduate Student Research Awards (USRAs) for Black students across all disciplines and all three Agencies (CIHR, NSERC, and SSHRC). Furthermore, the Institution covered a portion of the students' salaries.

		The Research Office worked with faculties to ensure they were aware of the Canada Graduate Research Scholarships–Master’s Awards. This better understanding led to a Faculty changing its administrative requirements and guidelines to ensure their students would be eligible to apply for and receive awards. Student focussed information sessions were provided, and a research opportunity information table was set up at student orientation to create awareness and increase applications. The Library provided foundational services to support student research, including interlibrary loan services, reference and research support and instruction, and access to academic journals through consortia partnerships, including the Canadian Research Knowledge Network (CRKN).
2.2 Increasing External Research Funding		
1. Identify additional pools of funding opportunities outside of the major granting agencies	Accomplished	List of funders has increased and continues to evolve.
2. Work with Advancement to promote external awareness of BU research and establish research fundraising opportunities	Partially Accomplished	Advancement included Research as a “giving” option in 2021 in its annual funding campaign although efforts were not ongoing.
3. Host workshops on how to source research funding opportunities	Accomplished	The OVPRGS hosted several information sessions and has invited funders (to campus and virtually) to present to the campus community such as Mitacs, Research Manitoba, and the Manitoba Medical Service Foundation.
4. Explore ways to increase faculty awareness of external funding opportunities	Accomplished	The Weekly Research Report was created in 2022 and is a major email communication avenue for the dissemination of research opportunities. The Office of the VPRGS compiles relevant funding opportunities to make researchers aware of various opportunities and resources to assist them with the application process. Targeted email and outreach take place with individual faculty members and groups alerting them to specific relevant funding opportunities. Funding opportunity information was mobilized via the research website, in-person meetings, press releases, podcasts, videos, and social media.

Priority 3: Communicating Research Excellence

Action Item	Status	Outcome
3.1 Building Communication Networks		
1. Increase the profile of research and creative accomplishments at Brandon University	Accomplished	Brandon University created a new Knowledge Mobilization Suite (KMS) with state-of-the-art equipment to facilitate the creation of podcasts and videos to promote research activities and outcomes via social media. The KMS was also upgraded to include a recording booth and an editing bay to facilitate a wider range of media formats and increase post-production capacity.
2. Create and implement a media strategy to promote and celebrate research and creative accomplishments	Partially Accomplished	There is no formal media strategy, but the KMO has an informal strategy that uses the BU website, traditional media pipelines, and multiple social media platforms for communications and to promote research accomplishments.
3. Develop an Experts List	Accomplished	The Brandon University Experts List was created to showcase faculty research expertise. Located on the institution’s homepage, the List allows for media inquiries, collaborations, and community connections. Interested parties can search through the List for direct access to researchers and their areas of expertise. The Experts List is part of the formal new employee onboarding strategy; providing researchers with guidance on how to get started, including a training video. The Experts List is also used to promote researchers via a banner on the University homepage. Specifically, a researcher from the List is chosen monthly to be showcased on the BU homepage via a banner with their photo and brief research description which is linked to the List.
4. Continue to bring BU research to the community	Accomplished	Many researchers are directly involved with the local community. This is especially true of our three very active research centres/institutes: • Rural Development Institute (RDI) • Brandon University Centre for Applied Research and Education in Indigenous, Rural, and Remote Settings (BU CARES) • Centre for Critical Studies of Rural Mental Health (CCSRMS) The Library hosted many public lectures each year, connecting researchers with the Westman community at large. In the years following pandemic closures, the Library increased its capacity to host public events, including research communication.
5. Continue to publish Research Connection and the annual <i>Research Connection Magazine</i>	Accomplished	The weekly Research Connection publication was in effect until spring 2025.

		Efforts were made identify a more effective way of communicating researchers' accomplishments that targeted both the internal BU community and external community. This led to the creation of the "Illumination" podcast which was launched in spring 2026.
6. Promote research and creative accomplishments in a variety of media	Accomplished	The addition of the KMO position has enabled the Office of the VPRGS to dedicate resources to continuously highlighting the accomplishments of researchers via social media, events, press releases, and recognition events and activities.
7. Organize networking events to bring BU researchers, industry, and community together	Partially Accomplished	Events were held at Homecoming that were open to the public to attend, creating exposure to researchers and community interest. These events now conglomerate into Research Week, an annual event held in September that will continue to develop and expand.
8. Sponsor library presentations, blogs, podcasts, speaker series, etc.	Accomplished	There were several research podcasts created, speaker series and presentations occurred within most faculties/school, and Library presentations on research data management took place.
9. Explore the feasibility of a database that lists all BU research publications annually	Accomplished	A database was found not feasible and not effective enough to capture all outputs. Researchers are encouraged to inform the Office of the VPRGS of their publications so assistance with generating knowledge mobilization activities around their accomplishments can be provided. A curated list of traditional media articles related to research outputs from BU was created on the VPRGS website.
10. Provide a welcoming environment to foster external dialogue through conference hosting	Accomplished	The new BURC Research Event Grant facilitates these types of activities. A welcoming environment will be made easier with the conference/event planning guide being developed by the KMO.
3.2 Celebrating Success		
1. Increase award nominations and special recognitions for research and creative activities	Accomplished	Research award and prize opportunities are now included in the Weekly Research Report and a Nomination Form was created to help facilitate the process. There are regular nominations for Tri-Agency SSHRC and NSERC prizes as well as other for external prizes (e.g., Pierre Elliot Trudeau Foundation Fellowships). A Research Hall of Fame was created along the walls outside of the Office of the VPRGS which features plaques and posters to recognize faculty and student researchers who have received Tri-Agency funding.

Priority 4: Building a Supportive Research Environment

Action Item	Status	Outcome
4.1 Faculty Research Support		
1. Create a mentoring infrastructure for researchers, students, and highly qualified personnel	Not Accomplished	
2. Provide workshops and training on how to be a mentor	Not Accomplished	
3. Continue to provide workshops and information sessions on external grant applications	Accomplished	Several workshops and information sessions were provided on internal and external funding opportunities for faculty members and students. Sessions were also provided on topics such as grant writing, research security, and creating a research budget. External guests included organization such as Mitacs, Research Manitoba, Manitoba Medical Service Foundation, Canada Research Security Centre, and Association canadienne-française pour l'avancement des sciences (Acfas).
4. Explore mechanisms for internal peer review for grant applications	Not Accomplished	
5. Provide professional development to meet objectives of Equity, Diversity, and Inclusion (EDI)	Accomplished	EDI training was incorporated into the BU-BUFA CA. EDI training is now required for all members serving on committees under the auspices of the Office of the VPRGS, including unconscious bias and sex and gender training. EDI has been incorporated into the BURC policy and procedures and is a component of BURC member training and the information required in an application. Furthermore, the Office of the VPRGS considers EDI and accessibility in all undertakings. Brandon University applied for and was awarded four of four EDI Stipend Grants through the Canada Research Chairs Program (CRCP) from 2020 to 2024. Stipend 1 focussed on an institutional employment systems review, workforce analysis, and self-identification promotion; Stipend 2 focussed on the creation of a BU EDI Strategy and accompanying Action Plan (completion, Fall 2025); and Stipend 3 and 4, to begin in 2026, will focus bringing EDI expertise to Brandon University to provide ongoing guidance and training and accompanying resources to the University community, to ensure BU CRC policies and procedures are in accordance with the CRCP and external guidelines, and to assist researchers with the inclusion of EDI considerations in their research grants. The EDI Toolkit for grant writing was created and distributed. On the 4th of November 2025, Brandon University became the first university in Manitoba to sign the San Francisco Declaration on Research Assessment (DORA). By signing DORA, we formally joined a global movement that seeks to improve the ways in which research and researchers are evaluated. This marked

		an important milestone in Brandon University’s ongoing commitment to research excellence, integrity, and equity and affirmed our commitment to responsible and inclusive research assessment.
6. Support the hosting of conferences and workshops hosted at and by BU	Accomplished	The BURC Research Event Grant was created to support Brandon University research conferences, workshops, and events led by Brandon University researchers.
7. Develop a resource manual for hosting research conference/workshops at BU	Accomplished	The OVPRS is working on a research conference/event resources manual for hosting events at and by Brandon University.
8. Create more opportunities for researchers to communicate with one another for the development of collaborations and new research and creative projects	Partially Accomplished	The Office of the VPRGS held regular meetings with directors and members of the institutional research centres and institutes to discuss issues, common interests, challenges, collaborations, and opportunities.
4.2 Graduate and Undergraduate Research Support		
1. Increase opportunities for undergraduate and graduate student involvement in research and creative projects	Accomplished	The NSERC Undergraduate Student Research Awards (USRA) program continued to increase in popularity and expanded to include USRAs across all of the Agencies (CIHR, NSERC, and SSHRC) specifically for Black students in 2023 competition. The Tri-Agency Canada Graduate Research Scholarships- Master’s Awards program went from underutilized (i.e., institutional award allocations not filled) to a competitive process with all allocated awards filled for each agency. Students were successful with Polar Knowledge Canada and the Northern Scientific Training Program (NSTP). Students regularly received Research Manitoba Graduate Studentship Awards. The Office of the VPRGS hosted representatives from Research Manitoba as well as Mitacs for information sessions. Successful Mitacs awards included Accelerate Grants and Globalink Internships and Awards. More faculty members doing research and receiving associated funding allowed for more students/trainees to be supported, trained, and mentored. This in conjunction with the increased efforts of the Office of the VPRGS to promote opportunities resulted in an increase in student support.
2. Encourage students to apply for external research funding	Accomplished	The Office of the VPRGS set up a table at student orientation in the fall to discuss research opportunities and distribute swag. Information sessions for student research awards and scholarships were provided to both students and faculty members. The VPRGS met with students and staff in the Indigenous Peoples’ Centre (IPC) to discuss research, research opportunities and funding sources to encourage and increase Indigenous student participation in research.
3. Continue to provide workshops and information sessions for students applying for funding	Accomplished	

Priority 5: Catalyzing and Stewarding Research Partnerships

Action Item	Status	Outcome
1. Support and encourage economic development and diversification, education, and knowledge generation	Accomplished	Brandon University entered an MOU with Bioenterprise, Canada's Food and Agri-Tech Engine, to increase opportunities for researchers to collaborate, and share resources and expertise. Also developed relationships with Falling Walls, the Vehicle Technology Centre and the Bioscience Association of Manitoba.
2. Increase partnerships to support and encourage social, cultural, and economic development	Accomplished	Brandon University research centres and institutes worked with the community on various research projects, strengthening community relationships. The Library hosts many public lectures each year, connecting researchers with the Westman community at large. In the years following pandemic closures, the Library has increased its capacity to host public events, including research communication. Partnership and collaborations with Western Manitoba Regional Library have been established. The John E. Robbins Library has become an institutional member of Manitoba Library Association to foster advancement of the broader library sector.
3. Partner with industry and external stakeholders to provide training opportunities for graduate and undergraduate students	Not Accomplished	
4. Pursue avenues for support for research capital and research infrastructure	Partially Accomplished	Hosted representatives from PrairiesCan Regional Ecosystems and Sector Initiatives (RESI) unit and Senior Business Officers and registered Brandon University with the Prairies Defence Opportunities Gateway.
5. Host researchers and trainees from other institutions	Accomplished	Brandon University regularly hosted researchers and trainees through: • Postdoctoral fellowships supported by external awards and faculty supervisor research grants • Graduate and Undergraduate trainees through Mitacs - Accelerate Grants, Globalink Research Internships, and Globalink Research Awards, Emerging Leaders of the Americas Program (ELAP) • Numerous Research Assistants and graduate students supported by faculty research grants
6. Expand internship, co-op, and collaborative training opportunities for students	Accomplished	Internship opportunities are made available to students via the Mitacs Globalink Research Internship program. The Library and IT Helpdesk continue to offer important entry-level positions for Brandon University students who may go on to careers in Librarianship and computer science disciplines. Many of the librarians and information professionals in the unit held student assistant positions when pursuing their own undergraduate educations.

7. Host national and international research conferences and workshops	Accomplished	Brandon University hosted several research events, workshops, and conferences: • The School of Music hosted <i>Music(s) in Context</i>, a joint conference of the Canadian University Music Society (MusCan), the Canadian Network for Musicians’ Health and Wellness (CNMHW), and the Eckhardt-Gramatté National Music Competition. As part of this joint conference, an undergraduate student poster presentation was included. • Mental Health on the Prairies Conference, hosted by the Brandon University Centre for Critical Studies of Rural Mental Health. • The Rural Development Institute Hosted the Canadian Rural Revitalization Foundation Conference.
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Priority 6: Data Management and Open Access

Action Item	Status	Outcome
6.1 Institutional and Researcher Data Management Policy		
1. Develop a University policy to guide data management throughout all stages of the research project life cycle	Accomplished	An institutional Research Data Management (RDM) Strategy was created in 2022.
2. Develop a researcher Data Management Plan Template	Accomplished	Various RDM plan templates, tools, and resources were made available through the Library.
3. Assist researchers with the creation of Data Management Plans to meet Tri-Agency requirements	Accomplished	The Library regularly hosted information sessions on creating data management plans.
6.2 Research Data Deposit and Data Management Infrastructure		
1. Promote research data and document deposit through IRBU	Accomplished	The Library sends out regular communications and provides training sessions. The Institutional Repository at Brandon University (IRBU) is a pathway for open access storage of research publications for Brandon University researchers. Graduate student theses started being uploading to the Institutional Repository at Brandon University (IRBU). Collaborative communication efforts continue between the VPRGS office and The Library continue so that IRBU is promoted to researchers.
2. Promote storage and provisions of access to numerical data generated by university researchers through Dataverse	Partially Accomplished	Borealis was licensed (formerly Dataverse) for institutional use.
3. Investigate research and data management infrastructure and software, such as ORCID that may aid collaboration and dissemination of research	Accomplished	ORCID was promoted, included in library research support material, and many BU researchers have the ID. Crossref digital object identifiers were enabled for the Canadian Journal of Native Studies and Journal of Rural and Community Development to support broader access.
4. Promote and facilitate the use of research publication and data deposit by researchers	Partially Accomplished	Collaborative communication efforts continue between the VPRGS office and the Library continue so that IRBU is promoted to researchers.
6.3 Open Access		
1. Investigate avenues of support for Open Access publishing	Accomplished	Brandon University has a Canadian Research Knowledge Network (CRKN) membership. CRKN has an agreement with Elsevier Publishing which enables BU researchers to publish an unlimited number of Open Access articles in over 1800 Elsevier journals at no cost to the author. The agreement adds to CRKN's growing list of read and publish agreements that allow authors to publish Open Access at no cost. Additional agreements include Sage Publications, Wiley, Cambridge University Press and Assessment, and the Institute of Physics.

		The Institutional Repository at Brandon University was a pathway for open access storage of research publications for Brandon University researchers.
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Priority 7: Infrastructure		
Action Item	Status	Outcome
7.1 Increase Capacity and Efficiency of Research Space Utilization		
1. Support campus efforts in the pursuit of a new Science building	Partially Accomplished	In Spring 2018, Prairie Architects and their team comprised of Manshield Construction, Wolfrom Engineering Ltd. and SMS Engineering were selected to undertake a preliminary assessment of the John R. Brodie Science Centre and make conceptual design recommendations related to teaching and research space needs of the Faculty of Science and broader BU community. Following extensive consultations, a final report was presented to the Board of Governors in March of 2019. In the 2023-24 budget, \$5M was received from the province for the Brodie Science Building for plans and drawings to advance to the tender stage. A further allocation of \$2.5M was received for 2024-25 to advance the project. The drawings were planned to be ready for March 2025. In July of 2025, The Province pledged a contribution of up to \$52 million toward upgrades to the building and its facilities.
2. Create flexible and shared research spaces to promote efficient space utilization and equipment use	Accomplished	The Knowledge Mobilizatin Suite (KMS) was completed in 2023. The KMS is located in the Faculty of Education and incudes podcasting capabilities, video cameras, professional sound and lighting, green screen, podium, interview-style vignettes, etc. The Office of the VPRGS was renovated to include a meeting room with communications technology. All research meetings are held in the space which streamlines meetings and makes use of technology for hybrid meetings where videoconferencing is needed. This makes meetings more inclusive for the BU Winnipeg campus members to attend as well as for those needing accommodations. The Library completed a six-year project to right-size its space, balancing collection, event, and user study and collaboration needs.
3. Provide training and support to technical staff in space management	Accomplished	The Office of the VPRGS trains staff on how to use the equipment in the KMS. It is expected that trainees go on to train others, utilizing a train-the-trainer model.
4. Use CFI Research Facilities Navigator to publicize our CFI-funded infrastructure as an avenue for industry to connect with researchers	Accomplished	Institutional CFI Project Leaders are encouraged to create a profile on the Navigator site to promote acquired infrastructure and facilitate partnerships.
5. Develop infrastructure operations and maintenance plans for new infrastructure to ensure optimal functionality of research equipment, facilities, and laboratories	Partially Accomplished	Operations and Maintenance (O&M) Plans are required for Canada Foundation for Innovation insrastructure awards and the structure of those plans have transitioned nicely to best practices for other research grants with a significant infrastructure and equipment component. Plans are to be in

		place and receive institutional approval prior to submission of applications. Although a formal institutional O&M Plan has not been created the CFI model has been well-received.
6. Promote membership in research consortia for researchers to take advantage of group resources, opportunities, and collaborations	Accomplished	The Office of the VPGRS has entered several consortia and memberships. Brandon University is a member of: • Community-Based Research Canada • Digital Research Alliance of Canada • Association canadienne-française pour l'avancement des sciences – French Research Assistance Service (ACFAS-SARF) • Alliance of Canadian Comprehensive Research Universities (ACCRU) • Signal49 Research (formerly the Conference Board of Canada) • Bioenterprise Canada Brandon University has memberships in: • Canadian Research Knowledge Network (CRKN) • Manitoba Research and Education Network (MRnet) • Council of Prairie and Pacific University Libraries (COPPUL) • Canadian University Council of CIOs (CUCCIO) • CANARIE (Canada’s National Research and Education Network)
7.2 Expand Research and Data Analysis Capacity		
1. Expand library resources for computer networks, journals, software licenses, and data collection equipment	Accomplished	The Library acquisitions budget remained static against an inflating market environment but the Library continued to take advantage of consortia pricing where available and continually assessed resources for greatest value to the research environment. When funds and publisher offerings allowed, the Library took advantage of the ability to purchase perpetual licensing of electronic resources, such as the JSTOR collection. IT Services focused efforts on maintaining and continuously improving a reliable and secure network environment, with sufficient speed and redundancy, to support research activities. Investments were made in new firewalls, core switches, and server infrastructure.
2. Provide workshops for use of qualitative and quantitative data analysis software	Accomplished	IT Services provided support to SPSS. The Library provided support to Refworks (being replaced by Zotero).
3. Expand the collaboration between Statistics Canada, SSHRC, CIHR, NSERC, CFI, and BU researchers	Not Accomplished	

REPORT TO SENATE SEPTEMBER 2026

Greg Gatieng, Acting Provost and VP (Academic)

- Heartfelt congratulations and a warm welcome to our newly appointed Dean of Music, Dr. Leanne Zacharias. Dr. Zacharias, who served last year as the Acting Dean of Music, began her term as Dean of Music on July 13th. Thank you to Dr. Ardelli, VP Research & Graduate Studies, for chairing the selection committee and, of course, to all of our colleagues who served on this committee.
- Following the September meeting of Senate, the Dean of Health Studies selection committee will be fully populated. A recruitment firm will be selected and consultations with the faculty, staff, and students will be scheduled as the search process begins in earnest. The search for our next Dean of Health Studies also prompts reflection on the continued service of our current Acting Dean of Health Studies, Dr. Linda Ross, who is to be thanked for her ongoing and outstanding record of service to our university.
- All members of Deans Council were admirably engaged with the routine administration of the university through the summer months. They were also actively engaged with their disciplines in ways that were interesting and quite inspiring.
- With Senate having approved the academic plan in June, our work now shifts towards implementation. During this first year of the plan, the Provost's Office will work as described in the plan (page 11 of the plan) and begin reaching out to non-academic units so that they are acquainted with the plan in ways that are useful and informative to their work and planning. To provide assistance to the units in developing their unit-specific plans (Faculties, School, Library, Student Services, and Registrar's Office), a small and focused implementation committee is being formed.
- The shutdown of Campus Manitoba proceeded through June with final reporting pieces lingering through the summer. Brandon University is hosting and holding the existing Open Education Resources through a renewal of the Pressbooks domain.
- Thank you to all of our colleagues and students who participated in Spring/Summer session and what seemed like an excellent iteration of our PENT programming.
- Curt Schoultz has been busy planning and developing a dedicated space for the Centre for Teaching, Learning, and Technology in the Faculty of Education's. The space that is in the process of being renovated is the Rowe Theatre.
- Any questions about the status of items that are being worked on in the Provost's Office, especially anything that is missing from this list, should be directed to gatieng@brandonu.ca with a copy to downeys@brandonu.ca.

Report to Senate
Christine Bovis-Crossen, President
September 2026

No written report submitted.



**MINISTER
OF ADVANCED EDUCATION AND TRAINING**

Room 317
Legislative Building
Winnipeg, Manitoba R3C 0V8
CANADA

March 24, 2026

Kevan Sumner
Chair, Board of Governors
Brandon University
kevansumner@gmail.com

Dr. Christine Bovis-Cnossen
President and Vice-Chancellor
Brandon University
Bovis-CnossenC@brandonu.ca

Dear Kevan Sumner and Dr. Christine Bovis-Cnossen:

I would like to thank you and your organization for your commitment to delivering top quality higher education in Manitoba. Post-secondary education is critical to position our province for future prosperity. Your efforts are ensuring we can capitalize on economic development opportunities and that Manitobans have the skills and education needed to connect to rewarding careers and great lives right here at home.

As a publicly funded institution, please focus on advancing the following priorities for Manitoba's post-secondary sector:

- Ensure that education is accessible for students, with clear navigation pathways, welcoming spaces and that there is a place for everyone in our institutions.
- Focus on supporting students to successfully complete their programs.
- Develop and nurture partnerships across institutions to benefit students.
- Provide opportunities for work-integrated learning and help students connect to employers in their fields of study.
- Align programs to Manitoba's needs, responding to shifts in the evolving workforce and society, ensuring that students are equipped with relevant skills for the future.
- Promote excellence in teaching and learning, research and innovation.

Our universities and colleges in Manitoba are second to none. We need to work together to build greater awareness of the fantastic education our institutions offer, and ensure our systems are responsive to domestic learners so that we retain our talented young people here in the province.

As noted, partnerships are critical to student advancement and success, and our institutions must work together as a system. We have some excellent examples of collaboration, and your efforts to ensure that programs compliment rather than duplicate options across the sector will help to ensure the long-term success of the system.

As the sole university serving the Westman region, Brandon University plays a critical role in providing high-quality, accessible post-secondary education that reflects regional priorities. The University is expected to continue its strong regional and inclusive focus, ensuring programs remain affordable and responsive to the needs of Westman communities.

Brandon University should continue to pursue opportunities for collaboration with other post-secondary institutions where this supports regional service delivery and learner success. Please continue to grow your successful work-integrated learning approach, helping students transition to employment and encouraging graduates to live and work in the region.

Please work closely with Campus Manitoba to wind down operations in a manner that minimizes impacts to users. This work should be efficient and well-managed, with consideration given to transitioning key products and online services to other institutions to support students.

Our government is committed to stable, predictable funding, and I am pleased to advise you of funding levels for post-secondary education included in Budget 2026. The overall post-secondary envelope for 2026/27 is \$882.6 million, a 2.9% increase over 2025/26. The capital grants envelope for 2026/27 will be maintained at \$11.6 million for major capital, renovations and equipment across the system.

All public colleges and universities will receive an operating grant increase of 2.0% in 2026/27.

The operating and capital grant allocation available to Brandon University is \$51,382,600.

This grant of \$51,382,600 includes: the 2.0% operating grant increase of \$991,000 and an adjustment of (\$955,000) to reflect the closure of Campus Manitoba.

In addition, the Part D capital support for Brandon University for the fiscal year 2026/27 will include: \$2,000,000 for the Brodie Science Centre Renewal project; and \$1,250,000 to support deferred maintenance projects.

We are committed to accessible and affordable high-quality post-secondary education. We request that your institution adopt 4.0% as the maximum allowable tuition increase for university programs for the 2026/27 academic year.

We have a collective responsibility for efficient and effective financial management at our institutions, ensuring the long-term sustainability of Manitoba's post-secondary system. Provincial funding to institutions is significant, and it is critical that public colleges and universities are good stewards of these public dollars while taking a student-focused approach. As an Other Reporting Entity, please be mindful that your financial decisions have an impact on the summary budget of government.

If you have any questions, please contact Carlos Matias, Assistant Deputy Minister and Executive Financial Officer at carlos.matias@gov.mb.ca or 431-323-2632, and he will be pleased to respond. I look forward to working collaboratively to advance our shared priorities and build on the good work you do every day to support high-quality post-secondary education in Manitoba.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Cable', written in a cursive style.

Honourable Renée Cable
Minister of Advanced Education and
Training

- c. Jan Forster, Deputy Minister of Advanced Education and Training
Carlos Matias, Assistant Deputy Minister and Executive Financial Officer
Colleen Kachulak, Assistant Deputy Minister, Advanced Education