



University College of the North



# LEARNING COUNCIL ORIENTATION

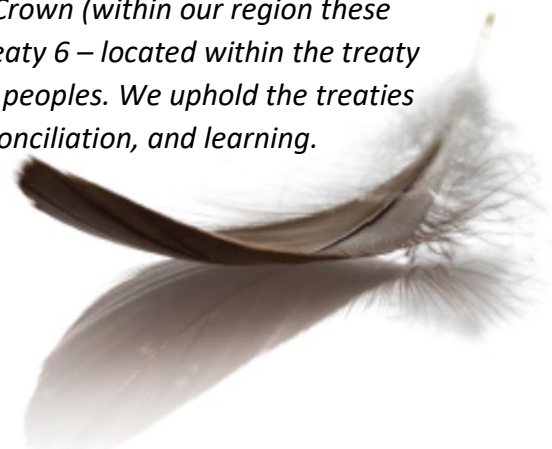
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### **LAND ACKNOWLEDGEMENT**

*UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree; Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 – located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.*



## **About University College of the North**

University College of the North (UCN) is the premier place for learning. Located in Northern Manitoba, our institution seeks to bring out the potential of our students and our local community, which consists of a young and growing population that is more than 70% indigenous. UCN is positioned to contribute significantly to the social, cultural, and economic development in our region and the entire Manitoba province.

In 2023-24, UCN delivered education and training to 2432 full and part-time students, registered in 43 programs delivered to students from 40 locations throughout northern Manitoba. UCN is an institution devoted to community and northern development and reflects the Aboriginal reality and cultural diversity of northern Manitoba. (UCN Annual Report 2023-2024)

### **University College of the North will:**

- Provide an integrated college and university approach to offer northern Manitoba greater access to the breadth of post-secondary education.
- Provide post-secondary education and training fundamental to the social and economic development of northern Manitoba in a culturally sensitive and collaborative manner.
- Provide the learner with community centered education and training characterized by a culture of openness, inclusiveness and tolerance and respectful of Aboriginal and northern values.
- Ensure that elders have a unique role in fostering an environment of openness, inclusiveness and tolerance that is respectful of Aboriginal and northern values.

## **OUR GOVERNANCE**

As outlined in the University College of the North Act, UCN is to serve the educational needs of Aboriginal and northern Manitobans; and to enhance the economic and social well-being of northern Manitoba. UCN is uniquely mandated to serve a culturally diverse population.

The Governing Council has overall responsibility for UCN while the Learning Council is responsible for the academic policy of the university college. The Council of Elders is to promote an environment at UCN that respects and embraces Aboriginal and northern cultures and values.

### Governing Council

The Governing Council has overall responsibility for the university college and may determine all matters of university college policy except those specifically assigned to the Learning Council by the UCN Act.

It is the responsibility of the Governing Council to determine UCN's mission, vision and values, and to ensure UCN is effectively and efficiently managed. Also, to establish governance policies – typically involving questions of institutional direction and wellness, values, priorities and principles to guide decision-making and implementation. The Governing Council plays a pivotal role in helping to meet the diverse educational training needs of Northern Manitoba at the post-secondary level.

### Learning Council

The Learning Council is responsible for the academic policy of the university college. The Learning Council has exclusive authority over academic matters including the qualifications for admission to academic programming, examinations and evaluations of student performance, requirements for graduation, and awards recognizing academic excellence.

Further, Learning Council exercises internal disciplinary jurisdiction over the academic conduct of students, including the power to expel or suspend for cause; make rules and establish procedures for appeals by students on admissions and academic matters, and to establish a final appeal tribunal for these appeals; and determine curriculum content for courses leading to degrees, certificates and diplomas.

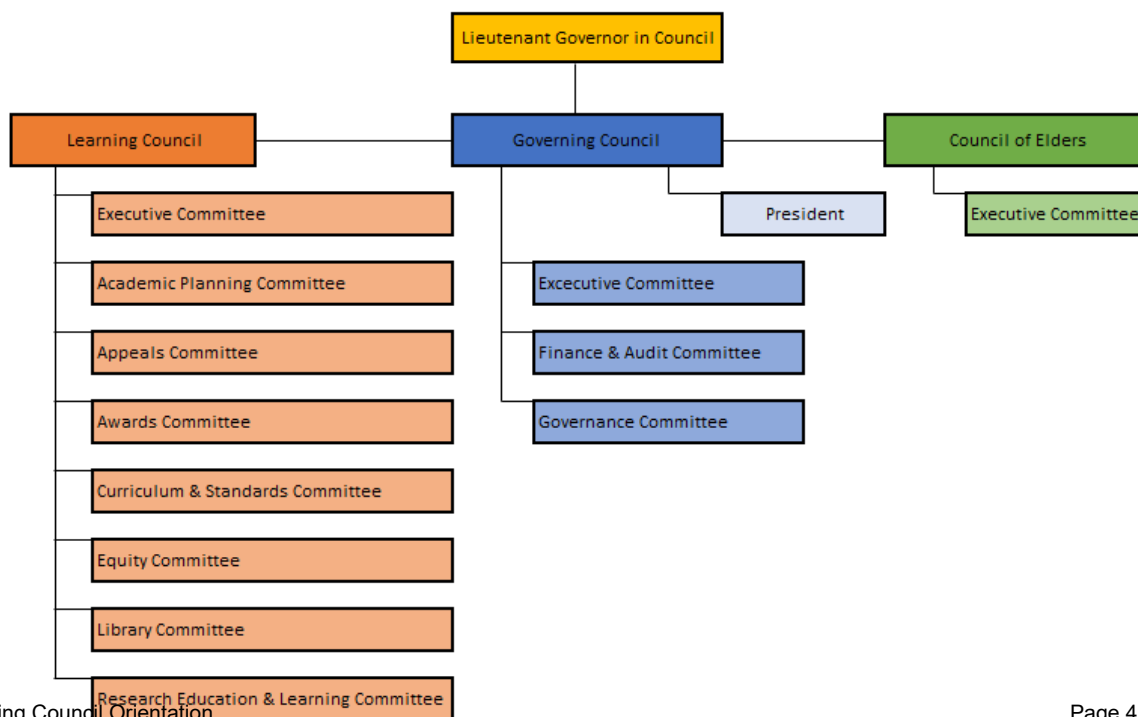
### Council of Elders

The Council of Elders is to promote an environment at UCN that respects and embraces Indigenous and northern cultures and values. The Council of Elders is also to promote an understanding of the role of Elders within UCN.

Within their communities, Elders are respected and honoured for their spirituality, wisdom, intelligence, life experience and teachings. Elders are also recognized for their love of the land, their language and for their knowledge of the traditions. The Elders bring these gifts to the UCN community of students, faculty and staff through their advice, guidance, and support.

The inclusion of Elder wisdom and guidance extends beyond the Council of Elders with Elder representatives sitting as voting members on Governing Council, the Learning Council, and the Learning Council Standing Committees.

These three Councils are often referred to as the Tri-Councils. The Tri-Councils are committed to maintaining effective and positive relationships built on mutual support and participation. Each of the Tri-Councils has appointed members on the other two Councils.



# STRATEGIC PLAN

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## Mission Statement

University College of the North serves northern communities and people with education, training, teaching, learning and research, while being inclusive and respectful of diverse Indigenous and northern values.

**Truth**  
**Wisdom**  
**Honesty**  
**Humility**  
**Courage**  
**Love**  
**Respect**

## Vision Statement

Guided by the Seven Sacred Teachings, UCN is building better futures for a stronger North.

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## Strategic Directions

### **SUPPORT STUDENT SUCCESS**

UCN will recruit more students, provide them with access to post-secondary opportunities, and support them through to graduation.

UCN will provide relevant and flexible programming leading to good job opportunities.

### **ADVANCE AN AGENDA OF RECONCILIATION**

Responding to the Calls to Action in the Truth and Reconciliation Commission's report, UCN's curriculum, systems, and processes will support and reflect the strengths of Indigenous peoples in the north.

UCN will create opportunities for self-determined economic and social development by Indigenous communities.

### **ENGAGE WITH COMMUNITIES AND WITH INDUSTRIES**

Recognizing that a strong Manitoba depends on a strong north, UCN will partner with industry and communities in programming, research, and economic development activities, including facilitating participation of northerners in the digital economy.

UCN will play a leading role in steering the north towards greater prosperity and greater resilience in an ever-changing world.

### **ENSURE RESPONSIBLE ADMINISTRATION**

Quality, effectiveness, and efficiency will permeate all that we do.

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## Reconciliation

UCN is committed to enlivening the principles and Calls to Action of the Truth and Reconciliation Commission. UCN recognizes that truth must precede reconciliation. Therefore, UCN commits to seeking and sharing the truth of Indigenous people. This truth includes the legacy of Indian Residential Schools, the Sixties' Scoops, the appropriation of land, the failure to respect treaties and the continuation of colonization. The journey toward reconciliation begins with truths and the work of reconciliation is the responsibility of all UCN faculties, departments, and areas.

## UCN's CAMPUSES

### Across Northern Manitoba

University College of the North serves a region roughly the size of France! There are two main campuses in The Pas and Thompson as well as learning centres in 12 other Northern Manitoba communities. [Click here for an interactive map of our learning sites.](#)

The centres offer recognized certificate, diploma, and degree programs right in the community, as well as a broad range of continuing education courses during evenings, daytime and weekends. The centres also customize or create courses that meet the specific needs of each community.

### Communities with a learning centre include:

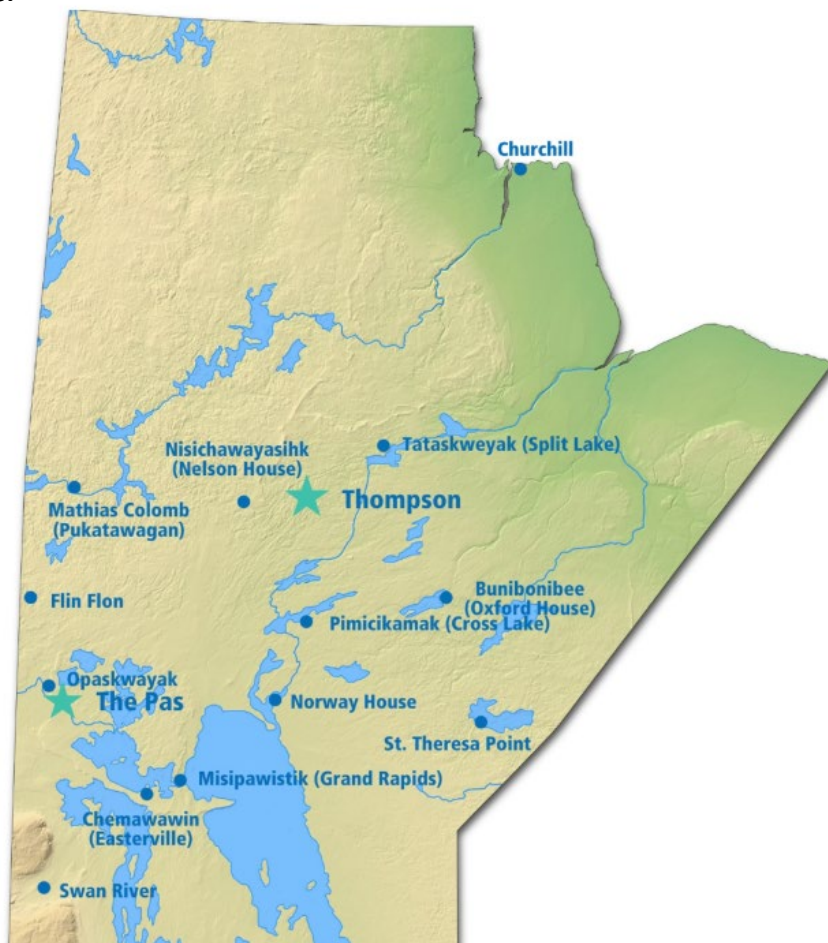
- Churchill
- Cross Lake (Pimicikamak)
- Easterville (Chemawawin)
- Flin Flon
- Grand Rapids (Misipawistik)
- Norway House
- Nelson House (Nisichawayasihk)
- Oxford House (Bunibonibee)
- Pukatawagan (Mathias Colomb)
- Split Lake (Tataskweyak)
- St. Theresa Point
- Swan River

### The Pas Campus

Box 3000 436 - 7th Street East The  
Pas, MB R9A 1M7  
(866) 627-8500

### Thompson Campus

55 UCN Drive, Thompson, MB R8N 1L7  
(866) 677-6450



## **LEARNING COUNCIL OVERVIEW**

As the primary academic governing body, the Learning Council is responsible for the academic policy of the university college. The Learning Council is to advise the Governing Council, and the Governing Council must seek advice from the Learning Council on the mission, vision and values of the university college; policies on the qualifications of teaching staff; and the terms of an agreement to develop and deliver joint academic programs. These duties are largely carried out by a series of smaller standing committees.

### **Mandate and Purpose of Learning Council**

#### General Advisory Role of the Learning Council

- a) The Learning Council shall advise the Governing Council, and the Governing Council must seek advice from the Learning Council, about the following matters:
  - i. the mission, vision and values of the University College;
  - ii. policies on the qualifications of teaching staff;
  - iii. the terms of an agreement to develop and deliver joint academic programs.

#### Powers of the Learning Council

- a) The Learning Council shall:
  - i. consider and determine the courses or programs to be offered;
  - ii. set the criteria concerning
    - a. qualifications for admission
    - b. examinations and evaluations of student performance
    - c. requirements for graduation, and
    - d. awards recognizing academic excellence;
  - iii. evaluate existing courses or programs;
  - iv. determine the degrees, honorary degrees, certificates and diplomas to be granted by UCN, and the persons to whom they are to be granted;
  - v. establish faculty councils, school councils and other bodies within the university college, specify how they are to be constituted, and assign to them the powers and duties that the Learning Council determine;
  - vi. exercise internal disciplinary jurisdiction over the academic conduct of students, including the power to expel or suspend for cause;
  - vii. make rules and establish procedures for appeals by students on admissions and academic matters, and to establish a final appeal tribunal for these appeals; and
  - viii. determine curriculum content for courses leading to degrees, certificates, and diplomas.

Only those members having full-time appointments at UCN shall be eligible for election to the Learning Council (LC-01-01).

## **Conduct of Members**

Members of the Learning Council shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.

The **UCN Learning Council** meets approximately six times a year (a minimum of four times per year).

## **Composition**

Learning Council is composed of:

- a) By virtue of office:
  - i. UCN Chancellor
  - ii. UCN President and Vice-Chancellor
  - iii. Two (2) Deans elected by the Deans of UCN
  - iv. Vice-President - Academic & Research
  - v. Associate Vice-President of Academic Quality and Excellence
  - vi. Associate Vice-President Community and Industry Solutions
  - vii. Vice-President Indigenous Initiatives and Reconciliation
  - viii. Manager of Academic Development
- b) One (1) representative of the Governing Council appointed by that Council
- c) One (1) representative of the Council of Elders appointed by that Council
- d) Three (3) students, of whom at least one must be a university student, will be selected according to the Learning Council's Nomination/Elections Policies and Procedures as follows:
  - i. One (1) student from The Pas Campus
  - ii. One (1) student from Thompson Campus
  - iii. One (1) student from UCN's Regional Education & Training Centres
- e) Eight (8) university faculty members, elected by the university faculty
- f) Eight (8) college faculty members, elected by the college faculty
- g) One (1) academic advisor or counselor elected by the academic advisors and counselors
- h) One (1) university faculty member located at a Regional Education and Training Centre, elected by the university faculty
- i) One (1) college faculty member located at a Regional Education and Training Centre, elected by the college faculty

Ex Officio members (non-voting) to include:

- a) Deans, not including those elected under Section 12.04 (a)(iii) of the UCN By-Laws
- b) Registrar
- c) Vice-President Strategic Growth

"Deans" are defined as those persons who hold appointments as UCN Deans or Associate Deans, whether or not they have teaching responsibilities as part of, or in addition to, their decanal appointments.

## **Responsibilities of Members**

Members have no authority as individuals. Power is exercised by the Learning Council as a whole. This section sets out the responsibilities of individual members.

### **Attend Council Meetings**

- Learning Council members have a responsibility to attend Council meetings.
  - Rules of Governance (LC-01-01, Article 5) state: “The Learning council shall declare a vacancy when an elected member fails to attend 50% of meetings in any given year.”
  - Advise the Tri-Council Officer if you are unable to attend a meeting.

### **Participate in Council Business**

- Learn about University College of the North and issues that arise.
  - Devote time to learning the responsibilities of the Council and how UCN functions.
  - Know and be able to articulate general issues affecting UCN, as well as UCN’s role in Manitoba and in higher education.
- Prepare for meetings.
  - Read meeting package materials which are available the week prior to the meeting.
  - Participate in meetings.
  - Participate in Council and Committee discussions.
  - Raise your hand when you wish to speak at Council meetings.
- When speaking or voting:
  - Be responsive to changing environments that affect UCN.
  - Exercise critical judgment.
  - Make decisions in the best interest of UCN as a whole.
  - Speak your mind but maintain decent respect for the opinions of colleagues and a proper restraint in criticism of colleagues and officers.

### **Respect Council Decisions**

- Recognize that authority resides only with Learning Council as a whole and not in its individual members.

### **Act Ethically**

- Avoid conflicts of interest and comply with the procedures to be followed when a conflict of interest is perceived to exist.
- Avoid indiscretion; do not disclose confidential information.
- Recognize that no member shall make any demands or requests for actions that violate the written bylaws, policies, rules, and regulations of UCN.

## **Standing Committees of Learning Council**

The work of the standing committees is essential to the work undertaken by the Learning Council, on behalf of the Learning Council, and for the university college.

The composition of each committee ensures specific representation from the various constituencies within UCN and most importantly, the students.

### The Learning Council Standing Committees are as follows:

- 1) **Academic Planning Committee:** makes recommendations regarding the UCN's Academic and Research Plan, detailing the courses, certificates, diplomas and degrees to be offered and academic activities to be implemented; reviews Statements of Intent regarding proposed new certificate, diploma, and degree programs, among other duties;
- 2) **Appeals Committee:** establishes appeal boards to hear and render final decisions on students' appeals as well as to review and render final decisions on retroactive withdrawal requests, among other duties;
- 3) **Awards Committee:** makes recommendations regarding new and amended offers of academic student awards, scholarships, bursaries, medals, and prizes, among other duties;
- 4) **Curriculum and Standards Committee:** makes recommendations regarding the educational approval of new degree, diploma, and certificate programs; policies concerning examinations and evaluation of student performance; criteria for academic standing, academic standards and the grading system; admissions requirements; criteria for awarding certificates, diplomas and degrees; procedures to implement the appropriate sections of the course and program development process, among other duties;
- 5) **Equity Committee:** makes recommendations pertaining to matters of equity including all matters related to policy for educational equity in the following areas: Access; Context and Climate; Content and Practice; Capacity;
- 6) **Executive Committee:** makes decisions on behalf of the Learning Council in the event of an emergency, sets the agenda for Learning Council meetings, oversees ongoing review of Learning Council policies, UCN By-Laws and academic policies, and engages in ongoing review of memberships of Learning Council and all Learning Council Standing Committees, among other duties;
- 7) **Library Committee:** makes recommendations on all matters relating to the UCN Libraries, among other duties;
- 8) **Research, Education, and Learning Committee:** makes recommendations on all matters pertaining to research, education, and learning activities, and fosters research, education and learning at UCN, among other duties.

The Terms of Reference for each of the standing committees of the Learning Council sets out the specific composition requirements and constituencies for the committees.

### Nominations/Elections Policies and Procedures

There shall be two annual periods, one in February/March and one in September/ October, for nominations/elections to fill vacancies on the Learning Council and for nominations and recommendations for appointments to its standing committees. (LC-01-10)

### Learning Council Standing Committee Volunteers

When a vacancy exists in any constituency within a Learning Council Standing Committee, anyone from that constituency can volunteer to fill that seat for the balance of that term, according to the Standing Committee Terms of Reference. (LC-01-10)

A volunteer must complete the Volunteer form provided by the Tri-Council Office. (LC-01-10)

### **Office of the UCN Tri-Council Executive Officer**

The Office of the Tri-Council shall provide administrative support to the Learning Council by:

- (a) Ensuring all decisions and relevant facts of the Learning Council's proceedings are recorded and maintained
- (b) Ensuring all required notices are provided to Learning Council members
- (c) Ensuring the record(s) of all meetings of the Learning Council are distributed to all members of the Learning Council and the UCN community
- (d) Ensuring the Learning Council website is updated bi-monthly
- (e) Performing such other duties as may be required from time to time as determined by the Learning Council

*Tanya Pidskalny, Tri-Council Executive Officer*

*PO Box 3000*

*The Pas, MB R9A 1M7*

*Ph: 204-627-8649 (w) / 204-620-0179 (c)*

*Email: [tpidskalny@ucn.ca](mailto:tpidskalny@ucn.ca)*



## A Premier Place For Education In The North

The University College of the North strives to reflect the cultural diversity and Indigenous reality of Northern Manitoba. UCN is devoted to strengthening community and northern development by providing post-secondary education programs.

**University College of the North**  
**Code of Ethics and Professional Conduct**

**Core Value:**           **Justice**

**Code of Ethics:**     We respect the individual rights of our employees and students.

**Code of Conduct:**   All staff will support the principle of due process and protect the human rights of all staff and students. UCN will maintain responsible and fair policies and procedures in all matters affecting students and employees.

All employees will foster a respectful work and learning environment and will act to prevent intimidation, all forms of harassment, and discrimination.

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**Core Value:**           **Respect**

**Code of Ethics:**     We celebrate the diversity of our students, employees, and communities. We accept the rights of others to hold values and beliefs that differ from our own and recognize that this is a source of institutional strength and a foundational principle in creating an affirming and stimulating intellectual and social environment.

**Code of Conduct:**   All employees will act with integrity in their relationship with others to create a diverse environment that appreciates, understands, and accepts individuals from differing backgrounds.

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**Core Value:**           **Generosity**

**Code of Ethics:**     We will willingly avail our intellectual, spiritual, cultural, and physical resources to the benefit of those we serve. We will provide institutional and individual support to cultural enrichment and leadership within the region.

**Code of Conduct:**   We will embed Indigenous values within the programs and services of UCN.  
We will not use our positions for personal gain or private interest.  
UCN's Conflict of Interest Policy will bind employees.

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**Core Value:**           **Excellence and Education**

**Code of Ethics:**     We value and commit to providing equitable lifelong learning opportunities that are accessible and of the highest quality.

**Code of Conduct:**   All employees shall promote the importance of education and shall not unfairly deny any student the right to academic, counseling, and other institutional services.  
Employees shall not provide services that are not within the boundaries of their professional competence and will refer students to appropriate resources (i.e. counseling services, health services).  
Employees shall maintain currency and expertise in their field through continuing education and professional development opportunities.

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**Core Value: Honesty and Integrity**

**Code of Ethics:** Academic and personal honesty are essential elements for the maintenance and credibility of an educational institute.

**Code of Conduct:** Employees must represent their qualifications and professional credentials accurately. Plagiarism or any other forms of academic dishonesty are not tolerated.

It is expected that members of UCN and its partners will ensure research activities are conducted in accordance with the accepted ethical standards of academic research and scientific practice.

UCN employees will ensure that all information presented for public or internal use is accurate, void of misleading or ambiguous statements, and free of omissions of detail.

Employees will deal honestly and in confidence with each other with respect to performance or job-related matters and will adhere to the professional code of conducts of each profession.

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**Core Value: Privacy**

**Code of Ethics:** Privacy and confidentiality are expected by students and employees of UCN.

**Code of Conduct:** Personal confidential information shall not be collected unless required for the effective provision of service. Such information will not be shared without the individual's consent and will not be used for purposes other than the original intent.

Confidential information shall not be used for anything other than for that which it was intended.

Confidential information shall be shared only with authorized parties, unless consent is given or required by law.

Confidential student information, assignments or any other work shall not be shared unless the student has given permission.

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**Core Value: Stewardship**

**Code of Ethics:** We acknowledge that we have been entrusted with society's resources, and with the responsibility to ensure that these resources are used solely to advance the interests of society.

**Code of Conduct:** Employees will act with integrity, trustworthiness, and objectivity in the production, analysis, and distribution of information, particularly financial information.

Employees will act in the interests of UCN, except where those interests are in conflict with the interests of society, and will put the interests of UCN above their own.

Professional staff will continually upgrade their skills and knowledge so they may at all times exercise professional judgment in accordance with their professions' ethical standards.

Employees will act with due care and will exercise the judgment appropriate to their positions.

No staff member will be involved, either by statement or omission, with any information they know or ought to know to be false or misleading.

Employees have a fiduciary duty to act in the best interest of UCN and to ensure effective management of financial resources.

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## ADDITIONAL INFORMATION – QUICK LINKS

### LEGISLATION

[The University College of the North Act](#)

[UCN By-Laws](#)

### LEARNING COUNCIL SPECIFIC DOCUMENTS

Meeting Minutes

Learning Council Policies

Learning Council Submission Form

LCSC Volunteer Form – Faculty

LCSC Volunteer Form - Student

Link to these [various forms](#).

### PROGRAMMING

[Program and Course Management Handbook](#)

### USEFUL INFORMATION ON UCN.CA

[UCN Governance](#) (Committees, Meetings, Minutes, Policies)

[UCN Policies](#)

### REPORTS AND PUBLICATIONS

Academic and Research Plan

UCN Academic Plan

UCN Annual Academic Report

UCN Annual Report

Link to these [various reports](#).

