



Senate Operations Review Committee
September 24, 2009

Report on the Composition of the Senate

Introduction

On March 29, 2001 Senate approved a recommendation directing the Senate Operations Review Committee (SORC) to monitor and review the composition of Senate on a regular basis given anticipated changes in enrolment over the next several years. Subsequently, on February 27, 2003 Senate approved the following Motions:

1. that Faculty seats in Senate be apportioned among the various Schools and Faculties at Queen's on the basis of each School's or Faculty's percentage of total full-time student enrolments;
2. that the enrolments be measured as three-year averages of the current year's enrolment and the planned enrolments for the two subsequent years;
3. that the distribution of Faculty seats in Senate be reviewed by SORC and approved by Senate every three-years.

Although these motions were approved, no action was taken to ensure that the composition of Senate adhered to these principles. In 2008-09 SORC agreed to undertake a thorough review of these past motions and the current composition of Senate.

Review of the Issues

The composition of the Senate was discussed at six meetings of the Senate Operations Review Committee between November 2008 and April 2009. Documents on the historical development of the Senate and the evolution of its composition were provided as background to the discussion. Also, a poll of Canadian universities was compiled to provide a snapshot of the composition of Senates at other institutions. In light of anticipated increased graduate enrolment, Senator Deakin, Associate Vice-Principal and Dean of the School of Graduate Studies and Ms. M. Corbett, Registrar, School of Graduate Studies, participated in the February, 2009 meeting of SORC. Chairs of Senate Committees, the Vice-Principal Academic and the Queen's University Librarian were consulted in the review process. SORC also noted the Queen's University Charter obligation regarding the Theological College's representatives to Senate.

Analysis and Discussion

SORC acknowledges that the composition of the Senate is somewhat an analogy of how Queen's is organized as an institution into faculties, schools and the Theological College. Early on in its discussions, SORC reaffirmed the historic principle that faculty should retain the majority voice on Senate. It also reaffirmed that the projected enrolment model approved in 2003 continues to be the best model because:

- Enrolment numbers are public and readily available;
- Using projected enrolment numbers allows for an action plan that is proactive;
- The University Registrar has a proven record for predicting enrolment;
- Factoring in part time enrolment or using FTEs does not have a material effect on the seat allocation.

When calculating allotted seats, SORC attempted to follow, as closely as possible the following proportions which were presented to Senate in March 1996:

- Faculty members never be less than 54%;
- Ex officio members never be more than 19%;
- Student Members never be less than 23%
- Staff members never be less than 4%

The following chart illustrates the current and proposed percentages

	Recommended %	Current %	Proposed %
Faculty	Never Less than 54%	50.7% (36)	50.6% (37)
Staff	Never Less than 4%	4.2% (3)	4.1% (3)
Students	Never Less than 23%	22.5% [18.3% undergrad + 4.2% graduate*] (16)	23.3% [17.8% undergrad + 5.5% graduate**] (17)
Ex Officio	Never More than 19%	22.5% (16)	21.9% (16)
TOTAL	SENATORS	71	73

* 3 graduate Senators – one each elected from SGPS, Theological College, Rehab Society

**4 graduate Senators – one elected by Theological College, 3 elected by the SGPS

Proposed Faculty Seat Allocation

Based on the formula approved by Senate in 2003, SORC calculated faculty seat allocations corresponding to each School's or Faculty's percentage of total full-time enrolment:

The following calculations are based on 2008-2009 enrolment figures and 2009-2010 and 2010-2011 projected enrolment figures.

Faculty/School	Percentage of Full-time enrolment	Calculated Seats	Current Senate Seats	Proposed Senate Seats
Applied Science	10.0%	3.6	5	4
Arts and Science	45.7%	16.4	13	16
Business	9.5%	3.4	3	3
Education	3.7%	1.3	3	1
Graduate Studies	18.4%	6.6	5	7
Health Sciences	9.8%	3.5	4	4
Law	2.6%	0.9	2	1
Theological College	0.3%	0.1	1	1
TOTAL	100%	36	36	37

- As instructed by the University Registrar, 660 Life Science Students were removed from the Arts and Science enrolment numbers and allocated to Health Sciences;
- As instructed by the Faculty of Applied Science the enrolment for Applied Science was allocated .75 for Applied Science and .25 for Arts and Science, to reflect the teaching loads carried by the respective Faculties

Proposed Student Seat Allocation

Based on the formula approved by Senate in 2003, SORC calculated student seat allocations corresponding to each School's or Faculty's percentage of total full-time enrolment. The following modifications were made:

1. The proposed number of student seats for Arts and Science remains at five. This allocation allows Arts and Science students to continue to have the largest number of seats and ensures that at least one seat can be allocated to all Faculty/Schools and the Theological College.
2. The reduction of Health Sciences seats from three to two reflects the change of the Rehabilitation program from an undergraduate to a graduate degree. The remaining two seats will continue to be distributed as one for Nursing students and one for Medical students.
3. The increase of graduate seats from one to three recognizes the growth in graduate studies at Queen's. The Society of Graduate and Professional Students (SGPS) has agreed to give first preference to a student from Rehabilitation Therapy to fill one of the three seats. However, if in any given year it is not possible to find a Rehabilitation Student the SGPS will employ other recruitment measures.

The following calculations are based on 2008-2009 enrolment figures and 2009-2010 and 2010-2011 projected enrolment figures.

Faculty/School	Percentage of Full-time enrolment	Calculated Seats	Current Senate Seats	Proposed Senate Seats
Applied Science	10.0%	1.6	2	2
Arts and Science	45.7%	7.3	5	5
Business	9.5%	1.5	2	2
Education	3.7%	0.6	1	1
Graduate Studies	18.4%	2.9	1	3
Health Sciences	9.8%	1.6	3	2
Law	2.6%	0.4	1	1
Theological College	0.3%	0.05	1	1
TOTAL	100%	15.95	16	17

- As instructed by the University Registrar, 660 Life Science Students were removed from the Arts and Science enrolment numbers and allocated to Health Sciences;
- As instructed by the Faculty of Applied Science the enrolment for Applied Science was allocated .75 for Applied Science and .25 for Arts and Science, to reflect the teaching loads carried by the respective Faculties

Ex Officio Membership

Consideration was given to the ex officio membership of Senate and no change is recommended

Length of Term for Faculty and Staff Senators

SORC discussed the optimal length of term for Senators. Taking into consideration workload issues and the frequency of Senators not being able to complete their three-year term because of sabbatical, parental or other leaves, SORC recommends that the length of term for Faculty and Staff Senators be reduced from a three-year term to a two-year renewable term.

Length of Term for Senate Committees and Review of Standing Committee Structure

Consideration was given to the optimal length of term for Senate committees and the current standing committee structure. At this point in time however, SORC has no recommendation on these issues and plans to continue its deliberation during the 2009-2010 academic year.

Conclusions/Recommendations

The following recommendations reflect the findings of SORC in May 2009. They are provided to the Senate for information and for the record. They are not proposed for action at this time pending the anticipated broad review of governance matters.

- 1) The Senate Operations Review Committee recommends that the number of faculty senator seats be increased from 36 to 37. The allocation will be: Applied Science 4; Arts and Science 16; Business 3; Education 1; Graduate Studies 7; Health Sciences 4; Law 1 and Theological College 1, effective September 1, 2010.
- 2) The Senate Operations Review Committee recommends that the number of student senator seats be increased from 16 to 17. The allocation will be: Applied Science 2; Arts and Science 5; Business 2; Education 1; Graduate Studies 3; Health Sciences 2; Law 1 and Theological College 1, effective September 1, 2010.
- 3) The Senate Operations Review Committee recommends that the length of term for faculty and staff Senators be a two-year renewable term, for those whose terms begin September 1, 2010 and beyond.

Respectfully submitted

J. Stairs, Chair, SORC

COMMITTEE MEMBERS 2008-2009

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