



Queen's
UNIVERSITY

SENATE BUDGET REVIEW COMMITTEE

Queen's University
Kingston, Ontario

Memo

To: G. Moore, University Secretariat
From: J. Medves, Chair – Senate Budget Review Committee
Date: May 6, 2009
Subject: **Final Report 2008-09 Senate Budget Review Committee**

1. The Senate Budget Review Committee met 7 times during the 2008-09 academic year. The committee mandate is:
 - To examine the main elements of the approved annual budgets of the University, and to examine a report on those budgets prepared by the Vice-Principal (Operations and Finance);
 - To present to the Senate a review of the approved budget and to make recommendations to the Senate so as to enable it to advise the Principal on its consistency with the general needs and interests of the University, and on any consideration for future budgeting;
 - To advise the Senate on the financial implications of recommendations of Faculty Boards, Schools and Affiliated Colleges on new and substantially revised programs of study leading to a degree, diploma or certificate;
 - To advise the Senate on the financial and budgetary implications of the establishment of proposed Chairs, Centres, and Institutes and on their sustainability; and
 - To report to the Senate on such matters pertaining to the annual budget as may be referred to it by the Senate.

2. The Senate Budget Review Committee was comprised of the following voting members
 - H. Aaverns (Rheumatology)
 - K. Brock (Policy Studies)
 - F. Davis (PhD 2010)
 - D. Hallett (Information Technology Services)
 - J. Helland (Women's Studies)
 - M. Koichopolos (B. Com. 2010)
 - M. Lombardi (BA 2010)
 - G. Willmott (English)

- I. Young (Pathology & Molecular Medicine)
- D. Janiec – Ex Officio (Budget & Planning)
- J. Medves (Nursing) Chair

3. The Senate Budget Review Committee also had the following observers and secretary

- M. Lewis (QUFA observer)
- M. Publicover (QUSA observer)
- T. Radcliffe (AMS Observer)
- B. Cooke (Budget & Planning) – Secretary

4. Over the course of the academic year the committee were asked to review new programs in the following :

- Collaborative Graduate Program in Biomedical Engineering
- MA in Gender Studies
- Masters of Engineering Education
- Combined MA and JD program in Law and Economics
- Collaborative Master's Program in Biostatistics
- Certificate Program in Geographic Information Science
- Collaborative Program in Cancer Research
- New Program in Life Sciences – Cancer Research Stream
- New Program in Life Sciences – Drug Development and Human Toxicology Research

The Senate Budget Review Committee recommended to Senate that all the new programs be accepted with minor adjustments to the proposals, agreed by the sponsors of the programs.

- 5. Over the course of the academic year the committee was asked to review the Ernie and Edna Johnson Chair in Ophthalmology. The committee had reviewed the proposal in 2007-08 and had made requests for clarification about the financial plan for sustainability. Following review in December 2007, the financial plan presented is robust. The committee recommended to Senate that the Chair in Ophthalmology should be accepted as presented.
- 6. The Committee was asked to review a proposal to name the Department of Mining Engineering after a benefactor (name not disclosed to the committee). This request is outside the normal mandate of the committee but was reviewed as asked. The financial implication for the Department of Mining Engineering was so compelling and sustainable that the committee

unanimously recommended to Senate that the Department of Mining Engineering be so named.

7. The committee received several briefs throughout the year on the budget and planning process. The implication of across the board cuts to budgets was explained and some discussion ensued to clarify line items in the Report of the Annual Report 2008-09 and the proposed budget for 2009. The committee members recommend that the proposed budget be presented to the SBRC earlier in the budgetary cycle for meaningful feedback that can affect decisions in the current academic year and so that they can provide support for budgetary decisions in their home departments. The committee members further recommend that the terms of reference for the committee be reviewed by Senate to amend the statement of reporting on the approved budget to reporting on the proposed budget. A clear picture of the proposed budget for an up coming year would ensure decisions about recommendations for new programs was in line with budget realities at Queen's University.
8. The Chair of SBRC would like to thank the members of the committee for their thoughtful review of the programs and chair throughout the year. The feedback from the committee members highlighted the need for clarity in proposals and that when additional programs are being presented there is always some effect on workload and cost, even if it is considered to be minimal. The committee members respectfully request that department heads proposing new programs identify what work will change or be eliminated with the addition of a new program – however minor the changes.
9. The Chair of SBRC would like to thank B. Cooke for his financial expertise and support to ensure smooth running of the committee. The committee could not function without his expertise and the entire committee is grateful for the support.

Yours truly,

J. Medves
Chair, Senate Budget Review Committee