Senator Orientation

Lon Knox, University Secretary
Rebecca Coupland, Associate Secretary of Senate
Agenda

• Welcome and Introductions
• Queen’s Governing Bodies and their Jurisdiction
  • Senate
    – Functions
    – Composition
    – Standing Committees
    – Rules of Procedure: Motions and Questions
    – New at Senate
• Your Role as a Senator
• iCompass Meeting Management Software
• Meeting Dates
• Questions
Queen’s Governing Bodies

Queen’s University
Royal Charter 1841

Board of Trustees
- Queen’s University Planning Committee
- Committees/Task Forces
- Faculty Boards

Senate
- Committees/Task Forces
- Graduate School Executive Council

University Council
- Advisory body
- Standing Committees
- Special Purposes Committees

Department/School Committees
Curriculum Committees
### Governing Bodies: How Senate Got Its Start

<table>
<thead>
<tr>
<th>College Senate Constituted</th>
<th>And we further will, that so soon as there shall be a Principal and one Professor in the said College, the Board of Trustees shall have authority to constitute under their seal the said Principal and Professor, together with three members of the Board of Trustees, a Court to be called &quot;The College Senate,&quot; for the exercise of Academical superintendence and discipline over the Students, and all other persons resident within the same, and with such powers for maintaining order and enforcing obedience to the Statutes, Rules and Ordinances of the said College, as to the said Board may seem meet and necessary. Royal Charter of 1841, s. 22.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline of Students</td>
<td>The Senate as at present constituted is hereby continued subject to the provisions of this Act, and the Board of Trustees, acting after consultation with the Senate, may pass any enactments in regard to the Senate which the Board thinks proper. S.C., 1912, c. 138, s. 16</td>
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## Governing Bodies: Board vs. Senate Jurisdiction

<table>
<thead>
<tr>
<th>Board</th>
<th>Senate</th>
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| ❖ Oversees financial matters (pensions and investments)  
❖ Makes decisions related to property (capital projects, etc.)  
❖ Oversees the university’s audit and risk management activities  
❖ Appoints Vice-Principals  
❖ Responsible for non-academic discipline | ❖ Oversees academic planning and educational environment  
❖ Oversees and approves program development, suspension and closure; honorary and regular degrees; superintendence of academic issues  
❖ Responsible for academic discipline |

### Shared Jurisdiction

Establish and maintain Faculties, Schools, institutes, departments, and chairs.  
Appoint the Principal
Central Function:
Under the jurisdiction of the Royal Charter of 1841, Senate determines all matters of an academic character that affect the University as a whole, and is concerned with all matters that affect the general welfare of the University and its constituents. Senate shall serve as a forum for discussion and exchange of ideas among the members of the University community.
What does Senate do?

Academic Planning and Educational Environment Functions

Senate will...

– participate in strategic planning for the University
– assume a shared responsibility, along with the Board of Trustees and the administration of Queen's, for a living and learning environment that promotes the well-being of students
– commit through policies and programs to an environment at the University that recognizes equity and diversity as being vital to, and in harmony with, its educational purposes and standards of excellence as an institution.
What does Senate do?

- Senate has the authority to...
  - approve the establishment or closure of any academic unit, centre, or institute, subject to ratification by the Board of Trustees
  - approve the establishment or closure of named and funded chairs and professorships, subject to ratification by the Board of Trustees
  - approve the establishment or closure, on the recommendation of Faculty Boards and Schools, of all programs of study leading to a degree, diploma, or certificate, and review all such programs cyclically
  - approve university-level policies relating to the academic mission and academic services
  - grant all honorary degrees and grant on the recommendation of Faculty Boards and Schools all earned degrees, diplomas, and certificates
  - approve the Academic Plan and the Strategic Research Plan
• Appointment/Selection Functions

_Senate will..._

– share with the Board of Trustees the responsibility for the _selection of the Principal_

– establish the procedures to be followed in the _appointments of Deans and academic Vice-Principals_

– appoint, establish terms of reference, and _have responsibility for committees_ that fulfill the functions of Senate
## Composition of Senate

### ELECTED MEMBERS (56)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>FACULTY</th>
<th>STUDENTS</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Science</td>
<td>14</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Business</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Education</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Engineering and Applied Science</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>5</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Law</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>At Large</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Presidents</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>36</td>
<td>17</td>
<td>3</td>
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</table>

### EX OFFICIO MEMBERS (12)

- Principal and Vice-Chancellor
- Provost and Vice-Principal (Academic)
- Vice-Principal (Research)
- Vice-Provost and Dean of Graduate Studies
- Dean of Arts and Science
- Dean of Business
- Dean of Education
- Dean of Engineering and Applied Science
- Dean of Health Sciences
- Dean of Law
- Vice-Provost and Dean of Student Affairs
- University Librarian
Senate’s Standing Committees

Senate

- Senate Academic Development Committee
- Senate Academic Procedures Committee
  - Subcommittee on Examinations
- Senate Advisory Research Committee
- Senate Committee on Scholarships and Student Aid
  - Entrance Scholarships Subcommittee
  - Loans and Bursaries Subcommittee
- Senate Honorary Degrees Committee
- Senate Cyclical Program Review Committee
- Senate Non-Academic Discipline Committee
- Senate Orientation Activities Review Board
- Senate Agenda and Summer Advisory Committee
- Senate Governance and Nominating Committee
- Senate Educational Equity Committee
- Senate Library Committee
- Senate Residence Committee

Queen’s University Planning Committee
(Joint Board of Trustees and Senate)

- Admissions Committee
- Council Committee
- Discipline Working Group
- Liaison Committee
- Residence Budget Advisory Committee and Meal Plan Advisory Committee
- Residence Life Committee
Rules of Procedure

- Senate has approved a series of Rules that govern its procedures with respect to:
  - Meetings
  - Motions
  - Voting
  - Agendas, Minutes, and Reports
  - Committees
  - Election of Senators

http://www.queensu.ca/secretariat/senate/rules-procedure
That Senate approve the establishment of a PhD in Environmental Studies in the Faculty of Arts and Science and the School of Graduate Studies, to commence September 2013 pending approval by the COU Quality Council.

In the meeting:
• The Chair will draw Senators attention to the attached proposal on page XX.
• He will then recognize a Senator who will move the motion as its written in the agenda.
• He will then ask for a seconder.
• He will note any guests in the room able to speak to the motion.
• He will invite discussion.
• He will ask for a vote on the motion.
• He will ask for abstentions.
• At each Senate meeting, there is a Question Period
• Senators are welcome to submit questions:
  – On topics that fit within one of the designated functions of Senate; or
  – The answer to which would elicit information on the university’s direction on major issues affecting the academic environment
• The Senate Agenda and Summer Action Committee rules questions on or off the agenda and submits a report about its decisions to Senate each month.
May Meeting

The Senate Agenda and Summer Action Committee has been given the ability to make certain decisions on Senate’s behalf, which should eliminate the need for a May meeting.

Faculty-At-Large Seat

Senate composition has been altered to permit the addition of three faculty-at-large seats by 18/19.
New at Senate

Participation via Technology

- Senators were granted the ability to participate in Senate via teleconference in February 2016, on a trial basis.
- A final decision will be made by the end of 2016.
- Any senator needing to participate via teleconference should submit their request as soon as possible before a meeting.
• There will be a special Senate meeting held on March 7, 2017 to celebrate Queen’s 175th anniversary

• The meeting will be one hour long and will involve academic hoods and gowns, the Town Crier and a piper, a Latin agenda, a look back at Senate’s colourful history, and some food and drink!
Role of a Senator

• Although you are elected by your specific body, the first principle of Senate membership is:

  Participation instead of representation

• As a senator, you are responsible for:
  – Making academic decisions affecting the University as a whole, based on the best interests of the University
  – Communicating Senate’s decisions back to the broader Queen’s community and your electing group
• Each month you will be notified when the Senate agenda materials are available

• Meeting materials are distributed electronically via a meeting management software called the Queen’s Governance Portal/iCompass.

• Remember to change your password the first time you log in!
Meeting Dates 2016/2017

- September 27
- November 1
- November 29
- January 31
- February 28
- March 7 (special)
- March 21
- April 18
- May 16 (if needed)

All regular meetings begin at 3:30 pm and take place in Robert Sutherland Hall, Room 202. The special meeting will take place in Wallace Hall in the JDUC.

All meeting materials (questions, reports, etc.) are due two weeks before the Senate meeting takes place.
Contact:

- Please use senate@queensu.ca for contact regarding all things Senate. We monitor it every day.

- Lon Knox, University Secretary, x. 77226
- Rebecca Coupland, Associate Secretary of Senate, x. 77441
- Chelsey Sisson, Governance Assistant, x. 36095

Questions?