Senator Orientation

Lon Knox, University Secretary
Rebecca Coupland, Director and Associate Secretary of Senate
Karen Logan, Governance Officer (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
Indigenous Relationship

- Queen’s University is situated on traditional Anishinaabe and Haudenosaunee Territory
- In March 2017, Queen’s Senate was presented with a friendship wampum by the Clan Mothers at Tyendinaga and the Grandmothers’ Council in Kingston
- The Principal pledged to display the wampum at each meeting to remind us of the relationship we share
Queen’s Governing Bodies

- Queen’s University Royal Charter (1841)
- University Council (1874)
  - Advisory body
  - Standing Committees
  - Special Purposes Committees

- Board of Trustees (1841)
  - Queen’s University Board
  - Senate Advisory Committee
  - Committees/Task Forces

- Senate (1842)
  - Committees/Task Forces
  - Faculty Boards
  - Graduate School Executive Council
  - Department/School Committees
  - Curriculum Committees
<table>
<thead>
<tr>
<th>Board</th>
<th>Senate</th>
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<tbody>
<tr>
<td>❖ Oversees financial matters (pensions and investments)</td>
<td>❖ Oversees academic planning and educational environment</td>
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<td>❖ Makes decisions related to property (capital projects, etc.)</td>
<td>❖ Oversees and approves program development, suspension and closure; honorary and regular degrees; superintendence of academic issues</td>
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<td>❖ Oversees the university’s audit and risk management activities</td>
<td>❖ Responsible for academic misconduct</td>
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<tr>
<td>❖ Appoints Vice-Principals</td>
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<td>❖ Responsible for non-academic misconduct</td>
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**Shared Jurisdiction**

Establish and maintain Faculties, Schools, institutes, departments, and chairs. Appoint the Principal
| College Senate Constituted | 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 "The College Senate," 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. |
| Power to pass enactments with regard to Senate | 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 |
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
What does Senate do?

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
Who is Senate?

<table>
<thead>
<tr>
<th>ELECTED MEMBERS (56)</th>
<th>EX OFFICIO MEMBERS (12)</th>
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<tbody>
<tr>
<td>SOURCE</td>
<td>FACULTY</td>
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<tr>
<td>Arts and Science</td>
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<tr>
<td>Business</td>
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<tr>
<td>Education</td>
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<tr>
<td>Engineering and Applied Science</td>
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<td>Health Sciences</td>
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<td>Graduate Studies</td>
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<td>At Large</td>
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<td>Presidents</td>
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<tr>
<td>TOTAL</td>
<td>36</td>
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Senate’s Standing Committees

Senate Academic Development Committee

Senate Academic Procedures Committee
- Subcommittee on Examinations
- Joint Subcommittee on Academic Integrity

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 Orientation Activities Review Board

Queen’s University Board-Senate Planning Committee (QUBSAC)

Senate Agenda and Summer Advisory Committee

Senate Governance and Nominating Committee

Senate Educational Equity Committee

Senate Library Committee

Senate Residence Committee

- Admissions Committee
- Council Committee
- Discipline Working Group
- Liaison Committee
- Residence Budget Advisory Committee and Meal Plan Advisory Committee
- Residence Life Committee
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
Sample motion

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.

Motions must be submitted at least two weeks before the meeting date.

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 it is 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
• Questions must be submitted **at least two weeks** before the meeting
New Joint Committee

- The Queen’s University Board-Senate Advisory Committee was established, which will begin to meet in 2017/18 for the first time.
- Mandate is to plan the annual Board-Senate Retreat and provide advice to the Principal.
- Save the Date! Retreat will be held on Saturday, March 3, 2018.
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
Role of a Senator

• You are expected to attend each meeting (7 in total) throughout the year

• Attendance information is publicly available on the Secretariat website. It is important to sign in at each meeting.

• You are encouraged to apply for a Senate committee position, as Annual Senate Effectiveness Surveys indicate significantly enhanced satisfaction for committee members.
• 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 2017/2018

- October 3
- October 31
- November 28
- January 30
- February 27
- March 27
- April 17

All regular meetings begin at 3:30 pm and take place in Robert Sutherland Hall, Room 202.
The October 31st meeting will be at West Campus in Duncan McArthur Hall, Room 342.

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

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, x. 77441
- Karen Logan, Governance Officer, x. 78194

Questions?