



Memo

TO Jean Stairs, Chair, Senate Operations Review Committee
(SORC)
FROM Georgina Moore, Secretary of the Senate
DATE October 9, 2009
SUBJECT Proposal to establish a University Planning Committee

UNIVERSITY SECRETARIAT
Mackintosh-Corry Hall, Room B400
Queen's University
Kingston, Ontario, Canada K7L 3N6
Tel 613 533-6095
Fax 613 533-2793
www.queensu.ca/secretariat

I am writing to refer to SORC the attached proposal from Principal Daniel Woolf to establish a University Planning Committee. The proposal is submitted to the Senate for approval.

Please review the proposal and report back to the Senate with SORC's comments and recommendations before the Senate meeting on November 26, 2009.

This item will appear as a Matter Referred to Standing Committees on the October 22 Senate agenda. Senators will receive a copy of this memo and the proposal.

Thank you for your attention to this matter.

Georgina Moore
Secretary of the Senate

Referred to SORC

University Planning Committee

Mandate

The University Planning Committee will be a joint committee of both the University Senate and the Board of Trustees. It will be Queen's senior planning committee and a bridge between the two governing bodies of the University. The University Planning Committee has three primary roles, although in all three its major responsibility is to ensure that academic planning and the management of resources (people, money, space) are fully integrated. In its first, and more formal, role the University Planning Committee is a critical step in the development and approval of plans. Its second role is to serve in an advisory capacity to the senior administration of the University. Its third role is to provide an extended point of contact between Senate and

October 4, 2009

Approved plans are to be reported to the Senate and the Board of Trustees for information;

5. Review and approve annually a report from the Vice-principal (Research) on the major operations, institutes, and initiatives that receive significant support from the budget of the Vice-principal (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise.

Approved plans are to be reported to the Senate and the Board of Trustees for information;

6. Receive annually from the Vice-principal (Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Trustees, future fund-raising priorities and their relationship to the University Plan;
7. Make recommendations to the Campus Planning and Development Committee of the Board of Trustees on capital projects and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
8. Review, for recommendation to the Senate and the Board of Trustees, the annual report on campus planning, including any updates, amendments and elaborations; and
9. Report to the Senate any matters of concern formally identified as such by a majority of the Committee.

Composition of the University Planning Committee

Ex Officio

Chancellor

Chair of the Board of Trustees, or delegate

Vice-Chair of the Board of Trustees, or delegate

Principal and Vice-Chancellor

Vice-Principal (Academic) - Chair of the University Planning Committee

Vice-Principal (Finance and administration)

Vice-Principal (Research)

Dean of Graduate Studies

Dean of Arts and Science

Elected

5 faculty members, no more than two to be from any one Faculty, elected for staggered 3-year terms

1 department head, not to be from a Faculty with two currently serving faculty members

1 Faculty dean elected for a two year term (by and from the Faculty Deans excluding the Dean of Arts and Science and Dean of Graduate Studies);

1 non-academic staff member, elected for a 2-year term;

1 graduate or professional student, elected for a 2-year term;

1 undergraduate student, elected for a two year term; and

The Rector

Observers

Dean (Health Sciences) or delegate, unless elected
Associate Vice-Principal (Student Affairs)
Vice-Principal, Advancement

Budget Committee

Terms of Reference

The Budget Committee, a sub-committee of the UPC shall:

1. Review the budget framework prepared by the Univ