

## MEMORANDUM

**TO:** Karen Roche, University Secretary

**FROM:** Todd Randall, Interim Chair, Senate Budget Committee

**RE:** Report of the Senate Budget Committee for the December 7<sup>th</sup>, 2011 Senate Meeting

**DATE:** November 30<sup>th</sup>, 2011

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This is my first report to Senate as the Interim Chair of SBC. The Committee has not yet elected a Chair for the remainder of the Academic year but we anticipate doing so in either December or January once a fifth faculty member has been appointed to the Committee.

Since its last report to Senate, the Senate Budget Committee met on November 22<sup>nd</sup>. This report presents a summary of the status of items recommended for approval or tabled by the SBC. There are proposed Calendar changes and other items referred to SBC from the previous Senate meeting that have only lately been approved by SUSC or FGS Council; these items are to be considered at the SBC meeting of December 13<sup>th</sup>. Tracking of Calendar changes is found on the Senate web page (<http://secretariat.lakeheadu.ca/calendar-change-tracking/>). Questions concerning tabled items and items for information can be directed to the SBC Chair via email ([randall@lakeheadu.ca](mailto:randall@lakeheadu.ca)) or telephone (ext. 8381).

### Items pertaining to the Sept 23, 2011 Senate Meeting

#### 1. Faculty of Engineering

**(a) Electrical & Mechanical Engineering ENGI-3558 instead of MATH-3050**

The Committee recommends that Senate approve this calendar change.

### Items pertaining to the Oct 21, 2011 Senate Meeting

#### 2. Faculty of Science and Environmental Studies

**(a) Add prerequisite to Biology 4710**

The Committee recommends that Senate approve this calendar change.

**(b) Add Biology 4512 to List A Biology courses**

The Committee recommends that Senate approve this calendar change.

**(c) Add prerequisite to Biology 4430**

The Committee recommends that Senate approve this calendar change.

#### 3. Faculty of Social Science and Humanities

**(a) Women's Studies 4115 cross-listed as HIST-4115**

The Committee recommends that Senate approve this calendar change.

**(b) Remove pre-requisite for Women’s Studies 3030**

The Committee recommends that Senate approve this calendar change.

**(c) Sociology, various changes – Change wording, add course, remove prerequisites**

The Committee recommends that Senate approve this calendar change.

Items for Information

**4. 2011-12 Action Plan Revisited**

SBC received a request from Senate Organization Committee on November 21<sup>st</sup>, 2011 for Senate Budget Committee to clarify points 1, 2, 6 and 7 of an Action Plan that had been part of SBC report to Senate at its meeting on September 23, 2011. At its meeting on November 22<sup>nd</sup>, SBC reviewed the 7-item Action Plan. Members of the Committee felt the majority of the Action Plan items were simply a re-statement of our Terms of Reference (this included action items 1, 3, 4 and 5). For these and the remaining items, there was never any intent of the members of the Senate Budget Committee to overstep its Terms of Reference. While the SBC Members did not perceive that the 7-point Action Plan conflicted with the Terms of Reference, the members did believe that the 4-point Terms of Reference adequately captured the scope of our work, making the Action Plan superfluous. Therefore, SBC unanimously passed a motion to withdraw the Action Plan that had been previously approved at the SBC meeting on September 13, 2011. This action was report by the SBC Interim Chair to Senate Organization Committee at its meeting of November 28<sup>th</sup>.

**5. Tracking of Recently Approved Programs**

In the past few years, SBC has been asking new programs to report back to the Committee to compare actual enrolment, revenue and expense amounts with projected figures. The format for these reports has been evolving and a draft version of a “variance analysis” procedure is presently being tweaked by the Committee. It is hoped to have this available later this year so that Units can easily generate these reports. It is anticipated that the Office of Institutional Analysis will be available to assist with enrolment estimates. A special thanks to Dean O’Meara (Faculty of Education) whose HBE (Aboriginal Education) has been one of the early trial runs of this variance analysis.

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Dr Todd Randall, SBC Chair