



UNIVERSITY PLANNING COMMITTEE
Wednesday, January 20, 2021 at 10:30 AM
Zoom

AGENDA

Page

OPEN SESSION

- 1. MINUTES OF PREVIOUS MEETING – DECEMBER 9, 2020 (OPEN SESSION)**
- 2. BUSINESS ARISING**
- 3. CHAIR'S COMMENTS AND UPDATE**
- 4. UNIVERSITY PLANNING COMMITTEE BY-LAW REVISIONS**
[Revision to By-Laws - UPC \(APPROVAL\)](#)
- 5. OTHER BUSINESS**

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THE UNIVERSITY PLANNING COMMITTEE¹

114.

- a) The University Planning Committee shall consist of the following membership:

Ex Officio Members

Chancellor
Chair of the Board of Governors (or delegate)
Vice-Chair of the Board of Governors (or delegate)
President; ~~the~~
Provost, who shall be Chair
Vice-President (Administration)
Vice-President (Research)
Vice-Provost and Dean of Graduate Studies

Members

~~Five-Six~~ faculty members, one from each Faculty, no more than two from any one Faculty, elected for staggered three-year terms
One Faculty Dean elected annually (by and from the six Faculty Deans)
One non-teaching staff member, elected for a three-year term
One graduate student, elected for a two-year term
One undergraduate student, elected for a two-year term

Consultants

Associate Vice-President, Finance and Planning (Academic)
~~Associate Vice-President (Institutional Research & Analysis)~~
Assistant Vice-President/Chief Faculties Officer

Observers

Dean and Vice-President (Health Sciences) or delegate; ~~unless elected;~~
Vice-President (University Advancement);
Vice-President (Students and Learning) and Dean of Students; ~~and~~
Chair of Undergraduate Council

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.

- (ii) The election of faculty, staff and student members to the University Planning Committee shall be conducted by the Secretary of the Senate and the Board of Governors following a call for

¹The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in *The McMaster University Act, 1976*. All references to the Board-Senate Committee on Long-Range Planning in *The McMaster University Act, 1976* shall be deemed henceforth to refer to its successor, the University Planning Committee.

nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations; it may make any additional nominations it deems necessary to ensure an election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.

- b) The University Planning Committee's fundamental mandate is to co-ordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:
- (i) review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
 - (ii) review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
 - (iii) review and approve/receive annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Vice-Provost (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
 - (iv) review and approve/receive annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
 - (v) review and approve/receive annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (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 Governors for information;
 - (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
 - (vii) provide commentary, with reference to the University Plan and the McMaster University Campus Master Plan, to the relevant committee of the Board of Governors on proposals for capital

development 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.;

- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the *McMaster University Campus Master Plan*, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.

- a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows:

Ex Officio Members

President
Provost
Vice-President (Administration)

Members

Three faculty members (one of whom shall serve as Chair)
One member of the non-teaching staff
One graduate student
One undergraduate student

- (i) The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.
 - (ii) Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed electronically.
- b) The Budget Committee shall:
 - (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University

Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;

- (ii) receive and respond to budget submissions from all Faculties, areas, and units;
 - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
 - (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Planning and Resources Committee of the Board of Governors;
 - (v) deliver budget recommendations to the President of the University for transmittal to the Planning and Resources Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments; and
 - (vi) hold all meetings of the Committee in Closed Session.
- c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

Ex Officio Members

Associate Vice-President (Students and Learning) and Dean of Students – Co-Chair
Vice-Provost and Dean of Graduate Studies – Co-Chair
Associate Vice-President, Finance and Planning (Academic), Provost's Office
Executive Director, Education Services, Faculty of Health Sciences
Controller, Financial Services
University Registrar

Student Members

Graduate Student Representative – selected from applicants for a one-year term
Full-time Undergraduate Student Representative – selected from applicants for a one-year term
Part-time Undergraduate Student Representative – selected from applicants for a one-year term
*Student positions are renewable once.

Consultants

Director, Finance and Administration, Student Affairs
Associate Registrar and Graduate Secretary, School of Graduate Studies
Assistant Registrar, Government Aid Programs, Registrar's Office
Manager, Accounts Receivable, Financial Affairs

Two staff members from Financial Affairs (approved by the Committee annually)

Two staff members from Institutional Research and Analysis (approved by the Committee annually)

- d) The University Student Fees Committee shall:
- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
 - (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
 - (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
 - (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;
 - (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University;
 - (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "*tax efficient*" method for students who are being charged these fees; and
 - (vii) hold all meetings of the Committee in Closed Session.

Revised: December 9, 2020