

**Planning and Research Committee**  
**Faculty of Humanities and Social Sciences**  
**Minutes of Meeting**  
January 18, 2024, 9:30 a.m.  
Room AA-5014 (and via Webex)

A meeting of the Faculty of Humanities and Social Sciences Planning and Research Committee was held Thursday, January 18, 2024, 9:30 a.m. N. Welch chaired the meeting, and the following committee members were in attendance:

M. Burchell, ADR	M. Milner, GFO
V. Forbes, Archaeology	K. Totten, Folklore
J. Geck, English	N. Welch, Linguistics
J. Goudie, Communications Advisor	

Regrets: Desiree Cornect, MUNSU

Absent: G. Kundhi, Economics (on leave)

1. Approval of the Agenda

The Agenda was approved with two additional items added after item 5:

- Undergraduate Student Research Award
- Distinguished Lectureships – G. Story/H. Harvey.  
(Moved/Second: M. Burchell/V. Forbes). Carried.

2. Approval of Meeting Minutes:

- September 21, 2023
- October 19, 2023  
(Moved/Second: V. Forbes/M. Burchell)

3. ADR Update (M. Burchell)

- The Grants Facilitation Officers distributed the research grants deadlines posters that were prepared.
- ADR is currently reviewing Insight Grants.
- Data collection for an HSS Research Report is ongoing.
- A Fine Crowd Event: The Dean's Office is looking to revamp this event and are looking for ideas on how to improve it or initiate something entirely new. We want to prepare a function that gets the participation and engagement of more of the faculty to celebrate our colleagues' accomplishments. Please forward any ideas to M. Burchell.
- SITA funding has been distributed to the departments. The deadline to use funding is December 2024, with no carryover from that date.
- Henrietta Harvey Distinguished Lectureship is going ahead on March 22.

4. Research Tools/Software & Hardware

N. Welch indicated an inventory of research tools is completed in the Linguistics Department. It was stated that there are informal meetings ongoing within the faculty with regard to available research tools inventory and infrastructure. M. Burchell will follow up with the Chief Information Office, as they may have a list of available tools, and she will integrate information into the Research Report that is being developed. It was stated that having an inventory of available tools and infrastructure may help with collaboration across our campuses.

5. PRC Role - Grad Student Grants/Scholarship/Fellowship applications  
There appears to be a major problem with the current level of communications with Graduate Students that identify available funding and scholarships for these students. In addition, the number of opportunities available for international students appears to be extremely low. There are gaps in the current system, and HSS is looking for new ideas to assist our graduate students. Posters with deadlines for Grad students may be one option. The Communications Advisor can upload information to websites and other media. Members were asked to check within your departments for any ideas and bring it back to this committee for a continuing discussion at next meeting.
6. Distinguished Lectureships: George Story/Henrietta Harvey  
-The Call for 2024-2025 will be going out soon. The Recording Secretary to send the updated information to committee members. Applications will be adjudicated by this committee with a recommendation for award to go to the Dean.
7. Undergraduate Student Research Award  
-Applications for this award are due soon, and this committee will adjudicate this award.
8. Other Business  
-K. Totten – The meeting with the Archives had to be rescheduled, and will now be held in February.

Meeting adjourned at 10:25 a.m.

Next meeting scheduled: February 15, 2024 at 9:30 a.m.