

Planning and Research Committee
Faculty of Humanities and Social Sciences
Minutes of Meeting
March 24, 2023 (Deferred from March 16, 2023)
2:00 p.m. via Microsoft Teams

A meeting of the Faculty of Humanities and Social Sciences Planning and Research Committee was held Friday, March 24, 2023, 2:00 p.m. J. Geck was Chair.

The Chair noted this special meeting date is to replace March 16, which did not go ahead due to inclement weather and closure of Memorial. The following committee members were in attendance:

V. Forbes, Archaeology	M. Milner, GFO	K. Totten, Folklore
J. Geck, English	L. Swiss, Dean's Office	N. Welch, Linguistics
Bruce Marsh, MUNSU		

Absent: G. Kundhi, Economics

Post-meeting note: G. Kundhi experienced technical issues and was unable to join on Teams.

1. Approval of the Agenda
The agenda was approved as presented.
(Moved/Second: L. Swiss/V. Forbes) Carried.
2. Approval of the Previous Meeting Minutes (February 16, 2023)
Minutes of February 16, 2023 meeting approved as presented.
(Moved/Second: K. Totten/L. Swiss) Carried.
3. Distinguished Lectureships – Henrietta Harvey/George Story
M. Milner gave an overview of what has been done in the past with regard to timing of the lectureships. Most recently, due to COVID, the timelines were not strict, but left open to encourage applications.

The committee decided guidelines would be issued, which will help departments during planning of the lectureships. L. Swiss will review guidelines used in past years and also update the Call for Nominations for each lectureship for committee review prior to issuance. Committee agreed to return to specific timelines for each lectureship. The updated budget template will also be included with the package being issued for the lectureships.

A concern was raised about these lectureships with regard to departments having to pay upfront for expenses, more specifically with regard to the time it takes to get reimbursement of those expenses. L. Swiss stated that department administrators should have access to a procurement card, which may be used for some expenses. Departments can get in touch with the financial administrator in Dean's Office to get answers to questions or gather information from that perspective. The Finance policy is that airline costs are not covered under p-card, hotel costs can be processed with an invoice and PO directly.

Post Meeting Note: Finance administrator has advised that cash advances on the lectureship expenses is not within policy. Hosting a function internally/on campus using on-campus catering services can be processed using a PO. Reimbursement of expenses through accounts

payable/direct pay is the proper process. All expected expenses (approximates) for visitors/visiting speakers should be listed on the Visitor Approval Form.

4. ADR Update

The call for the AD Research position will be going out very soon, and L. Swiss encouraged committee members to talk to people within the departments and encourage applications. He is available to answer any questions anyone may have.

L. Swiss noted that there has been a change in the leadership in Finance, but he still intends to coordinate a meeting with them to discuss researchers' funding challenges. He is now working to coordinate a meeting with the Director of Finance, Deborah Collis.

Today is the deadline for the 2nd round for Connections Grant application. Applications will be compiled into a series. There may be a possibility to try and tie-in the Harvey/Story lectureships into that series.

Thanks to the PRC subcommittee for review of the applications for the RCA files earlier this month. Announcement will be made by the Dean's Office within the next few weeks.

There are 3 candidates who are scheduled to visit in April for presentations regarding the Canada Research Chair. Encourages members and departments to attend where possible.

5. Other Business

There has been 1 application for the Undergraduate Research Award – the application met all the criteria and will complete the process of nomination and to be issued to NSERC.

There are ongoing conversations with IT regarding tools needed within HSS.

After some discussion, the committee decided that the Chair would update Faculty Council that PRC has been reviewing its terms of reference and exploring changes to the By-laws for the committee, identifying areas that are being reviewed and why. It is important to note to Faculty Council that a formal motion may follow in accordance with timelines in the Constitution.

M. Milner identified a need for more actual working groups, gathering information, doing specific tasks, and the PRC is the location to report back.

It was noted that the new Collective Agreement has been issued, and there is guidance now on collegial governance.

It was noted by L. Swiss that that the Dean's Office is trying to encourage more student involvement. The current Constitution and By-laws state that the Undergrad student rep for the subcommittees of Faculty Council must be nominated from MUNSU vs individual departments. In response, MUNSU rep, B. Marsh, noted that MUNSU is to help empower undergrad students and facilitate the gap in getting students involved with the faculties;

MUNSU is not the only avenue for doing so; it would not be against the goals or policy to reach out to students directly within the faculty (or all faculties) to get student involvement.

It was suggested by some members and agreed by committee that it would be good to have some meetings held in a less formal manner and setting (more conversational in nature, with no set agenda).

Meeting adjourned at 2:55 p.m.

Next scheduled meeting is April 20, 2023; 9:30 a.m.

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