

**Planning and Research Committee**  
**Faculty of Humanities and Social Sciences**  
**Minutes of Meeting**  
**Thursday, April 21, 2022 at 9:30 a.m., via Webex.**

A meeting of the Planning and Research Committee, Faculty of Humanities and Social Sciences, was held Thursday, April 21, 2022 at 9:30 a.m. via WebEx. Dr. Cory Thorne occupied the Chair and the following members were in attendance:

Dr. Cory Thorne, Chair  
Dr. Tana Allen

Dr. Véronique Forbes  
Dr. Jennifer Lokash

Dr. Matt Milner

**Absent:** Dr. Nicholas Welch (Regrets), Eva Redmond

**1. Introductions**

Committee Chair opened with a welcome to everyone and a thank you for their continued hard work on behalf of the committee.

**2. Approval of the Agenda**

The agenda was approved as presented.

**3. Approval of Previous Meeting Minutes**

Minutes of March 17, 2022 meeting were approved as presented.

**4. Henrietta Harvey and George Story Lectureship competition**

The HH Lectureship submission has been approved in principle (some changes to the original budget were submitted and approved via email). The budget will be re-submitted formally to be included with the approved proposal.

Concerns were raised regarding the current budget template for the lectureships, and it was agreed to review the Terms of Reference for this committee and the budget templates to make improvements for future lectureship applications. Faculty Council Constitution and the budget template will be issued to committee members for review.

J. Lokash identified a possibility for a George Story Lectureship nomination. The idea was approved in principle and the committee encouraged the department to have a proposal ready for review for next meeting, with attention to lectureship scheduling so there is no conflict with the Henrietta Harvey Lectureship.

**5. HSS Equity Survey**

The final report was issued and reviewed at Faculty Council meeting April 6. C. Thorne acknowledged and thanked everyone for the work involved.

## **6. Call for Nominations for Committees**

The Dean's Office will be issuing a call for nominations for representatives for service on the Faculty committees, including this PRC. The announcement should be coming out within the next few weeks

## **7. Other Business**

- BrightSpace/Communications Platforms for Committees: This is an ongoing item for the university as a whole. Office 365 is being rolled out, possibly in July. M. Milner volunteered to investigate options for this committee. This item to remain on the agenda for May-September meetings.
- A concern was raised about gaps in the administrative support areas for researchers once grants are approved and funding is received. Researchers need help administering grants funding. Dr. Allen suggested this committee could encourage drop-in/best practice sessions with other areas, encourage knowledge sharing, address processes and the flow of information.
- It was suggested and agreed for the final meeting of the year to discuss goals for next academic year, and build a task list. Review committee mandate (what are the tasks of this committee). Get to full membership on this committee. Set up meetings with RGCS & Researchers. Chair to bring up the topic of committee membership at next Faculty Council meeting. This topic to be on the May Agenda. The Faculty Council Constitution with by-laws is to be issued to committee members. This document is also available on the BrightSpace Shell.
- A concern was raised with regard to a single academic year being the expected duration for a committee membership. This is not sufficient time to have meaningful impact, especially when new members are learning what the committee is and its mandate and terms of reference. It was stated that members could volunteer to stay on the committee for the upcoming academic year.
- T. Allen announced she will not be in attendance at May meeting, and she moves on to her new role in the VP Research Office May 27. Dr. Liam Swiss will be sitting on this committee as Associate Dean (Research), starting May 27. Dr. Allen expressed her thanks and appreciation to all committee members for their service, and she looks forward to hearing many positive things coming from the Faculty.

Meeting adjourned at 10:35 a.m.

Next scheduled meeting is **Thursday, May 19, 2022, 9:30 a.m.**