

Faculty of Humanities and Social Sciences Planning and Research
Committee

Thursday, January 18th, 2018

MINUTES

In attendance: Marica Cassis (History); Catherine Losier (Archaeology); Carol Lynn D’Arcangelis (Gender Studies); Kodjo Attikpoé (MLLC); Jennifer Lokash (English); Sharon Roseman (Dean’s Office); Kimberly Russell (recording secretary)

1. Opening of the meeting. It was noted that the full committee will also include 2 student representatives, and 1 advisor from staff and that the goal is to have it completely filled for February’s meeting.
2. S. Roseman asked for a motion to approve the agenda. Moved by J. Lokash, seconded by M. Cassis. Carried.
3. S. Roseman asked for nominations for committee chair. M. Cassis was put forward. Moved by J. Lokash, seconded by C. D’Arcangelis. Carried.
4. M. Cassis opened discussion on a new meeting time. It was agreed that 9:30-10:30 a.m. on the third Thursday of each month would work as a regular meeting time.
5. M.Cassis invited S. Roseman to explain the adjudication role of this committee. S. Roseman said that one of its duties would be to adjudicate, or form one or more ad-hoc committees to adjudicate, scholarship and award applications within the Faculty of HSS. This role was previously served by both the prior Standing Committee of Faculty Council (Graduate Committee) and, at times, some additional dean’s committees. The Charles Butler Scholarship and Kirwin Scholarship were discussed as being the next deadlines. It was proposed for there to be a sub-committee this year for these adjudications comprised of faculty members on the Policy and Research Committee. It was also agreed that the dean’s office would place all adjudication materials in a secure Brightspace (D2L) shell.
6. S. Roseman told committee that RGCS would be holding training sessions for the new researcher portal, and that all heads would need to get an account for application approvals. She also said it might be helpful to have administrative staff trained in the portal if they helped faculty prepare applications. She said it was the hope that although there would be an adaptation phase, this new system should ideally lessen the workload for faculty members and heads, to make the approval process easier and allow for remote signatures.

7. The committee discussed possible matters for future discussion. These included interdepartmental collaboration with respect to course scheduling; Faculty cohesion; and enrolment data.

M. Cassis asked for a motion to adjourn. Moved by C. Losier, seconded by J. Lokash. The meeting adjourned at 11:05 am.

Faculty of Humanities and Social Sciences

Planning and Research Committee

Thursday, February 15th, 2018

MINUTES

In attendance: Marica Cassis (History); Catherine Losier (Archaeology); Carol Lynn D’Arcangelis (Gender Studies); Kodjo Attikpoé (MLLC); Jennifer Lokash (English); Sharon Roseman (Dean’s Office); Kimberly Russell (recording secretary); Heather O’Brien (Dean’s Office); Brad Greeley (MUNSU)

1. Opening of the meeting at 9:50. The new members were introduced, and it was said that Emily Bonia would fill the GSU vacant space on the committee.
2. M. Cassis asked for a motion to approve the agenda. Moved by C. Losier, seconded by H. O’Brien. Carried.
3. M. Cassis asked for a motion to approve the minutes of the January 18 meeting. Moved by C. D’Arcangelis, seconded by C. Losier. Carried.
4. The committee discussed whether to circulate their minutes to Faculty Council, on a request from the Dean of HSS to consider this. K. Russell told them what the CPC Committee had decided, and they agreed. They decided to follow the same procedure as that committee and continue with the committee chair making a verbal report to Faculty Council, and a posting their minutes on the Faculty Council webpage at a later date after they were approved by the committee.
5. H. O’Brien showed them all what the new Researcher Portal looks like, and walked them through the important pieces. After some discussion, she offered to visit departments and show these things to all faculty.
6. S. Roseman and H. O’Brien discussed how the HSS website is being reorganized to make it easier to follow. They showed them some of the changes already made, including the research tracker database’s new additional location on the Faculty’s home page. It was suggested that the HSS research tracker and the Memorial Researcher Portal will both be highlighted to new faculty members when they arrive.
7. S. Roseman told the committee that the Dean would like to come talk to them, perhaps at the next meeting in March. K. Russell to follow up with scheduling this.

M. Cassis asked for a motion to adjourn. Moved by B. Greeley, seconded by C. Losier. The meeting adjourned at 10:30 am.

Faculty of Humanities and Social Sciences

Planning and Research Committee

Thursday, April 19th, 2018

MINUTES

10:30-1145

In attendance: Marica Cassis (History); Catherine Losier (Archaeology); Carol Lynn D’Arcangelis (Gender Studies); Kodjo Attikpoé (MLLC); Sharon Roseman (Associate Dean); Kimberly Russell (recording secretary); Heather O’Brien (Dean’s Office); Brad Greeley (MUNSU). Dr. J. S. Simpson (Dean of Humanities and Social Sciences) present.

1. Introductions
2. Motion to approve the agenda.

Moved by C. Losier

Seconded by B. Greeley.

Carried.

3. Brief discussion of committee mandate as outlined in the Faculty constitution and discussed in the first committee meeting of Winter, 2018
4. Dean’s Remarks (J.S. Simpson):

The Dean opened a discussion of possible foci for the committee in the next academic year.

- a) As connected to the foci of her strategic plan (in development): i) academic programming, ii) space, iii) transparency and consistency, and iv) equity.
 - b) Goals as identified by the committee: faculty cohesion; how enrolment data is collected and analyzed by different offices at Memorial; course scheduling across departments in the Faculty.
 - c) Ongoing blocks to efficiency/workload: volume of service work, achieving balance among teaching/supervision, research and service; guidance for untenured faculty; equity and distribution of service among faculty; faculty morale of perceived decreasing student attendance in classes.
5. Associate Dean report (S. Roseman)
 - a) Memorial Researcher Portal: Report that implementation is proceeding. Heather O’Brien has visited department meetings, when requested and committee members were asked to help with spreading the word.

b) A new Dean's committee for adjudicating graduate scholarships and awards will be set up for in the coming year. The Policy & Research committee would continue to adjudicate the nominations for distinguished speakership competitions.

c) Research Week, May 12-17: All are encouraged all to participate and a link to a schedule of activities will be circulated via email. On May 16 from 1-3 p.m., the Faculty of HSS is hosting an interdisciplinary collaborative event: "Exploring Your Environment: Society and the Environment".

The meeting adjourned at 11:45 am.

Faculty of Humanities and Social Sciences
Planning and Research Committee

Thursday, September 20th, 2018

MINUTES

In attendance: Marica Cassis (History); Jennifer Lokash (English); Karine Abadie (MLLC); Brad Levett (Classics); Sharon Roseman (Associate Dean, *ex officio*); Joy Fraser (recording secretary).
Regrets: Heather O'Brien (Dean's Office).

The meeting opened at 9:30 am.

1. Motion to approve the agenda

M. Cassis asked for a motion to approve the agenda. Moved by J. Lokash, seconded by B. Levett. Carried.

2. Introductions

The new members of the committee were introduced.

3. Nominations and Selection of a Committee Chair for 2018/19

J. Lokash was nominated by B. Levett, seconded by K. Abadie. Carried – to take effect after the current meeting.

4. Review of the Committee Mandate

Changes to the committee's work from last year were discussed. Adjudication of graduate fellowships, which took up most of the committee's time last year, is now the responsibility of a separate Dean's committee.

M. Cassis (chair) indicated that the committee should consider what issues it would like to take on this year and how it should solicit feedback from faculty about the mandate.

S. Roseman (Associate Dean) indicated that the Dean plans to meet with the chairs of the Faculty Council standing committees to discuss priorities for this academic year.

J. Lokash will speak with the Dean about the committee's role in relation to the Faculty's current strategic planning process.

5. Committee Brightspace (D2L) shell

Kimberly Russell will establish and manage a Brightspace shell for the committee, and any adjudication work (e.g., for distinguished speakerships) will be done through this shell.

6. Adjudication of Endowed Lectureships in 2018/19
There was a discussion about formalising dates for the Henrietta Harvey and George Story annual endowed lectures. Possible options for dates were discussed—October/November for the Henrietta Harvey lecture and February/March for the George Story—as well as the need to update the nomination packages.
7. Updates on Faculty website modifications regarding research: S. Roseman (Associate Dean)
S. Roseman reported on the progress of the modifications to the Faculty website. Separate sections have been created for profiling research and for providing information/services for researchers, which until now have both been included in the same section. S. Roseman demonstrated how to navigate the new Research Support Services section and indicated that it would be live later this semester. Particular attention was drawn to the Research Funding Tracker, the go-to resource for researchers applying for internal and external grants.
8. Overview of Strategic Planning Process
M. Cassis indicated that the committee has been asked to provide feedback on the Dean's strategic plan as it relates to the committee's mandate.
9. Promotion of cohesion within HSS
There was a discussion of the role the committee could play in spearheading initiatives designed to promote cohesion within the Faculty and to showcase the Faculty's work. Possible initiatives might involve faculty coming together to collaborate on specific projects, such as a publication (e.g., *Democracy Cookbook*); discussion groups focused on a common reading; or a multimodal event including panels, films, etc. organised around a particular topic (e.g., Arts on Oceans, Arts on Violence), which might also lead to a publication. The importance of involving students in such initiatives was emphasised, as well as the need to select topics with a view to attracting diverse audiences. It was suggested that the committee could arrange to speak with faculty who submit Scholarship in the Arts (SITA) proposals that might form the basis of such initiatives. Officials and individuals with relevant expertise could also be invited to speak to the committee about possible topics (e.g., Max Liboiron on Indigenous research).
10. Motion to Adjourn
M. Cassis asked for a motion to adjourn. Moved by J. Lokash, seconded by B. Levett. The meeting adjourned at 10:25 am.