

## **Planning and Research Committee February 21, 2019 Meeting Minutes**

Chair: Dr. Jennifer Lokash, Head, Department of English

Present: Dr. J. Lokash, Dr. K. Abadie, Dr. B. Levett, Dr. L. Swiss, Dr. S. Rajiva, Ms. H. O'Brien, Dr. S. Roseman (ex officio).

1) Agenda approved.

2) Minutes from January meeting passed with one amendment. B. Levett had sent apologies.

3) S. Roseman indicated that she has uploaded committee documentation to a Brightspace shell to which members have access.

4) Upon committee invite, Janet Harron came to provide a brief update on possible media training that could be provided to members of HSS by Marketing and Communications. She indicated that Dave Sorensen provides media training, usually to individuals but potentially also to groups.

### **Committee discussion:**

- It would be very helpful to have group session for HSS. It can be difficult when an individual has an upcoming interview with a media source and they have to seek out and coordinate assistance before it takes place.
- Craig. Could there be a certificate for media training like CITL has? Could an HSS session perhaps be structured to cover a general presentation on things to think about as well as mock interview?
- It's not clear whether it will be possible for early this spring for this year. However, in general, one possible time period might be Week 10 (e.g. March 18-22) of the winter semester. 1-2 p.m. is a possible time slot. Or potentially during the gap of several days in between the end of the semester and the start of the exam period.

**Actions:** Janet will discuss this possibility with Dave Sorensen to see if it can take place in one of these times slots and then book and advertise the session.

5) HSS Academic Mission statement.

General discussion of feedback received by the committee from Faculty Council members.

Committee discussion:

Some of the main points in the feedback were the following:

- Should not emphasize only critical skills. What is distinctive about HSS? The intrinsic value of the subject matter taught in HSS courses should be articulated somehow.
- An emphasis on the study of human beings/creations is important
- L. Moore and others emphasized: teaching students to be articulate critics of their world
- P. Dold emphasized: who, why, how?
- L. Roman: any and all knowledge
- K. Stanbridge: mentions jobs

Committee discussion of these points and other thoughts about the content of a statement:

- A. Craig and S. Roseman noted that the Faculty should not necessarily move completely away from discussing skills, students positively receive this information.
- L. Swiss: No responses focused on research as part of our academic mission, indicates a narrow mandate geographically and otherwise. The international scope of our research and teaching should be emphasized as well as specifically the Global South. As well, Canadian society should be emphasized alongside the province and also that NL and Canada are part of a global society.
- The larger global and interactive perspective should definitely be emphasized. By bringing students from elsewhere to Memorial to study, through research that expands beyond the borders of NL, by broadening students' minds through education. HSS courses and research can be seen to bring the world to Newfoundlanders and Labradorians. An HSS education expands and broadens students' sense of the world. Our teaching programs, research, and public engagement bring people together from different places and backgrounds to explore ideas together that go beyond those places and backgrounds.
- Should the statement indicate things that will be done differently in the future: e.g. increased online offerings, accessibility?
- Some possible unifying metaphors could be: Stories, Songs, Windows/Shifting Perspectives, Asking Questions. L. Moore's feedback emphasizes: Asking new questions and be open to new answers

Committee Questions:

- the Arts 2020 statement. Is it tied to the 2013 Memorial Mission and Vision set of Values?
- What will the new statement be used for? It seems that colleagues have answered in terms of thinking about a possible marketing statement. Is that the goal? Is it to be used for the development of policy in the Faculty?
- J. Lokash: Could the committee use Jennifer Simpson's 'living together well' concept to structure the statement? Is this a preference? A starting-off point?

**Action: In her role as committee chair, Jennifer Lokash will discuss the last two questions with the dean to seek further guidance about the purpose and planned uses of a statement about HSS's academic mission.**

6) Distance education, hybrid courses, registration accessibility.

Reports from Jennifer Lokash and Ailsa Craig.

- Tracy Wall from the Registrar's Office has been spearheading the issue of making it easier for students to enroll in Memorial's undergraduate courses.
- An Open Learning courses designation might be possible for some courses.

Committee discussion:

- Accessibility can be thought of in different ways: for example, in terms of international students: is Memorial currently providing a financially accessible education for international students? The committee noted that there was a 30% raise in graduate student fees across the board?

- The committee confirmed the importance of HSS/Memorial doing better with various forms of accessibility: e.g. anything that provides true access to courses from registration to an accessible infrastructure, onward.

**Action:** A. Craig will touch base with T. Wall in the Registrar's Office about current discussions regarding open learning and possible revised registration procedures. She will report back to the committee.

#### 7) Summary of Action Items:

- Heather O'Brien will place the NSERC-USRA applications in a shell and she and Sharon will indicate guidelines and a process for ranking the files before the committee's March meeting.
- J. Lokash will ask the dean for further clarification about the academic mission statement.
- J. Lokash will circulate links to academic mission language on the Federation of Humanities and Social Sciences website.
- A. Craig will follow up with the Registrar's Office and possibly others about current discussions at Memorial regarding open learning and possible revised registration procedures. She will report back to the committee.

**Faculty of Humanities and Social Sciences Planning and Research Committee**  
**Thursday, March 21, 2019 Minutes**

In attendance: Chair: Dr. Jennifer Lokash, Dr. K. Abadie, Dr. B. Levett, Dr. L. Swiss, Dr. S. Rajiva, Ms. H. O'Brien, Dr. S. Roseman (ex officio), Dr. J. Simpson, Charlene Burke (recording secretary)

1) Agenda approved. Moved by L. Swiss, seconded by B. Levett. Carried

2) Minutes from February 21<sup>st</sup>, 2019 meeting passed. Moved by B. Levett, seconded by K. Abadie. Carried

3) Upon committee invite, Dr. Jennifer Simpson came to provide clarity and direction on the Faculty's Academic Mission statement.

Dr. Simpson noted the academic mission of HSS will need to include:

- reference to faculty research
- how HSS provides long term cultural and educational experiences while emphasizing the transferrable skills to "real" life
- what the faculty and departments see as their set goals to how students are provided with the knowledge and competencies of how to translate that to their future

**Action items** include the Committee archiving the ARTS 2020 mission on the web and to update with a guiding statement toward the HSS Strategic plan. It was also noted to create a process (either speak directly with department heads or a survey too) to gather information from faculty as to how they are contributing to the teaching and research within MUN (4 or 5 examples).

4) Adjudication of the NSERC USRA applications

Applications were reviewed and ranked as per the 2019-20 NSERC USRA Guidelines for the HSS Selection Committee

Other Business:

The Henrietta Harvey Distinguished Lecturers Series nominations are due by April 30<sup>th</sup>. The Committee will meet in May to review.

Next meeting is scheduled for April 18<sup>th</sup> at 9:30 a.m. in A5014.

5) Adjourned at 10:30 a.m.

**Faculty of Humanities and Social Sciences Planning and Research Committee**  
**Thursday, April 18, 2019 Minutes**

In attendance: Chair: Dr. J. Lokash, Dr. K. Abadie, Dr. L. Swiss, Dr. S. Rajiva, Ms. H. O'Brien, Dr. A. Craig, Charlene Burke (recording secretary)

1) Agenda approved. Moved by K. Abadie, seconded by L. Swiss. Carried

2) Minutes from March 21, 2019 meeting passed. Moved by L. Swiss, seconded by K. Abadie. Carried

3) Dr. Ailsa Craig came to update the committee on the Open Learning initiative.

Dr. Craig provided a brief background on the potential of developing a new admission category of Non-Degree Student. This new admission category would allow students who are interested in a limited number of courses, and not a degree, the ability to be admitted and register at MUN. It would also increase the accessibility for courses, diversity at Memorial, and the enrolments for courses would increase.

4) Discussion: Academic Mission Statement

It was noted that J. Lokash would speak with the Dean to provide clarity on the introduction of the strategic framework.

J. Lokash volunteered to prepare a paragraph(s) listing strengths and benefits of HSS, including the knowledge, research, competencies, and teaching within Humanities and Social Sciences.

Other Business:

The Henrietta Harvey Distinguished Lecturers Series nominations are due by April 30<sup>th</sup>. The Committee will meet in May to review.

There were concerns raised as to the process for departments being integrated and what is expected of this committee. K. Abadie volunteered to speak with the Department of Modern Languages, Literatures and Cultures to see if there was a particular process they followed when integrated. J. Lokash noted that she would speak with the Dean regarding developing a process for integration.

Next meeting is scheduled for May 16<sup>th</sup> at 9:30 a.m. in A5014.

5) Adjourned at 10:30 a.m.

**Faculty of Humanities and Social Sciences Planning and Research Committee**  
**Thursday, May 16, 2019 Minutes**

In attendance: Chair: Dr. J. Lokash, Dr. K. Abadie, Dr. L. Swiss, Dr. S. Rajiva, Dr. Brad Levitt, Ms. H. O'Brien, Charlene Burke (recording secretary)

- 1) Agenda approved. Moved by B. Levitt, seconded by K. Abadie. Carried.
- 2) Minutes from April 18, 2019 meeting passed. Moved by K. Abadie, seconded by L. Swiss. Carried.
- 3) Adjudication of the Henrietta Harvey and George Story Distinguished Lecturers 2019-20 applications
  - Applications for both lectureships were reviewed. It was decided to recommend Dr. Raul Pacheco-Vega for the George Story Lecture (November 2019) and recommend Dr. Helen Rozwadowski for the Henrietta Harvey Lecture (February 2020). The recommendation letter to the Dean will be prepared by J. Lokash.
  - It was noted to update the call for nominations for 2020-2021 by removing reference to "senior academics".

Other Business:

- There will be no committee meetings in June/July/August.
- S. Roseman noted of the strict deadlines that RGCS for grants.

5) Adjourned at 10:30 a.m.

**Faculty of Humanities and Social Sciences Planning and Research Committee**  
**Thursday, September 19, 2019 Minutes**

Meeting began at 9:30 a.m

In attendance: (Chair) Dr. J. Lokash, Dr. K. Abadie, Dr. T. Allen, Ms. H. O'Brien, Sarah Penney (Recording secretary)

- 1) Elect a chair for 2019 – 2020. J. Lokash will continue as chair of the Planning and Research committee for 2019 – 2020.
- 2) Agenda Approved. Moved by T. Allen, seconded by K. Abadie. Carried.
- 3) Approval of the Minutes from May 16, 2019 meeting tabled until next meeting on October 17, 2019. Changes were requested before approval.
- 4) Review of the Committee Mandate

It was noted that the HSS Strategic Framework will be a standing, major item for discussion for the committee this year.

5) HSS Strategic Framework

- The dean will attend the committee's November 21 meeting. The committee discussed placing a priority on the HSS Strategic Framework area of Equity. It will explore the possibilities for information-gathering, including a possible survey. S. Roseman noted that the committee would need to follow the University Policy on Institutional Surveys.

**Action Item:** J. Lokash will talk to Centre for Institutional Analysis and Planning (CIAP) and the Information Access and Privacy Office before the next meeting discussion about a possible survey. The committee may also ask for a representative from CIAP to attend a committee meeting to talk about institutional surveys.

**Action Item:** J. Lokash will review the CA clauses on workload equity and consult with Faculty Relations as necessary.

**Action Item:** T. Allen and K. Abadie will work on a list of equity policies in Canadian Universities S. Roseman will look into Nordic universities.

6) Committee role in relation to adjudicating the Henrietta Harvey and George Story Distinguished Lectureship competitions

- This year's committee agrees with last year's that, if possible, it would be helpful to change the word "senior" to "distinguished".

**Action Item:** As these are endowed funds, S. Roseman will follow up with the new HSS Development Officer and report back to the committee.

- 7) Other Business – J. Lokash noted that the date of the next scheduled meeting (Thursday, October 17<sup>th</sup>, 2019) will have to be modified due to convocation.
- 8) Adjourned at 10:35 a.m.



**Faculty of Humanities and Social Sciences Planning and Research Committee**  
**Thursday, November 7, 2019 Minutes**

In attendance: Chair: Dr. J. Lokash, Dr. K. Abadie, Dr. S. Rajiva, Ms. H. O'Brien, Charlene Burke (Recording secretary)

Regrets: Dr. T. Allen and Mr. S. Kennedy

- 1) Agenda Approved. Moved by S. Rajiva, seconded by K. Abadie. Carried.
- 2) Minutes from May 16, 2019 meeting was approved. Moved by K. Abadie, seconded by S. Rajiva.  
Minutes from September 19, 2019 meeting was approved. Moved by S. Rajiva, seconded by K. Abadie.
- 3) Committee members reported back on other universities' policies/practices regarding equity and workload
  - K. Abadie reported that in Europe there seems to be more focus on equity in research projects rather than equity within institutions, and that she could not locate examples of clear explanations for new faculty regarding workloads. K. Abadie also noted a current survey being conducted by Statistics Canada "Survey on Postsecondary Faculty and Researchers" with the objective to fill data gaps on equity, diversity, and inclusion for those teaching or conducting research.
  - S. Roseman provided the committee with the Universities Canada principles on equity, diversity, and inclusion from 2017 (<https://www.univcan.ca/media-room/media-releases/universities-canada-principles-equity-diversity-inclusion/>). She also noted that the federal government has initiated the Dimensions charter and program ([https://www.nserc-crsng.gc.ca/NSERC-CRSNG/EDI-EDI/Dimensions\\_Dimensions\\_eng.asp](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/EDI-EDI/Dimensions_Dimensions_eng.asp)) to parallel the Athena Swan program in the UK. Her initial consultation of a few colleagues in Nordic universities and her reading of published academic literature on equity, diversity and inclusion indicates that there appear to in particular be gendered and other inequities among faculty members in terms of the amount of time they dedicate to service, and that service work is often not included in discussions of faculty workload which often emphasize teaching and research.
  - Committee members determined that the Committee may develop principles and guidelines for workload and equity in HSS, and the first step will be to collect data by surveying HSS faculty.
- 4) Memorial Institutional Surveys Policy  
J. Lokash noted that she spoke with Rosemary Thorne in the Privacy office, with a focus on the types of survey questions that can be asked to ensure identities of respondents are protected. R. Thorne suggested we develop one survey for faculty and a second survey for current and former department Heads.

**Action items:** Committee members will think of possible areas and specific questions for the surveys. A suggestion was made to review the SSHRC wording for its question(s) about identity that all grant applicants fill out currently. This wording could be brought to a subsequent committee meeting.

- 5) NSERC USRA competition adjudication, subcommittee of Planning and Research Committee  
This items was tabled for the November 21<sup>st</sup> meeting. The Dean will be joining this meeting.
- 6) Other Business – Next scheduled meeting is Thursday, November 21<sup>st</sup>, 2019 in A5014.
- 7) Adjourned at 10:30 a.m.