University Planning and Budget Committee (PBC)
January 24, 2024. 14:00-15:30
A-3047 (Provost's Board Room)

<u>Agenda</u>

1. Welcome and Introductions
2. Review of meeting notes of November 2023 and December 2023
3. Updates
   - Delegated Authority
     - Letter from Senate
   - Accessibility Plan
   - Campus Renewal Fee
   - Inter-committee Collaboration and Communication
4. Special Meeting of Senate – March 2024
   - Update from Working Group
   - Live preview of submission template (BrightSpace)
5. Topic Selection for Special Meeting of Senate
   - Topic A.) Impact of AI on teaching and learning
   - Topic B.) Response to the AG report; The role of Board of Regents and Senate
   - Topic C.) Impact of cybersecurity attacks on academia
6. Oversight of Plans and Framework
   - Update from Working Group
7. Other Business

Keep in view: 2023-24 Annual Work Plan

   - Review of PBC Terms of Reference: delegated authority, Special Meetings, broader role of PBC and Senate, etc.
   - 2023-24 Annual Report to Senate
   - Best Practices for Consultation
   - Enrolment Update

PBC Members	
Attended	**Regrets, Absent**
Michael Woods (Chair)	Carlos Bazan
Ed Kendall (Vice-Chair)	Charlene Walsh
Emmanuel Haven	Vicky Quao (GCSU)
Dennis Peters	Deepkumar Bhatt (GSU)
Jennifer Lokash	Mahbub Alam (MUNSU)
David Hancock	Vacant (MISU)
Jennifer Porter [non-voting]	
Melissa MacLean [non-voting]	
Basat Mishkat [non-voting]	
Keith Matthews [non-voting]	
Lori Pike [non-voting]	
Quorum, *"(a) For the transaction of business, the full Committee shall require the presence of at least 33 1/3% + 1 of the membership, excluding those serving in a resource capacity."*	

1. Welcome and Introductions

Welcomed Basat Mishkat, CIAP's new contract Analyst. Will be acting as resource support (non-voting role).

Chair request to committee for any amendments or additions to the agenda

- **Motion** for agenda item #7 "Inter-committee Collaboration and Communication" to be relocated into Updates (M. Woods; E. Haven). *Approved*

2. Review meeting notes from November 2023 and December 2023

Chair requested to committee for any amendments or additions to the minutes from November 2023 or December 2023

- Motion to approve November 2023 minutes (E. Kendall; D. Hancock). *Approved*
- Request for language amendment to December 2023 to clarify as discussion and not declaration of fact.
  - **Motion** to approve December 2023 minutes with the noted change (E. Haven; D. Hancock). *Approved*

3. Updates

- **Delegated Authority**

  Letter from Senate received January 15, 2024 stated the following,

  > "*Delegation of Authority – Request from the University Planning and Budget Committee of Senate (PBC) regarding delegating authority from Senate to PBC for the approval of establishing University Centres.*
  > *- Amendment to the Senate ByLaws to include a Delegation of Authority Section*
  > *- A Request for Senate to Delegate Authority to PBC in Relation to the Approval of University Centres.*
  > *- A Change to the PBC Terms of Reference to Reflect the Requested Delegation of Approval.*"

  Delegated authority was discussed at January Senate meeting. Senate Committee on Elections, Committees, and Bylaws' Chair Dr. McKivor submitted to Senate Executive Committee and was then presented at Senate meeting. Dr. McKivor and M. Woods both lent comment to the motion during Senate

meeting. Motion passed with majority approval, 1 against, and selection of abstains. Approval for delegated authority received.

- **Accessibility Plan**

Letter sent to A. Warren via CIAP uploaded to BrightSpace.

Accessibility plan had required drafting by Dec 2023 as dictated by government. Plan is now publicly available online.

Accessibility plan's working group will continue to meet and progress through the next steps in regards to implementing the plan.

- **Campus Renewal Fee**

Letter uploaded to BrightSpace; memo sent to G. McDougall.

K. Matthews had emailed Greg McDougall notifying PBC's interest to have him and his counterparts at Medicine (Paul Tucker), MI (Laurie Skinner), and Grenfell (Shanna Jenniex) present.

David Janes (Risk and Insurance Co-ordinator, Memorial Enterprise Risk Management) confirmed January 23rd all 4 campuses can present regarding campus renewal fees. Given delay in confirming group can present, PBC to offer February meeting for Campus Renewal Fees joint presentation.

> **Action Item:** M. Woods to contact Campus Renewal Fee lead to extend invitation to present at February 2024 PBC meeting with added request to submit their prepared slides 1 week prior to allow review and question preparation. *Due: prior to February meeting.*

- **Inter-committee Collaboration and Communication**

January 24th, 2024 Dr. McKivor hosted an inter-committee collaboration and communication meeting inviting the chairs and secretaries from all Senate committees to attend. This is the second meeting of its kind and Dr. McKivor is hoping to create a monthly meeting; day/time to change each month to allow for maximum attendance across all Chairs throughout the year.

Goal of the meetings is to make senate more synergistic across subcommittees and effective as a body. Group will be trialing short featurettes of current

projects/work undertaken by a single subcommittee (or a working group therein) to present to Senate. Intention of these is to engage a wider lens on a topic and collect valuable formative information, opinions, advice, etc. The Senate Committee on Undergraduate Scholarships, Bursaries, and Awards volunteered to present to Senate in February regarding their recent work on student need.

4. Special Meeting of Senate – March 2024

Update from Working Group

(Jennifer Porter, Charlene Walsh, Michael Woods, Melissa MacLean)

Working group met twice since being founded in December meeting. They have discussed special topic submission template, timeline and process; special topic review and ranking by PBC; and, potential topics for PBC to consider in submission for the March meeting of Senate.

A live draft version of the submission template was created and linked on PBC's BrightSpace for committee review and interaction.

Special Topic Submission template includes:

- Name of submitting person/committee
- Topic name
- Overview of Topic (ex. 200 word abstract on the topic/issue)
- Goal or intention of topic being raised to Senate (i.e. senate motion, information sharing, senate advocacy/support)
- Points to be raised/discussed during Senate meeting
- Presenter of Topic to Senate (plus inclusion of suggested subject matter experts)

Special Topic Review and Ranking process

- Working Group will begin to develop a guide on how to review and rank submissions. Draft of guide will be circulated to PBC for review
- **Action Item:** Working group to meet to discuss guide development for special topic submissions review and ranking. *Due: prior to March PBC meeting (next submission canvas date is April 2024).*

5. Topic Selection for Special Meeting of Senate

Topic A.) Impact of AI on teaching and learning

- Impacts of generative AI, AI detection software, Grammarly.

Topic B.) Response to the AG report; The role of Board of Regents and Senate

- Role of Senate to respond to AG Report in tandem with Board, in consultation with board, or as standalone entity.

Topic C.) Impact of cybersecurity attacks on academia

- MUNFA opinion on the issue, impact to research/classroom

Three topics have emerged as frontrunners for the March special meeting of senate:

1. Impact of AI on teaching and learning
2. Response to the AG report; The role of Board of Regents and Senate
3. Impact of cybersecurity attacks on academia

Discussion regarding all three noted Topic #1 "Impact of AI on Teaching and Learning" as that which is most heartily prepared for robust discussion by Senate.

- J. Porter and D. Peters noting there is currently a joint subcommittee formed through members from the Senate Committee on Undergraduate Studies and the Senate Teaching & Learning Committee. This joint subcommittee has been tasked to look at generative AI and its impact on teaching and learning.

- D. Hancock noting there has been discussions of the impacts of AI on research and theses.

- CITL has held sessions for faculty related to AI. It is believed CITL is currently conducting an environmental scan of what other post-secondary institutions' policies exist in regards to AI

- Suggestion that should AI detection software become the focus of Senate during the Special Meeting topic discussion that ITS be contacted early to facilitate investigation of institutional licence. This may have a decreased cost compared to each department purchasing their own licence.

- Request of submission topic name to be "Impact of AI on Academia"

- o Intention of topic is dually information sharing/gathering and increased dialogue as a pan-institutional body.
- **Motion:** "Impact of AI on Academia" topic submission to Senate Executive for the March Special Meeting of Senate (D. Peters; J. Porter). *Approved*.

- **Action Item:** M. MacLean to draft letter for submission to Senate on "Impact of AI on Academia" sourcing the Qualtrics submitted information. *Due: ASAP.*
- **Action Item:** M. Woods to submit to Senate Executive the letter noting PBC's submission of "Impact of AI on Academia" as their proposed topic for the Special Meeting of Senate in March 2024. *Due: January 26, 2024.*
- **Action Item:** Special Topics Working Group to meet to discuss agenda and topic development; Invitation to be extended (through J. Porter) to members from the joint subcommittee of the Senate Committee on Undergraduate Studies and the Senate Teaching & Learning Committee. *Due: prior to mid-February, 2024*
- **Action Item:** M. Maclean to source from J. Porter those URLs/documents used by the joint committee in their review on AI, to share with PBC via Brightspace. *Due: ahead of February PBC meeting.*
- Topics not chosen for upcoming Special Meeting of Senate will be added to repository of topics: "Response to the AG report; The role of Board of Regents and Senate" and "Impact of cybersecurity attacks on academia"

6. Oversight of Plans and Framework

Update from Working Group

(Emmanuel Haven, Dennis Peters, Michael Woods, Keith Matthews, and Melissa MacLean)

Working group met once since December meeting. Discussed the issues experienced regarding the processing of reviews and timeliness of review responses. 2022-23 experienced ongoing issue with quorum at PBC which delayed formal responses to plans & frameworks leads.

Annual report template developed by K. Matthews was reviewed. Working group underwent application exercise by applying it to the new Accessibility Plan posted online. Template was completed by a member of CIAP to preview the strengths, weaknesses, and opportunities in completing and subsequently

reviewing the template. PBC reviewed the drafted submission completed during this exercise. Reaffirmed that once template is released it would be completed by the plans & frameworks leads (ex. A Warren) and not by CIAP or PBC. Discussed that previous annual reporting requests have created high variability in length and depth; rarely included information regarding incomplete goals. PBC therefore unable to support the plan/framework lead to address the challenges. Current annual report template seeking metrics to track progress and their alignment to the University's strategic plan. Will allow oversight to clearly identify which areas of the strategic plan are over or underrepresented. Does not offer designated area for qualitative feedback or comment.

PBC feedback on template amendments:

- Encourage leads to discuss issues or hindrances to their progress and what support they need.
- Develop a manual/guide on how to complete the template.
  - Develop a sample of a completed report.
  - Include indicators such as where EDI-AR is included.
- Could include targeted question of ways they work synergistically with other plans/frameworks.
- Consider adaptation from an excel file to a Qualtrics submission form

Action Item: K. Matthews to adapt the annual report template into a Qualtrics submission form. *Due: ahead of February PBC meeting.*

7.   Other Business

Discussion by PBC that following February's presentation on campus renewal fees, time permitting, K. Matthews will present the enrollment update. K. Matthews' presentation will be in two parts. Firstly, February will include a presentation with information sharing. March PBC meeting will be a follow-up discussion and Q&A

Action Item: PBC to review K. Matthews' enrollment module posted in PBC Brightspace. *Due: ahead of February PBC meeting.*

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Adjournment 15:14