

**Meeting Notes
Planning and Budget Committee (PBC)
October 21, 2020
2:00 pm to 3:30 pm, WebEx**

Attendance

M. Abrahams, VPA and Provost (Chair)
Y. Alabed, MUNSU
C. Bazan, Engineering
P. Brett, Marine Institute
S. Cadigan, AVPA
E. Kendall, Medicine

S. MacKenzie, Humanities and Social Sciences
A. Marland, Humanities and Social Sciences
K. Matthews, CIAP
L. Pike, Budget Office
M. Woods, Medicine

Unable to Attend

K. Anderson, Education
N. Falle, GCSU
R. Nolan, CIAP
J. Porter, Registrar's Office

K. Penney, MISU
P. Ravichandran, GSU
H. Usefi, Science

1. Review of agenda and meeting notes of September 23rd, 2020

The meeting notes for September 23rd, 2020 were approved.

2. Updates

1. Covid-19

M. Abrahams noted that the University continues to respond to the myriad issues relating to Covid-19.

2. Annual Report to Senate 2019-20

The annual report was submitted to the Senate Office on September 25th.

3. Budget 2020-21

The University has received its budget from the Provincial Government. The allocation was largely as expected, with few surprises.

4. Enrolment Update

The Committee reviewed the Fall 2020 semester enrolment report, prepared by the Registrar's Office. Overall enrolment has increased by 3.8% from Fall 2019 and exceeds 19,000 for the second time in Memorial's history (2012). While graduate enrolment remained stable, undergraduate enrolment increased by 5.6% (both part-time and full-time). K. Matthews will provide a more detailed overview of enrolment trends at an upcoming meeting of PBC.

3. PBC Annual Plan 2020-21

K. Matthews presented the updated Annual Plan for the Committee. The document, aligned with the Terms of Reference for the Committee, had been updated based on input provided by members by email. The committee endorsed the document and authorized Mr. Matthews to forward to the Senate Office by the deadline (October 22nd).

Much of the discussion focussed on the terms of reference for the Committee. It was agreed that attention needs to be directed to the mandate of the Committee and the distinction between its advisory and decision-making authority.

4. Special Meetings of Senate

K. Matthews noted that a request for topics for a November special meeting was sent out to Senators on September 29th. As no suggestions were received, it was agreed that the Committee would not recommend a special meeting for the Fall semester and will revisit in the Winter. It was noted that there appears to be a high level engagement at Senate.

5. Review of PBC Terms of Reference

Each Fall, PBC reviews its Terms of Reference and reports to the Senate Office of any changes. The current Terms were last modified last year when the roles of Vice-Chair and Secretary were more clearly identified. The Senate Office asked that any substantive changes to the Terms of Reference be communicated early in the academic year to allow for the changes to be communicated to prospective members during committee recruitment.

The current Terms of Reference were distributed and discussed. It was agreed that the document requires additional attention. K. Matthews will follow up with members by email for suggestions to inform the discussion at the November meeting.

6. Proposal - Centre for Quantum Social and Cognitive Science

Dr. Emmanuel Haven (Faculty of Business Administration) was invited to answer questions related to the proposal to establish a multi-disciplinary Centre for Quantum Social and Cognitive Science. The proposal seeks to transfer management responsibility of the Centre from the University of Leicester (U.K.) to Memorial University. The Centre requires no financial or space resource commitment from the University and Dr. Haven would become the Director of the Centre upon its move to Memorial. The opportunity to assume responsibility of the Centre arises as a result of the pending departure of the current director at the University of Leicester.

K. Matthews and E. Kendall both noted that the Committee is still in the process of developing standardized processes and templates for the submission and review of such proposals.

E. Kendall has been asked to work with Dr. Haven to refine the proposal to answer questions related to governance and organization.

The Committee will review the revised document, if submitted, at its next meeting.

7. Other Business

M. Abrahams noted that the Strategic Framework for Indigenization is coming forward to Senate at its November meeting. The financial implications are currently being worked on and will be shared with PBC by email as soon as they become available within the next 1-2 weeks.

8. Adjournment

The meeting adjourned at 3:25 PM