

**Meeting Notes**  
**Planning and Budget Committee (PBC)**  
**June 23, 2021**  
**2:30 pm to 3:30 pm, WebEx**

**Attendance**

M. Abrahams, VPA and Provost (Chair)  
K. Anderson, Education  
S. Cadigan, AVPA  
E. Kendall, Medicine

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

**Unable to Attend**

C. Bazan, Engineering  
P. Brett, Marine Institute  
S. MacKenzie, Humanities and Social Sciences

R. Nolan, CIAP  
J. Porter, Registrar's Office  
H. Usefi, Science

**1. Review of agenda and meeting notes of May 26<sup>th</sup>, 2021**

The meeting notes for May 26<sup>th</sup>, 2021 were approved as presented.

**2. Updates**

1. Policy on Academic Policies

The letter to Tom Nault, Chair of the Committee on Elections, Committees and By-Laws, has been transmitted.

2. University Centres Policy

The working group has made final revisions to the policy and has created an "FAQ" document to support the consultation process. The Office of the Vice-President (Research) is drafting a Gazette article to accompany the launch of the public consultation.

**3. Review of Plan and Framework Submissions**

On June 8<sup>th</sup> Plan and Framework proponents received a memo from the PBC Chair asking for a brief summary of how existing and developing frameworks and plans align with the priorities of the new institutional strategic vision captured in "Transforming Our Horizons", and to what extent changes in performance measurement may be expected. To date, five reports have been received:

- Research Framework
- Public Engagement Framework
- Marine Institute
- Internationalization
- Infrastructure

### 3.1 Research Framework

The 2011 Research Strategy Framework and 2014 Strategic Research Intensity Plan both expired in 2020. The Vice-President Research Team has initiated the drafting process for a new Research Framework that will focus on the key drivers of research and build upon the former Framework's success to guide and strengthen all areas of Research over the next five years. The new Research Framework will align with the strategic priorities of "Transforming Our Horizons"

Key metrics and targeted outcomes will be identified throughout the Framework's development. The research goals within the Institutional plan will also be a key focus. These include:

- New, Convergent, Interdisciplinary Clusters (objectives: mobilizing university expertise and capacity to respond to local and global challenges; attracting and retaining faculty to work on convergent challenges and problems)
- Expanded Areas of Leading-Edge Research (objective: focusing on being a world leader in ocean-related research including sustainability and stewardship)

The Chair will respond to the Proponent acknowledging receipt of the report and note that the committee looks forward to seeing the final plan and associated metrics.

### 3.2. Public Engagement Framework

The 2012 Public Engagement Framework expired in 2020. The proponent notes that this Framework is already aligned with the goals of strategic priority noted in "Transforming Our Horizons." While those existing alignments will continue into the future with the renewal of the Framework, there will be special focus on the "Commitment to Communities" goal of the new Strategic Plan. The report identifies specific alignments with each of the 5 areas of Priority as well as the six enabling cultures.

The proponent noted that monitoring and evaluation is a significant focus within Public Engagement at Memorial. The Office of Public Engagement has undertaken various evaluation processes over the course of the past decade and is currently in the process of undertaking a major evaluation of the success of the PEF during its initial phase (2013-2020.)

The Chair will respond to the Proponent acknowledging receipt of the report and note that the committee looks forward to seeing the final plan and associated metrics.

### 3.3 Marine Institute Vision 2041

The proponent noted that work on the Marine Institute's new vision document began in 2018. When "Transforming our Horizons" was released, the Marine Institute reviewed both documents to identify the linkages between the plans. Though the plans are structured differently and have some different areas of focus, there are many similarities. A table summarizing these alignments was provide in the report, in which each priority area and enabling culture of the new Strategic Plan was mapped against areas of focus within the Vision 2041 document.

Committee members felt that the report table could serve as a model for other proponents.

The Chair will respond to the Proponent acknowledging receipt of the report and note that the committee looks forward to seeing the final plan and associated metrics.

### 3.4 Internationalization

The Strategic International Plan expired in 2020. The report provided an excellent tabular overview of strategic priorities of the Internationalization Centre and alignment of its activities priorities with the priorities and cultures of the new Strategic Plan. However, committee members felt that the scope of the report should expand to discuss the future of the Strategic International Plan itself.

The Chair will follow up with the Director of the Internationalization Centre to inquire as to the status of the Strategic Internationalization Plan in light of the new Strategic Plan.

### 3.5 Infrastructure Plan

Committee members noted that the Infrastructure Plan is more operational in nature (i.e. stabilizing the infrastructure), rather than aspirational and strategic and thus less than an ideal fit for the oversight of PBC.

The Chair will follow up with the Vice-President (Finance and Administration) to identify who should be reporting on the aspirational aspects of infrastructure planning.

## **4. July Meeting of PBC**

The meeting in July will be cancelled.

## **5. Other Business**

A. Marland expressed concern about the diversity in the committee as it is mostly male and white and lack of clarity on the purpose of PBC. Both items should be included on the agenda of an upcoming meeting.

## **6. Adjournment**

The meeting adjourned at 3:15 PM