

**Meeting Notes**  
**Planning and Budget Committee (PBC)**  
**October 27, 2021**  
**2:00 to 3:30 pm, Remote**

**Attendance**

F. Strzelczyk, VPA and Provost (Chair)

K. Anderson, Education

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

R. Nolan, CIAP

J. Porter, Registrar's Office

H. Usefi, Science

M. Woods, Medicine

**Unable to Attend**

L. Pike, Budget Office

**1. Review of notes from the September 22<sup>nd</sup> meeting**

The meeting notes from September 22<sup>nd</sup>, 2021 were reviewed and approved as presented.

**2. Updates**

F. Strzelczyk provided the following updates to the committee:

**Covid-19:** Memorial has a high vaccination rate among students, staff, and faculty who have reported their status. We are still requiring completion of the vaccination form, and are waiting for guidance from government on Covid-19 testing requirements for those who are not vaccinated.

Students who are unvaccinated by the start of registration for Winter 2022 will be restricted from registering for courses and will have their student cards deactivated. Students in that category will have registration privileges re-instated once they provide proof of vaccination. Dr. Strzelczyk requested comments from committee members:

- P. Brett noted that Marine Institute requires proof of vaccination for entry to MI cafeteria due to members of MI community from outside of Memorial;
- F. Strzelczyk noted some of the accommodations that have been made for faculty, staff, and students who cannot be vaccinated;
- E. Kendall noted that students should be notified as soon as possible that registration will be restricted if not registered;

**Graduate Fees:** The Board of Regents approved increased graduate fees for eight course-based masters programs. Approximately 125 students will be affected.

**Centres Policy:** Working Group on Centres Policy has received feedback from consultations and is analysing responses. Next step will involve updating centres policy for review by PBC, and then revision based on PBC feedback and submission to the Board of Regents.

**Special Meeting of Senate:** Meeting will be held in February or March, and it has been suggested to hold a special meeting on EDI at Memorial. F. Strzelczyk asked for feedback from committee, which included:

- This is a good topic for a special meeting of Senate because it relates to all disciplines and all units within the university;
- Is there an expectation that every unit will have someone overseeing EDI to incorporate EDI strategy into the work of units? The Faculty of Science is considering creating an Associate Dean of EDI, but capacity and needs will differ across units;
- Sometimes Senate is not well attended, but this topic may motivate attendance and we could encourage Senators to bring guests from their own units for this special meeting;
- Entire university will benefit from strategic collection of data on EDI;
- Memorial's financial situation, budgets, and budget modelling may be another useful topic given the current situation at the university – this suggestion was received positively. F. Strzelczyk offered to prepare a Powerpoint presentation for review by PBC and to bring this to a regular meeting of Senate in the near future;
- If either EDI or financial situation is brought to Senate for a special meeting, it will be important to make it clear that this is related to the academic side of the university;
- Within departmentalized faculties (HSS and Science), many faculty members are disconnected from Senate, and Faculty Council is the more direct way to reach faculty within those units;
- The Integrated Planning Committee (IPC) had scheduled regular budget town halls over the past several years, but turnout had been declining each year;
- It is important to make it clear that Memorial's approach to funding and revenue is and will be changing and this will lead to changes in operations at the university;

**Action item:** F. Strzelczyk will prepare presentation for Senate and bring to PBC for review at the next meeting.

### **3. Review of Reports – Plans and Frameworks**

K. Matthews provided background of plans and frameworks, outlining what each proponent had been asked for.

#### **i. School of Graduate Studies**

F. Strzelczyk introduced discussion and asked for feedback. K. Matthews provided background, noting that the Strategic Graduate Enrolment Management Plan and *Transforming Our Horizons* informs this report. Discussion ensued and included:

- Format of this report is effective and comprehensive. The first half of the report is comprehensive, while the second half of the report (Enabling Cultures) notes alignment but does not provide detail. It was noted that it is understandably challenging to report on Enabling Cultures;
- Accomplishments are not clearly separated from what is planned for coming year. This can be addressed in template that will be developed for 2022 reporting;

## **ii. Undergraduate Strategic Enrolment Management Plan**

F. Strzelczyk introduced discussion and asked J. Porter to lead discussion of the report on Undergraduate Strategic Enrolment Management Plan. J. Porter noted that metrics are still under development.

F. Strzelczyk suggested parking this report and providing update to PBC once enrolment management plan has been finalized.

Committee members asked for report to be put into similar format as Graduate Studies report, and asked for rationale for targets.

## **iii. Indigenization Plan**

K. Matthews introduced discussion of report on Indigenization plan, noting that it was received within the days leading up to this meeting. Discussion ensued and included:

- This report is mostly narrative due to recent completion of Indigenization plan.

## **iv. Update on remaining reports**

F. Strzelczyk noted that the report on the Teaching and Learning plan and Grenfell Campus report are still outstanding.

**Action item:** K. Matthews and R. Nolan will develop template for reports on plans and frameworks and will submit to PBC for November meeting.

## **4. Draft 2020-21 Annual Report of PBC to Senate**

K. Matthews introduced discussions, noting that PBC is required to submit annual plan and annual report to Senate every Fall. Due to timing of deadline and October PBC meeting, we have received an extension for submission to November 1.

E. Kendall asked for accomplishments should be clarified in report for 2020-21 plan.

Draft annual report has been provided to committee members for review, and K. Matthews requested that committee members provide comments by email prior to Friday, October 29<sup>th</sup>.

## **5. 2021-22 Annual Plan**

K. Matthews introduced discussions, noting that PBC is required to submit annual plan and annual report to Senate every Fall. Due to timing of deadline and October PBC meeting, we have received an extension for submission to November 1.

Draft annual plan, based on 2020-21 annual plan, has been provided for discussion. K. Matthews asked for feedback during meeting, and asked for additional feedback to be sent to him via email. This plan will

be updated with initiatives for the 2021-22 academic year, and will be circulated to committee members for approval. Discussion ensued and included:

- Is there an update on the opening of the Memorial University Act? F. Strzelczyk provided brief update. Government has postponed review of the Act until 2022 sitting of House of Assembly.

**Action item:** K. Matthews will send email to all PBC members summarizing this discussion and requesting feedback on Annual Report and Annual Plan to Senate.

## **6. Other Business**

There being no further business, the meeting adjourned at 3:29 p.m.