

Meeting Notes
Planning and Budget Committee (PBC)
November 24, 2021
2:30 to 3:30 pm, Remote

Attendance

F. Strzelczyk, VPA and Provost (Chair)
F. Ahmed, MUNSU
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
L. Pike, Budget Office
J. Porter, Registrar's Office

Unable to Attend

P. Brett, Marine Institute
A. Marland, Humanities and Social Sciences
H. Usefi, Science
M. Woods, Medicine

1. Approval of Agenda

Motion to approve: C. Bazan; Seconded by: F. Ahmed

Agenda approved as presented.

2. Review of notes from the October 27th meeting

Motion to approve: K. Anderson; Seconded by: S. Mackenzie.

The meeting notes from October 27th, 2021 were approved as presented.

3. Updates

F. Strzelczyk provided the following updates to the committee:

Town Hall: Town hall for employees was held this morning. Attendance was good, and discussion was constructive.

Tuition framework: A working group tasked with implementing the undergraduate tuition framework has developed a set of recommendations, which have been accepted by PAT. The working group is continuing to consider tuition framework for graduate students.

Annual Report to Senate: Annual Report was updated based on PBC feedback and has been submitted to Senate.

4. 2021-22 Annual Plan

K. Matthews provided update on 2021-22 Annual Plan to Senate. Changes are highlighted in red within the document presented today, and significant items include the budget model and alignment of plans and frameworks to *Transforming Our Horizons*.

Motion: E. Kendall; Seconded: C. Bazan

Discussion ensued and included:

- Will Senate schedule be shifted to allow more time for committee reports? Most sub-committees received extensions to submit after original deadline. This will be brought to Senate for consideration.

Plan endorsed as presented.

5. Centres Policy

K. Matthews and E. Kendall provided update on Centres Policy. The community consultation period for the new centres policy has closed, and the working group has analyzed feedback. The distributed draft has been updated based on feedback, and tracked changes identify the specific changes. Comments are included in the document to elaborate on certain points.

As noted at the last meeting of PBC, the primary concerns included administrative burden and uncertainty as to which units are included under the policy. The latter concern has been addressed by listing the existing Operating Units with “Centre” in the title that are outside of the scope of the policy. It is suggested that this list should be presented to PAT for endorsement alongside the policy itself. This list could be included as a page online which can be maintained regularly.

The working group is still considering the approach to representing the executive decision-making body of the university at a time when the title and operation is in flux. Advice will be sought from the manager of the University Policy Framework.

With regard to workload implications, the committee should consider the practical implications of reviewing a volume of reports from centres during the summer when the committee is also reviewing the plans and frameworks.

There is also a concern regarding how the Vice-President of Record should be identified and whether the policy should recommend how the decision should be made by PAT. Committee members commented that the policy currently provides advice on the decision of Vice-President of Record and leaves the ultimate decision of PAT.

Motion: K. Andersen; Seconded: E. Kendall

Centres policy endorsed as presented.

6. Plan/Framework Evaluation Template

At the last meeting of PBC, the report from School of Graduate Studies was acknowledged as an exemplary model for reports on plans and frameworks. R. Nolan and K. Matthews were tasked with developing a template. A draft template, based on the SGS report and the draft PMF document distributed to deans and directors, has been distributed for review. The template is intended to align the entire performance measurement process given that all units are being asked to develop or update operational plans in light of the new strategic plan.

The Board of Regents is meeting in December to consider the institutional performance measurement framework. PBC should wait until formal approval of the PMF by the Board before adopting a template.

Discussion ensued and included:

- This template appears to be a design that will effectively encourage units to consider and present how they are aligning their work with *Transforming Our Horizons*.
- This template should simplify the process for annual reports to PBC.
- Is this template useful for senior leadership (eg. Provost) to assess whether the work of the university is aligned with the strategic plan? Yes. VPA and other senior leaders will be able to use submissions based in these templates to provide updates to the Board of Regents.
- Should Grenfell Campus and Marine Institute continue to be under the purview of PBC since campus plans are not pan-institutional? This should be considered moving forward.

Action item: Consideration of whether MI and Grenfell campus plans should be under the oversight of PBC will be brought to PBC in January meeting.

Action item: Committee members are requested to send feedback to K. Matthews and R. Nolan who will then integrate feedback into the document.

7. Enrolment Update

K. Matthews provided enrolment update. The update is provided annually to PBC and is intended to help PBC better understand the current state of Memorial University, and highlight links between enrolment and budget concerns.

Highlights included:

- Undergraduate enrolment: stable since 2013; spike in 2020 held in 2021
- Graduate enrolment growth in PhD and course-based masters programs
- International undergraduate and graduate enrolment are increasing
- Out-of-Province Canadian undergraduate enrolment is declining and graduate enrolment remains stable

8. Centre for Quantum Social and Cognitive Science

This proposal was presented to PBC in October 2020, and the committee requested revisions. The original proposal was not structured properly, and there were unanswered questions regarding governance and organization. E. Kendell was asked to work with the proponent, Emmanuel Haven, to improve with proposal, and a new version was submitted on November 18th. This is relatively time-bound because there is a film being made which includes the Centre.

Dr. Strzelczyk noted that there is not enough time remaining in this meeting to fully discuss and asked whether committee members would prefer to discuss by email or would like a brief meeting scheduled for December. Discussion ensued. Email correspondence may be the most realistic, but the preference is to attempt to reschedule December meeting for a brief meeting in early December.

Action item: We will attempt to reschedule December meeting to early December.

9. Other Business

There being no further business, the meeting adjourned at 3:31 PM