

Meeting Notes

Integrated Planning Committee Meeting

October 1, 2018

3:30 – 4:30pm

A-2029

Attendance:

Dr. Noreen Golfman, Provost & VP (Academic) (Chair)
Dr. Donna Cox-Hardy, Social Work
Dr. James Feehan, Humanities & Social Science
Bailey Howard, MUNSU
Dr. Donald McKay, Medicine
Dr. Ian Sutherland, Music
Rizza Umali, GSU
Jennifer Batten, Office of the Provost
Keith Matthews, CIAP
Lori Pike, Budget Office
Réanne Kinsella, CIAP

Unable to attend:

Dr. Sean Cadigan, Associate VP (Academic)
Jillian Kavanagh, Marine Institute
Dr. Laura Robinson, Arts & Social Science, Grenfell
Dr. Aimée Surprenant, Graduate Studies

1. Review of meeting notes from September 24, 2018

The meeting notes from September 24, 2018 were reviewed. One clarification was suggested regarding agenda item #4 to note that the consultation questions will be the same for all sessions and campuses. The notes were accepted by the committee.

2. Update from the Working Group

The Working Group met last week to work through some of the next steps in advance of the consultation sessions.

a) Communications Plan

Jennifer Batten will be developing the Communications Plan for the Budget Consultation process during the following week. The plan will be shared with the IPC in order to obtain feedback.

b) Consultation Schedule

Based on the availability of the team, the only feasible time periods to conduct consultation sessions are during the week of October 22 or November 5. The earlier date poses some challenges, particularly as the financial numbers will only be confirmed and presented to the Board of Regents on October 31. The Working Group is currently working to confirm dates, times, and locations for the consultation sessions at the St. John's campus, Marine Institute, and Grenfell Campus.

Livestreaming sessions is still being considered as an option. However, CITL will require four hours to set up the required equipment beforehand. This may pose some challenges depending on space availability. Dr. Sutherland noted that D. F. Cook Recital Hall may provide an additional option and has existing capability to livestream content. Other potential space options on the St. John's Campus include the Landing (capacity 100), Medicine

lecture hall, or Signal Hill Campus. It was felt that the consultations should take place in locations that are easily accessible to members of the University community.

Dr. Maureen Volk has confirmed her availability and willingness to facilitate the sessions. The Working Group will work with Dr. Volk to acquaint her with the process prior to November 5.

c) Budget Update Report

The update report is currently in progress. The first part of the report focuses on the financial update; however some information is not yet available. The second portion of the report provides an update on the recommendations put forward in the May 2018 Budget report. A draft will be provided to Dr. Golfman for review by the end of the week and distributed to IPC for review and feedback the following week. Once finalized, the report will be communicated through *newsletter* and the IPC website.

d) Website

Jennifer Batten circulated a handout outlining a proposed site map for the revised IPC website. Rather than all information on one page, the revised website will have a number of pages. Jennifer will develop a draft site so that Committee members can review the proposed layout.

A suggestion was made to include a link to CIAP's website on the links page as some individuals may be interested in institutional data.

e) Online Survey

Réanne Kinsella circulated the online submission form used during last year's consultation period. Questions 1 and 2 were demographic in nature and will remain largely the same. Question 2 will be revised to include other possible campuses (Labrador Institute, Harlow Campus, and Signal Hill Campus) in the "other" question choice in an effort to be more inclusive. Question 3 asked respondents to identify five areas where resources are most required. This question will be revised to include a pre-populated list based on the priorities gathered during last year's consultation sessions and ask respondents to rate the extent to which they agree that these remain priorities at Memorial. This will allow for greater analyses regarding changes year to year.

A suggestion was made to add a fourth question asking respondents to identify up to five areas where they feel resources are least required. The Committee agreed that such a question would provide useful information, particularly to identify areas where the University may be able to decrease resources.

CIAP will revise the survey and circulate to IPC for review and feedback. The survey will then be submitted to the Institutional Survey Oversight Committee by Wednesday, October 10 for approval.

3. Other Business

The meeting was adjourned at 4:00pm.