

## Meeting NOTES

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<b>Meeting:</b>	Principal's Advisory Council on the United Nations Sustainable Development Goals	<b>Date and time:</b>	Wednesday, August 2 <sup>nd</sup> , 2023		
<b>Location:</b>	355 King Street West, 3 <sup>rd</sup> Floor, Rm 328 (Teams link available)				
<b>Attendees:</b>	Chair, Heather Aldersey  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Oyedeji Ayonrinde</li> <li>Benjamin Bolden</li> <li>Juan Francisco Chavez Ramirez</li> <li>Sandra den Otter</li> <li>Ishana Gopaul</li> <li>Melinda Knox</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Sheng Li</li> <li>Warren Mabee</li> <li>Kate McCuaig</li> <li>Victor Odele</li> <li>Ellie Sadinsky</li> <li>Nathan Splinter</li> <li>Marcus Taylor</li> </ul> </td> </tr> </table>			<ul style="list-style-type: none"> <li>Oyedeji Ayonrinde</li> <li>Benjamin Bolden</li> <li>Juan Francisco Chavez Ramirez</li> <li>Sandra den Otter</li> <li>Ishana Gopaul</li> <li>Melinda Knox</li> </ul>	<ul style="list-style-type: none"> <li>Sheng Li</li> <li>Warren Mabee</li> <li>Kate McCuaig</li> <li>Victor Odele</li> <li>Ellie Sadinsky</li> <li>Nathan Splinter</li> <li>Marcus Taylor</li> </ul>
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<b>Regrets:</b>	<ul style="list-style-type: none"> <li>John DiPaolo</li> <li>Setareh Ghahari</li> <li>Stephanie Simpson</li> <li>Amy Wu</li> </ul>				

### 1. Land Acknowledgement and Chair's Welcome

### 2. Introduction of Members

Members introduced themselves, and shared the unique perspectives they believe they will bring to the group.

### 3. Terms of Reference

- a. Document sent in advance, goal to discuss and finalize at this meeting.
- b. Discussed goals of council as outlined in terms of reference
- c. Council feedback on terms of reference:
  - i. Support for terms of reference as written – building an operational framework is key to success of the council's work.
  - ii. Suggestion to look at language around operational framework(s), to pluralize it to show diverse and numerous actions being taken.
  - iii. Tweak in the last bullet of Purpose section to include work being done locally, in addition to globally.

### 4. Advisory Council Membership

- a. Council members discussed who is missing from the table and who should be part of the conversation on SDGs.
- b. Extended an invitation to the City of Kingston as well as Nancy Ross or representative from the office of the Vice-Principal Research. Waiting for response.
- c. Council members suggested the following additions:
  - i. Brian O'Neil (Director, Investments) or representative from investment services.
  - ii. Indigenous representation. This falls under Stephanie Simpson's role as Vice-Principal Culture, Equity, and Inclusion. Will discuss with her for suggestions of appropriate people to invite at next meeting.

- iii. Alumnus working in SDGs outside the university. The council asked to bring suggestions of potential people that fit this role to next meeting.
  - iv. Associate Dean of Teaching and Learning, faculty of arts and science. Purpose to bring into the conversation surrounding the creation of a potential SDG certificate program. Previous involvement in conversations on sustainable pedagogy.
  - v. Representative from the Office of Advancement.
  - vi. Bring in different subject matter experts and individuals making SDG-related changes at Queen's to meetings to give updates on their work and how they are meeting targets set by the university.
- d. Suggestion of having council members self-identify which SDGs their work aligns with via email/survey to see where our gaps in knowledge and representation are. **Action item: Principal's office will follow up with an email request and deadline to get this information from Council members.**

## 5. Initial Conversation Around Goals and Objectives for Council

- a. Previous committees worked at VP level, excited to work at the principal level to work top-down to move SDGs forward at Queen's.
- b. SDGs bring focus to community and global impact – this is a welcome change from previous groups that looked primarily at internal impact.
- c. As SDGs are more all-encompassing than mandates of previous sustainability working groups, there is potential to spread ourselves too thin. Important to narrow and define focus for our committee activities.
- d. Agreement that work on this council should be high-level work, but still come away with concrete accomplishments in areas such as awareness of SDGs, teaching, knowledge sharing across the university, and a potential SDG certificate program. Would like to create an action plan, rather than a strategy.
- e. Know Queen's is a member of many national and international networks for SDGs, but unsure how active we are in them – Heather and Wendy Craig (Special Advisor to the Principal on Community Engagement) looking into this, seeing how Queens can be more actively involved and take a leadership role. **Action item: To be presented at future Council meeting as part of environmental scan.**
- f. Interest in what other universities is doing to guide our work.
- g. Data to guide our efforts in this council from annual reporting for THE rankings and report, gives us good annual benchmarks to use as a jumping off point for our work, to find gaps, to grow each year, and to encourage us to live up to standards expected of Queen's globally.
- h. Multiple committee members posed the question: What can we take from older working groups and committees to continue in this council's work?
  - i. Remember the commitments to SDGs that Queen's has previously made – be mindful of targets and progress towards meeting them.
  - ii. Institutional memory – suggestion to share documents highlight work done by previous sustainability working groups to inform our work on this council.
- i. Other questions:
  - i. How can we help individuals and departments know about each other's work and potential for partnership and collaborations on campus?
  - ii. How do we bring the language of SDGs to everyone at the University, especially those already doing work that aligns with SDGs, but who do not recognize their work as such?
  - iii. SDGs should be embedded into all targets, strategies, and mandates across the university – how do we influence how individual department strategies are framed by SDGs from this council and the Principal's Office?
  - iv. Council meets once a month, for 1.5 hours – how do we use our time in the best way possible?

## 6. Logistics For the Year Ahead

- a. Council agrees to using the same space (335 King St W, Rm 328) for future meetings.
- b. Monthly meetings, 1.5 hours, in-person component, when possible, with a hybrid component and the option to join online always available.

## **7. Next Meeting Agenda-setting:**

- i. Request from Council members to focus next meeting on understanding the baseline: What has been done in the past at Queen's, info on THE rankings and activities, environmental scan.
- ii. Suggestion of conversation/presentation surrounding institutional memory at Queen's – history of SDG-related work at Queen's that has already been done, is in-progress, and could be continued by the council. Includes looking into recommendations developed in 17-rooms activity.
- iii. Taking stock and understanding baseline of where Queen's is with SDG work and communicating it to the broader university community, planning where we should go from here.
- iv. Pre-reading for meetings to inform conversation – will share documents from 17-rooms activity, annual SDG report, and pre-thinking questions posed by chair.