

## Meeting Notes

<b>Meeting:</b>	<b>Provost and Deans Group</b>	<b>Date &amp; Time:</b>	<b>Aug 16, 2023 10:00 – 11:00 am</b>
<b>Location:</b>	<b>Hybrid (Richardson 315 and TEAMS link in Calendar Invite)</b>		
<b>Chair:</b>	<b>Matthew Evans, Provost and Vice-Principal (Academic)</b>		
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Mark Asberg</li> <li>• Peter Chin -for Rebecca</li> <li>• Wanda Costen</li> <li>• Barbara Crow</li> <li>• Kevin Deluzio</li> <li>• Sandra den Otter</li> <li>• Mohamed Khimji -for Colleen</li> </ul>	<ul style="list-style-type: none"> <li>• Jane Philpott</li> <li>• Fahim Quadir</li> <li>• Teri Shearer</li> <li>• Lori Stewart</li> <li>• Anna Taylor -for Janine</li> <li>• Ann Tierney</li> </ul>	
<b>Regrets</b>	<ul style="list-style-type: none"> <li>• Colleen Flood</li> <li>• Janine Griffiths-Baker</li> </ul>	<ul style="list-style-type: none"> <li>• Rebecca Luce-Kapler</li> <li>• Gavan Watson</li> </ul>	
<b>Guests</b>	<ul style="list-style-type: none"> <li>• Donna Janiec</li> <li>• Leah Wales</li> </ul>	<ul style="list-style-type: none"> <li>• Heather Woermke</li> </ul>	

<b>Discussion Item</b>	<b>Time</b>	<b>Lead</b>	<b>Att</b>
1. Committee Terms of Reference  <b>Decision:</b> <ul style="list-style-type: none"> <li>• This group will meet monthly for two hours going forward</li> <li>• Meeting notes will be posted publicly on the Provost's website</li> <li>• Faculty Deans will meet informally with the Provost between these meetings.</li> </ul> <b>For action:</b> <ul style="list-style-type: none"> <li>• The Provost's Office will prepare a draft Terms of Reference (TOR) for the committee's review at the next meeting.</li> <li>• The Provost's Office will book the informal meetings with the faculty Deans and host the</li> </ul>	10 min	Matthew Evans	

Discussion Item	Time	Lead	Att
first meeting; hosting will rotate by faculty going forward.			
2. SLT-DVP August 24 presentations  <b>For action:</b> Presentations should demonstrate how individual strategies relate to the institutional strategy and Sustainable Development Goals (SDGs) and provide a compelling picture of where the faculty is heading, noting challenges as well as strengths of the unit.	10 min	Matthew Evans	
3. Term Limits on Executive Appointments	10 min	Matthew Evans	
4. Budget Deficit  <b>Decision:</b> <ul style="list-style-type: none"> <li>• At each meeting of this committee, all members will be asked to share the list of proposed budget cuts, including dollar value, that they are implementing in their portfolio.</li> <li>• A joint Provost and Principal committee will be formed to examine functions currently decentralized across the university to identify opportunities to reduce costs through central consolidation. Membership will include at least one Dean.</li> </ul> <b>For action:</b> The Provost's Office will provide a budget update template.	15 min	Matthew Evans	
5. Student Indigenous Identification Verification Process Update	5 min	Ann Tierney	



Discussion Item	Time	Lead	Att
6. Move-in Day Update	5 min	Ann Tierney	✓
7. Other Business	5 min	All	

Please send agenda items for upcoming meetings to [provost@queensu.ca](mailto:provost@queensu.ca).