

Minutes of the University Planning Committee Meeting

Wednesday, September 13, 2023 at 10:30 a.m., Gilmour Hall, Council Room (Room 111)

PRESENT: Susan Tighe (Chair), Karen Bird, Arlene Dosen, Ori Epstein, Saher Fazilat, Lauren Fink, Khaled Hassanein, Steve Hranilovic, Andy Knights, Mark Larché, Jake Nease, Abdul Razak Alozi, Brenda Vrkljan, Nicole Wager

OBSERVERS: Kim Dej, Sean Van Koughnett

CONSULTANTS: Debbie Martin, Melissa Pool

INVITED: Joanne Gittens, *Director, Institutional Research and Analysis*
Sherri Keene, *Assistant University Secretary*
Christine Richard, *Associate University Secretary*
Andrea Thyret-Kidd, *University Secretary & Privacy Officer*
Susan Wright, *Director, Stewardship & Donor Relations*

REGRETS: Dina Brooks, Ryan Clarke, Lili Litwin

OPEN SESSION

Susan Tighe, *Provost & Vice-President (Academic)*, welcomed members including new members; Khaled Hassanein, Lauren Fink, Karen Bird, Andy Knights, Brenda Vrkljan, Melissa Pool, Lili Litwin, Ryan Clarke, and Dina Brooks. S. Tighe noted that Nicole Wagner is Chair of the Budget Committee for 2023-2024.

Members were informed of the voting procedure.

1. Minutes of the Previous Meeting – May 31, 2023 (Open Session)

It was duly moved and seconded,

that the University Planning Committee approve the open session minutes of the meeting held on May 31, 2023, as circulated.

The motion was **Carried**; 1 abstention.

2. Chair's Comments and Update

S. Tighe expressed that it was great to be back on campus and to see students. It was noted that a message had been sent to all faculty, staff, and students regarding safety. The act of violence that took place at the University of Waterloo in June led to many discussions at university campuses. McMaster made the decision to not make classroom information publicly visible in any physical

or electronic location. Members were encouraged to download the Safety App on their phones as this is a way to communicate in emergency situations.

S. Tighe also noted that everyone is encouraged to choose the campus ancillary services whenever possible. There are six ancillary units at the University and these include, The Campus Store, Continuing Education, Hospitality Services, Housing and Conference Services, Media Production Services, and Parking Services. McMaster's budget model returns 4.5% of ancillary sales to the operating fund.

Members heard that there is a modest surplus excluding items that are one-time however, the University must continue to plan carefully and maintain prudent spending. The University is waiting to hear back from the Blue-Ribbon Panel.

3. Business Arising

There was no business arising.

4. 2023-2024 Meeting Dates and Membership

S. Tighe advised members to dedicate time in their schedules to review materials. It was noted that the vacant Faculty of Humanities Representative seat will be filled during the by-elections in October.

These items were for information.

5. Budget Committee Membership 2023-2024

S. Tighe noted that the Budget Committee is a subcommittee of the University Planning Committee and that Nicole Wagner is the first teaching stream faculty member to Chair the Budget Committee.

This item was for information.

6. Report from Institutional Research & Analysis

S. Tighe explained to Members that through the course of the year, the Committee will receive planning reports from various academic and administrative units. The reports come on a tri-annual basis from all academic and administrative units across the campus. This is the first of the reports for this year.

S. Tighe invited Joanne Gittens, *Director, Institutional Research and Analysis*, to present the report.

J. Gittens presented an overview of Institutional Research and Analysis' (IRA) functions, emphasizing their commitment to generating data-driven value for the university through reports, projections, and meaningful dashboards. It was noted that IRA's reach extends beyond the university to include government and external agencies as stakeholders.

A Member asked for information on data transparency, particularly regarding access to salary data. IRA's collaboration with groups like MUFA and adherence to data governance protocols for access were discussed. Access to data was mentioned to be contingent on governance and stewardship. A Member also noted that salaries over \$100,000 are public information.

The topic of McMaster's standing compared to peer institutions, especially in terms of Oracle BI and dashboards, was raised. It was mentioned that McMaster has been a leader in this area for over six years.

A Member inquired about IRA's role in governance projects, and it was explained that they closely collaborate with data governance efforts, coordinated through the AVP, Academic Planning and Finance. S. Tighe highlighted the importance of regularly analyzing data to understand operational needs and to align with national and international standards. It was noted that the VP, Finance and Operations' team is involved in Uniforum data analysis.

A Member thanked the IRA team for providing external data that can be shared with the community, particularly in the context of the Graduate Task Force.

This item was for information.

J. Gittens withdrew from the meeting. A. Knights withdrew from the meeting as well.

7. Other Business

There was no further business.