



Academic Unit Planning Committee

AGENDA

February 24, 2025

13:00-14:00 pm NT | [Microsoft Teams](#)

LAND ACKNOWLEDGEMENT

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

1. Approval of the Agenda

1.1. Meeting of February 24, 2025

2. Approval of the Minutes

2.1. Meeting of January 2025 (Appendix A, pp. 3-6)

2.2. Meeting of December 2024 (Appendix B, pp. 7-9)

3. New Business

3.1. Academic Unit Planning

3.1.1. Academic Unit Planning Status Report

3.1.2. HSS – Modern Languages, Literatures, and Cultures

[AUP Package: Self-Study, Panel Report, Unit Response, and Action Plan: via Brightspace]

3.2. Action Items and Updates

3.2.1. Dept. of Biochemistry; AUPC response to Unit's request for adjusted timeline

3.2.2. Dept. of Ocean Sciences; AUPC response to Unit's appeal for support

3.2.3. Dept of Economics; AUPC response to 1-Year Update

3.2.4. IT Request for addition of P. Ride to Brightspace [completed]

3.2.5. Feb 7th SCTL meeting

3.3. Senate Matters

3.3.1. March Senate meeting; drafting mini-presentation

3.3.2. April Senate meeting; presentation of AUPC Report on the Administrative Plights of Small Academic Units

3.3.2.1. AUPC committee final review of report

3.3.2.2. AUPC request to Senate executive to be added to April Senate agenda (deadline February 20).

3.3.2.3. Submission of Report to Senate Executive (deadline: March 20 to Executive).

3.3.2.4. AUPC fyi to Dean of HSS ahead of Senate.

3.4. AUPC Report

3.4.1. CIAP Preliminary Report on Small Units at St. John's Campus; update

3.4.2. AUPC Report on the Administrative Plights of Small Academic Units; update

4. Other Business

MEMBERSHIP

Dr. A. Dorward, Chair
Dr. S. Giwa, Vice-Chair
Dr. E. Kendall
Ms. C. Walsh

Mx. A. Zedel (MUNSU)
Ms. A. White (MISU)
Mx. J. Joy (GCSU)
Mr. S. Shah (GSU)

Ms. M. MacLean, Secretary
Mr. B. Mishkat (non-voting)

Appendix A – January 2025 Minutes

Academic Unit Planning Committee

January 27, 2025

13:00-14:00 pm NT | [Microsoft Teams](#)

CHAIR

Dr. A. Dorward

SECRETARY/RECORDING

Ms. M. MacLean

PRESENT

Dr. E. Kendall
Mr. S. Shah (GSU)
P. Ride (Grenfell)
K. Matthews
B. Mishkat

REGRETS

Dr. S. Giwa
Ms. C. Walsh
Mx. J. Joy (GCSU)

ABSENT

Mx. A. Zedel (MUNSU)
Ms. A. White (MISU)

Dr. A. Dorward read Memorial University's Land Acknowledgement.

Meeting called to order at 13:36 by A. Dorward.

5. Approval of the Agenda

5.1. Meeting of January 27, 2025

Draft agenda posted to Brightspace.

Request to add "Omnibus Survey" present by K. Matthews to "New Business" as 3.1

MOTION E. Kendall/ A. Dorward

RESOLVED that the agenda be approved with addition.

No discussion.

CARRIED

6. Approval of the Minutes

6.1. Meeting of December 19, 2024 (Appendix A, pp. 2-5)

Quorum unmet at January meeting.

- Chair to circulate electronically for voting. *Minutes attached as Appendix A.*

7. New Business

7.1. Omnibus Survey presentation – K. Matthews (Centre for Institutional Analysis and Planning)

Omnibus survey will occur annually as a student survey on Unit and Institution. Will replace need for AUP surveys and provide annual trend tracking. Will be incentivized via prizes for

student submissions. Discussion ongoing of how to disperse the prizes to generate high participation across all campuses, units, and levels.

Survey will provide data for offices/units to compare across the larger population. Will allow frameworks/plans and various VPs to see aggregate data.

Student Unions will be able to access aggregate data. Survey has built-in logic which will release only applicable questions to students based on their level. Survey not yet able to differentiate distance students from in-person; relies on Banner data inputs.

Institutional Survey Oversight Committee (ISOC) maintains a public listing of planned institutional surveys, which will include omnibus, that Unit Heads are welcome to share.

National surveys will continue as it provides ability to hold national comparisons.

7.2. Academic Unit Planning

7.2.1. Academic Unit Planning Status Report

Medicine PHAHS – electing to combine unit response and action plan; submission date to move to AP due date

Music – panel report overdue; Unit Head aware.

FEAS, Ocean & Naval – panelist recruitment continues.

HSS, Economics – 1-year report submitted, review this meeting.

HSS, MLLC – action plan held for Dean’s approval. Panel report submitted in July.

- Secretary to email Dean to request update if action plan is paused, in-progress, or if a mediator is needed to assist Unit/Dean.

HSS, Political Science – AUP launch tomorrow (Tuesday).

Science, Chemistry – date and panelists secured; Unit notified failure to have Dean-approved self study by February 11th will result in cancelled site visit.

Science, Computer Science – anticipating site visit in late Sep to early Oct.

Science, Mathematics & Statistics – AUP launch is Wednesday.

Science, Physics & Physical Oceanography – panelist recruitment continues.

Marine Institute, Fisheries – panelist recruitment continues.

Grenfell – no updates on any School.

7.2.2. Department of Economics; One-Year Report

Noting Unit used a new text color to differentiate one year update.

Action plan and updates align to challenges and burdens trend noted by AUPC in Units with less than 8 faculty members.

Indicates many non-major students using economics to fulfill their electives; these elective-heavy courses are offered predominantly online. Is Unit able to offer breadth of core courses in-person to promote sense of collegial community for majoring students?

Indicates Unit directly recruiting students to major in economics. Unclear that administrative support is at a sufficient level to support Unit.

Noted graduate students dissatisfied with breadth and availability of courses (ex. international trade); will Unit be able to meet need with current hiring freeze?

- Chair to draft response letter to Unit ahead of February AUPC meeting. To include inquiry regarding data the Unit has for which course(s) are experiencing abundance of

non-majoring students. To include inquiry regarding hiring freeze impacts on potential hiring to meet graduate students' course needs/wants

7.2.3. Updates

7.2.3.1. Labrador Meeting, January 2025

Fruitful meeting with A. Warren, S. Moore, A. Dorward, and M. MacLean. Labrador to review current procedures and note areas they may need adjustments (similar to Marine Institute).

7.2.3.2. Department of Biochemistry; program timelines

Unit noting that by Fall convocation 2025 anticipates 90% of biochemistry and Nutrition students graduating. First intake of Human Biosciences majors was September 2023 with majority anticipated to graduate in Spring 2026.

- Chair to write letter to Unit Head noting timeline expressed by Unit and confirming launch in Winter 2026 with Site Visit planned for 2027 to allow for full breadth of student during self-study composition and ability to include Human Biosciences as alumni for site visit in 2027. Unit welcome to opt to launch earlier if they wish.

7.2.3.3. Department of Ocean Sciences; response to Unit

AUPC confirming wish to partner with Ocean Sciences.

- Chair to email Unit Head (Dr. Patrick Gagnon) notifying that AUPC wishes to partner and is preparing a formal letter for Unit.
- Chair to draft letter to Unit Head notifying wish for AUPC and Ocean Sciences to partner on issues with cold-water facility and proposed staffing change included in 10-page document prepared previously for Dean and VPR. To include notification that AUPC will write to Dean and VPR for response. To include the next stage would be to present to Senate.

7.3. Senate

7.3.1. January Senate meeting; notable items

Due to time constraints this agenda item was not discussed.

7.3.2. March Senate meeting; drafting mini-presentation

Draft mini-presentation posted to Brightspace. Utilized AUPC Annual Plan and Report to inform slides. Will keep presentation to 5-6 slides to allow discussion opportunity with Senate. Request by E. Kendall to switch last two slides; committee composition followed by member names.

- P. Ride to be added to Brightspace, per Chair's request, to allow access to Annual Plan and Report among other documents until Senate application approved officially.

7.4. AUPC Report

7.4.1. CIAP Preliminary Report on Small Units at St. John's Campus; update

Senate executive meets the last Thursday of the month. If CIAP wishes to have report included with AUPC's report it must have it completed ahead of March AUPC meeting.

B. Mishkat confirming CIAP report will be sent to AUPC Chair by Jan 30th

7.4.2. AUPC Report on the Administrative Plights of Small Units; update

Senate executive meets the last Thursday of the month.

AUPC will note the report during the March mini-presentation on Committee at Senate.

- AUPC to circulate to AUPC members final draft of report for final commentary. Final vote on Report will occur at February AUPC meeting.
- AUPC Chair to notify Senate Executive ahead of last Thursday in February of AUPC's intention to submit documents and present on small units topic at April Senate.
- AUPC Chair to share AUPC report with HSS Dean immediately following February AUPC meeting. Noting required date for comment ahead of March Senate Executive deadline for documents (last Thursday of the month).
 - Not necessary for AUPC report to accompany the AUPC report. The CIAP Report is a referential document to track what has been discussed at preliminary phases when data was circulated.

8. Other Business

Meeting Adjourned at 14:02

MEMBERSHIP

Dr. A. Dorward, Chair
Dr. S. Giwa, Vice-Chair
Dr. E. Kendall
Ms. C. Walsh

Mx. A. Zedel (MUNSU)
Ms. A. White (MISU)
Mx. J. Joy (GCSU)
Mr. S. Shah (GSU)

Ms. M. MacLean, Secretary
Mr. B. Mishkat (non-voting)

Appendix B – December 2024 Minutes

Academic Unit Planning Committee

AGENDA

December 19, 2024

13:30-14:30 pm NT | [Microsoft Teams](#)

CHAIR

Dr. A. Dorward

SECRETARY/RECORDING

Ms. M. MacLean

PRESENT

Ms. C. Walsh

Dr. E. Kendall

Mx. J. Joy (GCSU)

REGRETS

Dr. S. Giwa

ABSENT

Mx. A. Zedel (MUNSU)

Ms. A. White (MISU)

Mr. S. Shah (GSU)

Dr. A. Dorward read Memorial University's Land Acknowledgement.

Meeting called to order at 13:36 by A. Dorward.

1. Approval of the Agenda

1.1. Meeting of December 19, 2024

A draft agenda for the meeting was circulated on Brightspace.

MOTION J. Joy/ C. Walsh

RESOLVED that the agenda be approved as circulated.

No discussion.

CARRIED

2. Approval of the Minutes

2.1. Meeting of November 25, 2024 (Agenda Appendix A, pp. 2-5)

A draft of the minutes for the meeting of was circulated on Brightspace.

MOTION C. Walsh/J. Joy

RESOLVED that the minutes be approved as circulated.

No discussion.

CARRIED

3. New Business

3.1. Academic Unit Planning

3.1.1. Academic Unit Planning Status Report

- Education – panel report forwarded by Dean of Record to Unit Head; 14 days added to timeline to accommodate exams/holidays.
- Medicine: PHAHS – panel report forwarded by Dean of Record to Unit Head; 14 days added to timeline to accommodate exams/holidays.
- School of Music – panel report has had 14 days added to timeline to accommodate exams/holidays.
- HSS – Economics – Unit Head requesting January submission for one-year report to accommodate exams/holidays.
- HSS – MLLC - Dean of Record and Unit Head continue to develop Unit Response and Action Plan.
- HSS – Political Science – official launch scheduled for January 28th 13:00.
- Science – Biochemistry – to be discussed further this meeting.
- Science - Chemistry – site visit tentatively scheduled for March 11-13th.
- Science – Mathematics – official launch tentatively scheduled for January or February faculty meeting (last week of the month).
- Physics & Physical Oceanography – self-study report submitted to Dean of Record for approval; list of panelist candidates sent to Dean of Record and Dean of SGS for approval.
- MI School of Fisheries – 3 panelists confirmed for site visit tentatively scheduled for March 24-26th.

Department of Biochemistry met with AUP Coordinator to discuss timeline schedule for next January (W2025) and sought AUPC's feedback regarding adjustment to timeline to reflect their transition from Biochemistry to Human Biosciences. AUPC agrees consistency in messaging by having full undergraduate cohort of Human Biosciences present would be beneficial.

- Secretary to email Unit Head to confirm when first graduates of Human Biosciences will occur and their proposed revised schedule.

3.1.2. Faculty of Science, Department of Ocean Sciences

Review of supplemental document the Unit forwarded to AUPC. Noted by committee as very rationale and logical document that outlines their current issues and proposed solutions (i.e. Director, facilities).

- Secretary to email Unit Head acknowledging document, AUPC's interest in advocating/collaborating, and potential recipients for next stage of communication together (i.e. AVPA, Senate).

3.2. Senate

3.2.1. December meeting

Senate included AUPC Annual Plan.

March 2025 Senate meeting for AUPC mini-presentation.

- Chair will post to Teams draft presentation for committee review.

3.2.2. Grenfell member nomination of P. Ride

Confirmation for appointment not yet received by AUPC.

- Secretary to email Dr. Ride invitation to attend January AUPC meeting in a non-voting role. Once confirmed appointment, member can vote.

3.3. AUPC Reports

3.3.1. CIAP Preliminary Report on Small Units at St. John's Campus (update)

AUPC finalizing formal report of data sets sent in 2024 to AUPC.

- B. Mishkat to forward completed AUPC report to AUPC Secretary; once received will post to Brightspace.

3.3.2. AUPC Report on the Administrative Plights of Small Units

Chair noting draft report is available on Teams for final feedback and commentary.

- Committee to review draft report and encouraged to add revisions/comments directly on Teams.

4. Other Business

C. Walsh/E. Kendall motioned for adjournment.

A. Dorward adjourned meeting at 14:16.

MEMBERSHIP

Dr. A. Dorward, Chair
Dr. S. Giwa, Vice-Chair
Dr. E. Kendall
Ms. C. Walsh

Mx. A. Zedel (MUNSU)
Ms. A. White (MISU)
Mx. J. Joy (GCSU)
Mr. S. Shah (GSU)

Ms. M. MacLean, Secretary
Mr. B. Mishkat (non-voting)