

# Minutes

## Academic Unit Planning Committee Meeting

Date: August 28, 2023

Time: 13:00am-14:00pm

Location: WebEx

<u>Attendance</u> <b>Ed Kendall</b> , Medicine <b>Ann Dorward</b> , Medicine <b>Melissa MacLean</b> , CIAP <b>Charlene Walsh</b> , Marine Institute <b>Jawad Chowdhury</b> , MUNSU <b>Karen Parsons</b> , Nursing <b>Sulaimon Giwa</b> , Social Work	<u>Regrets, Absent</u> <b>Shaheen Shah</b> , GSU Vacant, GCSU Vacant, Grenfell Campus Vacant, MISU
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1. Welcome
  - a. Introductions
  - b. Review of the Agenda
  - c. Approval of the meeting notes

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2. AUP Status Report Update
  - a. Launches in 2023-24
  - b. Site visits in 2023-24
  - c. Review of proposed new status report layout

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3. AUP Reports for Review
  - a. Medicine Cluster 1
  - b. History
  - c. English
  - d. Sociology

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4. Other Business
  - a. Update : CEQ
  - b. Standing Item, Topic: Space
    - Status update
  - c. Standing Item, Topic: Communications Protocol
    - Communications grid
  - d. Standing Item, Topic: AUP Site Visit Honorarium
    - Status update

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5. Next Meeting
  - a. September 25, 2023 [WebEx]

## NOTES

1. Welcome
  - a. **Introductions**
  - b. **Review of the Agenda**
  - c. **Approval of the meeting notes**  
Motion by A Dorward; second, J. Chowdhury
2. AUP Status Report Update
  - a. **Launches:**
    - 6 launches anticipated for 2023-2024

- Humanities - Gender Studies.
- Science - Psychology.
- Engineering - 2 of their 3 remaining units to launch.
- Grenfell - 1 of their 2 remaining units to launch.
- Marine Institute (five year cycle) - Fisheries; all applicable for review (Ocean technology launched in 2017, maritime studies launched in 2016).

**Self-Study:**

- Anticipated to come
  - Medicine Cluster 2, Education, HKR, Music, MLLC, Chemistry, Earth Science, electrical & computing engineering, Physics & Physical Oceanography, and Grenfell SSE.
  - Computer Science

**b. Site Visits:**

- Potential of 12 site visits this academic year
  - Medicine Cluster 2, Education, HKR, Music, MLLC, Chemistry, Earth Science, electrical & computing engineering, Physics & Physical Oceanography, and Grenfell SSE.
  - Computer Science
  - Ocean & naval architectural engineering.
- Largest stress test on resources at CIAP; previous record was high of 8/year

**Panel Reports:**

- Pharmacy flagged for review.

**Unit Response/Action Plan:**

- Submission received
  - Med Cluster 1's Response, action plan, and summary

**Lay Summary:**

- Submission received
  - History's lay summary
  - Med Cluster 1

**One Year Report:**

- Submissions received
  - English's one year report
  - Sociology's one year report

**Three Year Report:**

No submissions to review

**c. Review of proposed new status report layout**

- Proposed status report template reviewed by AUPC and approved to be adopted for all future meetings
  - **Action Item:** AUPC status reports to adopt new model. Due: M. MacLean, next AUPC.

**3. AUP Reports for Review**

**1) Medicine Cluster 1 (response, action plan, and summary)**

- Notably well organized, clear, and documented/linked.

- Responsible persons in tables reflect medical school structure unlike other MUN academic units. Confirmed that persons responsible would share written drafts with committees and stakeholder groups prior to finalizing.
  - Currently unclear the “message of direction” of the five programs of biomedical sciences cluster.
    - **Action Item:** AUPC response letter to Med Cluster 1 to request addition of language around a message of the direction of the program. Due: M. MacLean draft to E. Kendall, next AUPC.
- 2) History (lay summary)
- Approved and accepted
    - **Action Item:** AUPC response letter to History approving and thanking for the lay summary. Due: Melissa, next AUPC.
    - **Action Item:** post History lay summary to AUPC website. Due: M. MacLean, next AUPC.
- 3) English (1-year update)
- Noted Unit discussing conversion of current student association room into computer space. Conversion likely due to need of computer space within physical space allotment restraints of the unit itself.
    - Issue not specific to English, is an issue that will be monitored by AUPC as potential developing trend in Unit forced choices.
    - **Action Item:** AUPC to note this as an example in future space meeting with A. Hunniford. Due: E. Kendall, next Space meeting is TBD.
    - **Action Item:** AUPC response letter to English approving and thanking for the one-year update. Due: M. MacLean, next AUPC.
- 4) Sociology (1-year update)
- Noted Unit included several links to specific areas of Memorial’s new strategic plan
    - **Action Item:** AUPC response letter to Sociology approving and thanking for the one-year update. Due: M. MacLean, next AUPC.

#### 4. Other Business

##### a. Update : CEQ

##### C. Walsh providing CEQ update

- C. Walsh providing, via Brightspace, the standard common questions;
  - Questions are structured to be student-centered, student-focused.
    - Questions meant to be rooted in reflecting on the course and not a post-grad reflection.
    - The CEQ unit of consideration is a single course and not a program, so program review questions may be difficult to incorporate. Questions that could cumulatively lead to a review of a program would be feasible.
  - SCCE is drafting a strategy for instructors/administrators to submit questions they wish to be reviewed and included.
  - SCCE is engaging Nursing and AUPC in the review of a series of sample questions that instructors/administrators could

reference when submitting their own to the committee for inclusion to Explorance Blue for customization. AUPC may wish to consult with units regarding the use of the CEQ to collect ongoing course feedback that could feed into AUP processes.

- AUPC inquired about anonymity of students regarding the CEQ privacy policy (introductory statement on CEQ) and procedures related to violations of the student code of conduct.
  - C. Walsh will bring AUPC's concerns and comments regarding the CEQ introductory statement, particularly the reference to Memorial's privacy statement.
  - C. Walsh noted that there are plans to confer with the Provost on policy and process development regarding violations of the student code of conduct (comments submitted through the CEQ).
  - S. Giwa noting, in discussion of violating the student code of conduct and commentary submitted via the CEQ, that empirical evidence shows such hostile comments are over-represented for teachers who are BIPOC, female, and/or minority.
    - Goal of CEQ is to reduce the harm of such bias-rooted responses and focus in on teaching and learning experience.
- Reporting of results of individual courses for course comparison by students is not the goal of CEQ since repurposing to a course experience questionnaire vs historic course evaluation questionnaire.
  - Purpose is for aggregate results to provide constructive feedback to instructor to incorporate into their teaching.
- **Action Item:** C. Walsh, once second draft available, to share with M. MacLean for posting to BrightSpace. Due, C. Walsh ahead of September meeting.
- **Action Item:** AUPC to review C. Walsh's documents on BrightSpace and draft sample custom questions. Due: in preparation for AUPC September meeting

**b. Standing Item, Topic: Space**

- Foundational report completed
  - **Action Item:** M. MacLean to post to AUPC BrightSpace for review. Due, ahead of September AUPC meeting.
- E. Kendall and A Hunniford meeting
  - Postponed until semester resumes due to conflicting schedules.
  - **Action Item:** E. Kendall to schedule meeting with A. Hunniford.

**c. Standing Item, Topic: Communications Protocol**

AUPC reviewed and approved communications grid template.

**d. Standing Item, Topic: AUP Site Visit Honorarium**

- M. MacLean to complete foundational report for AUPC to review.
- **Action Item:** M. MacLean to continue receiving unit information on remunerations for external audits and compile table of results. Due, end of September.

**5. Next Meeting**

September 25, 2023 @ 13:00 [WebEx]

**Action Item: AUPC to elect chair at September meeting**

Adjournment: 13:12