

Minutes

Academic Unit Planning Committee Meeting

Date: December 18, 2023

Time: 13:00am-14:00pm

Location: WebEx

<u>Attendance</u> Ed Kendall , Medicine Melissa MacLean , CIAP Charlene Walsh , Marine Institute Sulaimon Giwa , Social Work Syed Saif Sayeedi , GCSU Nahid Masoudi , Economics	<u>Regrets, Absent</u> Vacant, Grenfell Campus (faculty) Vacant, MISU Jawad Chowdhury , MUNSU Shaheen Shah , GSU Ann Dorward , Medicine
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1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of meeting notes
 - i. November Minutes
2. Academic Unit Planning
 - a. Status Report Update
 - b. Review of Economics Unit Response - Action Plan
 - c. Review of Philosophy One Year Report
 - d. Review of Political Science Three Year Report
3. Reports/Letters to Senate & Executive
 - a. Thematic Report: Space
 - i. Update - Cover Letter
 - b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]
 - i. Update
 - c. Letter to Senate: Plight of the Small Units
4. Other Business
 - a. CEQ updates (C. Walsh)
5. Next Meeting
 - a. January 22, 2024 (WebEx)

1. Welcome

- a. **Introductions**
- b. **Review of the Agenda**
Reviewed, no ad hoc additions.
- c. **Approval of meeting notes**
 - **November Minutes**
Reviewed, no changes noted.
Motion: approve minutes [E. Kendall; C. Walsh]. Approved

2. Academic Unit Planning

- a. **Status Report Update**
 - **Education**= Dr. Pamela Osmond-Johnson began Dec 1st as the new Dean. List of panelists sent to the AVPA and Dean of Graduate studies with a ranking returned

to CIAP. Panelist recruitment underway with 2 yes, 1 tentative, and 1 decline; recruitment ongoing until filled. Site visit target is Feb/March.

- **Medicine, HKR, Music, and Pharmacy**= no updates to change of status.
- **HSS**
 - **Classics**= Unit to supply a one year report in January
 - **Economics**= Dean approved reports for AUPC review
 - **Folklore**= Dean received and reviewing report.
 - **Gender Studies**= Dean's office approved launch in W2024
 - **MLLC**= self-study under review by Dean. List of panelists sent to the Dean with a ranking returned to CIAP. Panelist recruitment underway with 2 yes, 1 no. Site visit target is Feb/March.
 - **Philosophy & Political Science**= Dean approved reports for AUPC review.
- **Science**
 - **AVPA** = will be contacting Dean regarding Dept. of Psychology launch.
 - **All Overdue Departments**= No response from Dean's office on updates or challenges. AVPA aware. AUPC discussed in November and reviewing letter template this meeting.
- **Marine Institute**
 - Awaiting confirmation from A. Clarke on date of Fisheries launch in W2024.
- **Grenfell**
 - VP Grenfell, I. Sutherland, confirming both remaining schools will launch in tandem but unable to confirm the date of launch.

b. Review of Economics Unit Response - Action Plan

- Utilized the template provided by AUPC creating clear communication and links.
- Unit appears to have healthy overall enrolment
- High graduate student application rates; 300+ applicants for 8 graduate spaces.
 - However, lack of administrative support creates large burden on Unit in processing graduate applicants; worsened by access issues by department Graduate Coordinator (faculty member) who must make individual requests per applicant/application for database information (ex. Funding).
- **Action Item:** M. MacLean to draft letter to Economics thanking for submission (noting appreciation of their use of the template) and prompting for completion of a Summary Report. *Due: ahead of January meeting to E. Kendall*

c. Review of Philosophy One Year Report

- Did not use the template for report.
 - Information provided is abbreviated and lacks information when noting minimal progress on an action plan item.
 - Do not appear to have progressed far concerning their visioning and planning as a Unit.
 - Space noted as an unresolved issue of concern to the Unit.
- **Action Item:** M. MacLean to draft letter to Philosophy acknowledging their submission and prompting for template usage and further details provided on incomplete or low progress on action plan items when submitting their Three Year update. *Due: ahead of January meeting to E. Kendall*

d. Review of Political Science Three Year Report

- Utilized the template provided by AUPC
 - Noted One Year Update was a qualitative response (email) that did not communicate all action plan items status or commentary on progress. This created added difficulty for the current Unit Head to properly include the items in the "One Year" column of the template.

- Clearly outlined those items that were actioned and completed.
- Blended use of “already completed or unfeasible” made those specific items difficult to track; particularly given the absence of a one-year template from previous Unit Head
- Use of “discussed”, “engaged”, etc. did not provide clear benchmarking on progress status, challenges Unit is facing in completing, or support needed to assist in completing.
- Space noted as an unresolved issue of concern to the Unit.
- Unit appears to need increased support to achieve their goals.
- **Action Item:** M. MacLean to draft letter to Political Science acknowledging their submission and requesting response for further details provided on incomplete or low progress action plan items; as well as request for unit to clearly indicate if an item is complete or unfeasible. *Due: ahead of January meeting to E. Kendall*

3. Reports/Letters to Senate & Executive

a. Thematic Report: Space

- Update - Cover Letter
 - Amended letter posted to BrightSpace from AUPC members’ revisions sent to M. MacLean.
 - Next Steps: share the cover letter and report with the executive team and Senate.
 - **Motion:** letter to be circulated to executive team and Senate [E. Kendall; N. Masoudi]. Approved
 - **Action Item:** E. Kendall to send letter and thematic report on space to executive team and Senate (with amendments to date/recipient names as required; AUPC secretary cc’ed). *Due: January and throughout W2024 as required.*

b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]

- Update
 - Revised template letter posted to BrightSpace from AUPC members’ revisions sent to M. MacLean.
 - Next Steps: create list of Units 6 months tardy using data from AUP status reports then contact applicable Dean of Record with letter.
 - **Action Item:** E. Kendall to draft list of recipients and complete template letters per Unit to send to Dean of Record (with amendments to date/recipient names as required; AUPC secretary cc’ed). *Due: January (list of Units) and February (letters sent).*

c. Letter to Senate: Plight of the Small Units

- PBC decision regarding Special Topic to Senate
 - PBC had accepted Plight of the Small Units as their special meeting of senate topic for March. PBC has since notified AUPC Chair they will not be proposing this as their special topic item for March.
 - PBC requesting AUPC consider submitting communication directly to Senate regarding the issue.
 - PBC noting they are unclear on the definition of “small unit”
- Discussion by AUPC to subtopics for a letter to Senate
 - Administrative burden on small units when tasked with undergoing the self-study phase
 - Shared administrative support staff by multiple units (worsened when geographically that admin is located far from the unit or shared amongst geographically incongruent units)

- Faculty capacity/compliment of Units measured by majors vs total students who enroll in courses; impact on FTE and PCI hiring when using majors as the central metric.
 - a. Concern that Units with large enrollments that act as service Units are understaffed (FTEs and administrative support) compared to Units that have equivalent student numbers represented predominantly via majors students.
- Next Steps:
 - a. create an information-forward Summary of Facts report that can be circulated to represent the issues that have been noted in AUPs.
 - i. Report will not include any direct recommendations, remedies, or solutions. Report will act only as flagging of the issue to stir Senate debate on topic.
 - b. Draft accompanying letter proposing to Senate the issue be added to the agenda as topic for discussion.

- **Action Item:** E. Kendall to draft Summary report of facts. *Due: February.*

4. Other Business

- a. CEQ updates (C. Walsh)
 - No updates will be available until February.

5. Next Meeting

- a. January 22, 2024 (WebEx)

Adjourn 14:13