

Minutes

Academic Unit Planning Committee Meeting

Date: January 22, 2024

Time: 13:00am-14:00pm

Location: WebEx

<p><u>Members</u> Ed Kendall, Medicine Nahid Masoudi, Economics Ann Dorward, Medicine Aiden Parsons, MISU Melissa MacLean, CIAP Baset Mishkat (CIAP) [non-voting]</p> <p><i>"A quorum for the conduct of business shall be five members with at least three faculty members in attendance."</i></p>	<p><u>Regrets/Absent</u> Charlene Walsh, Marine Institute {regrets} Sulaimon Giwa, Social Work {regrets} Syed Saif Sayeedi, GCSU {absent} Jawad Chowdhury, MUNSU {absent} Shaheen Shah, GSU {absent}</p> <p><i>Vacant, Grenfell Campus (faculty)</i></p>
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Agenda

1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of meeting notes
 - i. December Minutes
2. Academic Unit Planning
 - a. Status Report Update
 - b. Review of Folklore – One Year Report
3. Reports/Letters to Senate & Executive
 - a. Thematic Report: Space
 - i. Update
 - b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]
 - i. Update
 - c. Letter to Senate: Plight of the Small Units
 - i. Update
4. Other Business
5. Next Meeting
 - a. February 26, 2024 (WebEx)

1. Welcome

a. Introductions

Aiden Parsons, MISU student representative for AUPC. Voting member.
Baset Mishkat, analyst with CIAP. New non-voting resource personnel.

b. Review of the Agenda

Reviewed. No amendments requested.

Request to approve agenda.

Motion: approve agenda (A. Dorward; N. Masoudi)

c. Approval of meeting notes

i. December Minutes

Reviewed. No amendments requested.

Request to approve minutes.

Motion: approve minutes (A. Dorward; N. Masoudi)

2. Academic Unit Planning

a. Status Report Update [delivered via M. MacLean]

- **Education**= All 4 panelists confirmed and March 7-9 is site visit dates being scheduled. Awaiting official approval of the self study via the AVPA. Education designed their self-study as a BrightSpace page; challenges as does not align to our usual presentation of material and requiring relocation of materials to match. Anticipating future difficulties when this website must be turned into 1 large PDF for repository access.
- **Medicine**= no update regarding delayed self-study. CHH name changing and will need to be reflected once it becomes public verbiage. A. Dorward to connect with Dean on delay.
- **School of HKR**= student and alumni surveys submitted to ISOC for review in January. Further data inquiries have been received by CIAP to support their self study data/narrative.
- **Music**= no updates on submission.
- **Pharmacy**= contacted again regarding the unit response and action plan that was due June, then moved to October, and remains delayed. Last noted y Unit they are delayed while they engage in developing a strategic plan.
- **Engineering**= no updates.
- **HSS**
 - **Classics**= 1-year report, not received.
 - **Economics**= received AUPC letter, will work on supplemental details requested.
 - **Folklore**= one-year report approved by Dean for AUPC review, will be reviewed this meeting.
 - **Gender Studies**= launch letter sent to AVPA to sign; Dean has approved for launch this semester.
 - **Action Item:** M. MacLean email to AVPA to inquire about Gender Studies launch. *Due: Ahead of February meeting.*
 - **MLLC**= recruiting a 4th panelist; currently on external candidate 5.
 - **Political Science**= received AUPC letter, will work on supplemental details requested.
- **Science**

Continued delay in progress of reports through the Dean's office.
Documents that currently are held at Dean's office include: Biochemistry 3-Year Report (Dec 2023), Biology Action Plan (April 2020- unclear if submitted or never done; Dean has not confirmed), Ocean Sciences' Unit Response and Action Plan (June 2023). Launch for Psychology delayed as Dean has not confirmed approval.

 - **Action Item:** AUPC to meet with AVPA to discuss how to proceed with AUPs at the Faculty of Science. CIAP to coordinate meeting for AUPC with AVPA. *Due: Ahead of February meeting.*
- **Marine Institute** = AUP coordinator (Melissa MacLean) and AUP team with the school of fisheries (Ed Durnford, Angie Clarke, Kevin Anderson,) working together to schedule the launch presenters, audience panelists, space and attendees. Targeting a Thursday 12-2; anticipating February or March.
- **Grenfell**= effectively halted in their progress due to the IT attack on their campus.
 - **SSE**= submitted surveys to ISOC for December review; ISOC did not have quorum and could not approve. Surveys carried over to January meeting.
 - **SASS & SFA**= with the IT attack they are also effectively paused in communication. Launch cannot logistically be discussed until Grenfell reconnects to MUN and/or staff know what their potentially revised academic schedules will look like.

- **Action Item:** M. MacLean email Dr. Sutherland to inquire about adjusted timeline of launch for SASS and SFA. *Due: Ahead of February meeting.*

b. Review of Folklore – One Year Report

Not typical format but was informative. Difficulty clearly mapping which person(s) is responsible for the action item.

Noting there is issue in communicating with Grenfell on uniformity for duplicate courses both campuses offer.

Noting, Graduate level looking to add research creation to increase student opportunities; unclear through the document what exactly this means.

Noting they have stated their administrative support as an issue.

- **Action Item:** M. MacLean to draft response letter to Folklore thanking them for their submission and requesting that the 3-year submission take a mixed methods approach via the update opening with the AUPC excel template followed by a qualitative overview of their choosing. *Due: Ahead of February meeting.*

3. Reports/Letters to Senate & Executive

a. Thematic Report: Space

i. Update

AUPs self-study report and panel-report were review on a unit by unit basis and a master document was created. The issue of space has been discussed informally at both the macro and micro level at Memorial, this report will assist in creating a focused conversation.

Related to this issue are the changes of Facilities: Manager of space left. Need for updated and active software to review space.

- **Action Item:** M. MacLean to update cover of space report to include a “request by and prepared for AUPC”. *Due: Ahead of February meeting.*

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

i. Update

Letters not yet drafted or sent for the 6-month overdue units. Will be an exercise of due diligence to notify units that a) AUPC does actively monitor all Units throughout the year and b) give Units an opportunity to communicate directly with AUPC in the event they have submitted completed documents to another party which will allow AUPC to track the delay points/positions.

- **Action Item:** E. Kendall to draft letters for units 6 months overdue on submission. *Due: targeting February meeting.*

c. Letter to Senate: Plight of the Small Units

i. Update

B. Mishkat with CIAP has been assigned to conduct thematic analysis and qualitative data excerption to develop a foundational report for AUPC’s purposes of analyzing the small unit administrative issue noted within HSS. Quantitative data will be collected by CIAP to include with report for AUPC’s analysis.

- **Action Item:** B. Mishkat to submit to E. Kendall draft foundational report of excerpts and trends. *Due: ahead of February meeting.*

4. Other Business

- Discussed Robert’s Rules of Order as guiding resource for senate committee meetings.
- Discussed that Senate Committee on Elections, Committees and Bylaws is continuing to develop Speaker position. Any members with thoughts or concerns in how a Speaker would be elected/appointed, remunerated, voting capacity on Senate matters (if Speaker is an active Senator), and/or qualifications determined, is welcome to contact E. Kendall who can bring the concern or consideration forward to the Secretary of Senate.

- 5. Next Meeting**
 - a. February 26, 2024 (WebEx)**

Adjourn @ 13:56