

Minutes

Academic Unit Planning Committee Meeting

Date: November 27, 2023

Time: 13:00am-14:00pm

Location: WebEx

<u>Attendance</u> Ed Kendall , Medicine Ann Dorward , Medicine Melissa MacLean , CIAP Charlene Walsh , Marine Institute Shaheen Shah , GSU Syed Saif Sayeedi , GCSU	<u>Regrets, Absent</u> Vacant, Grenfell Campus (faculty) Vacant, MISU Jawad Chowdhury , MUNSU Sulaimon Giwa , Social Work Nahid Masoudi , Economics
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1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of the meeting notes
 - i. October
2. Academic Unit Planning
 - a. Status Report Update (M. MacLean)
 - b. FEAS Accreditation (M. MacLean)
3. Process Improvements
 - a. Marine Institute's Proposal for Adjusted AUP Timeline
4. Reports/Letters to Senate & Executive
 - a. Thematic Report: Space
 - i. Cover Letter, update (E. Kendall)
 - ii. Graphics Package (M. MacLean)
 - b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]
 - i. Update (E. Kendall)
5. Other Business
 - a. CEQ updates (C. Walsh)
6. Next Meeting
 - a. December, TBD
 - b. W2024 day/time

1. Welcome

- a. **Introductions (E. Kendall)**
Regrets from Sulaimon and Jawad
- b. **Review of the Agenda (E. Kendall)**
Reviewed, no ad hoc additions.
- c. **Approval of the meeting notes (E. Kendall)**
 - i. **October**
Reviewed, no changes noted.
 - Motion: approve minutes [A. Dorward; C. Walsh]

2. Academic Unit Planning

- a. **Status Report Update (M. MacLean)**

- **Faculty of Education**; self-study sent to the AVPA along with a list of panelists. Awaiting approval of panelists.
- **Faculty of Medicine Community Health and Humanities**; A. Dorward noting final revisions are underway.
- **School of HKR**; working group assembled and active, targeting Spring 2024 for submission with site visit dependent on submission date.
- **School of Music**; self study and site visit delay request sent to Provost for mid-Winter (per response from the Dean)
- **School of Pharmacy**; Have been delayed by internal processes in creation of a strategic plan; will not be submitting their unit response and action plan for November.
- **FEAS**; discuss later in a moment.
- **Faculty of HSS**
 - **Economics'** unit response and action plan not yet formally approved by Dean.
 - **Folklore's** 1 Year Update is targeting end of November, review next AUPC.
 - **Modern Language's** self-study submitted to the Dean for review, not yet formally approved by the Dean. List of panelists submitted to the Dean of HSS and Dean of Graduate studies; AVPA aware and reviewing invitation letter. Site visit targeting mid-winter.
 - **Philosophy's** One Year Report anticipated end of November.
 - **Political Science's** Three Year Report anticipated end of semester.
- **Faculty of Science**
 - **Chemistry's** self study work continues; conducting faculty consultation sessions.
 - **Mathematics'** Three Year report due this month, have delayed to end of F2023.
 - **Physics'** self study not yet sent to the Dean.
- **Marine Institute**
 - All units anticipated to do a roll out launching over 2024, 2025, 2026
- **Grenfell**
 - Meeting held with VP Grenfell and School Leads for both the School of Fine Arts and the School of Social Science. High interest in AUP process and purpose. Discussion of ideal timing for each School, how to properly represent all programs within a school, and desire to observe SSE's process.
- **No status change for overdue units** of: Gender Studies (launch), psychology (launch), Computer Science (self study), Earth Sciences (self study), Ocean Sciences (Dean review of unit response and action plan), Biology (action plan)

b. FEAS Accreditation (M. MacLean)

Met Dean November 23rd regarding accreditation and the impact on all 5 units currently. Strategized with Dean on how best to incorporate accreditation-derived documents. Accreditation begins February and carries through to Spring. Will not include graduate studies in Accreditation, would be unique to AUP report.

- Ocean & Naval (self study extended to September 2024, originally was January 2024)
- Electrical (self study extended to October 2024, originally was November 2023)
- Mechanical (launch approved for Autumn 2024)
- Process (launch approved for Autumn 2024).
- Civil Engineering (launch approved for August 2025)

3. Process Improvements

a. Marine Institute's Proposal for Adjusted AUP Timeline (M. MacLean & C. Walsh)

Meeting of M. MacLean, Angie Clarke and Charlene Walsh on Nov 9th regarding the Marine Institute and the AUP statuses of all three Schools. Dr. Clarke is looking to coordinate a launch prior to the closing of this semester for School of Fisheries.

--C. Walsh Presented Proposed Adjusted AUP Timeline--

- Proposed adjusted timeline would apply to School of Fisheries with a review held after to determine if it was more efficient and feasible than prior timelines.
- Benefit of proposed timeline is alignment to annual processes already in place at MI, requires minimal adjustment to previous timeline, avoids periods with low staff/students on campus, heightened workload balancing across the academic year to support processes, and increased access to all facilities during site visit tour.
- Self study would shift from a condensed 3 months into an 8 month model; this aligns to the timelines used by St. John's and Grenfell campus.

--AUPC discussed matter and confirmed the timeline is suitable as an offering to Fisheries to ensure they launch this academic year.

Action Item: M. MacLean to draft letter to MI (A. Clarke and C. Walsh) confirming AUPC has reviewed the proposed timeline for the School of Fisheries and will make note of the adjusted dates. *Due: ahead of December meeting*

4. Reports/Letters to Senate & Executive (E. Kendall)

a. Thematic Report: Space

i. Cover Letter, update (E. Kendall)

Letter posted to AUPC BrightSpace for review.

Request to AUPC to further review the letter for tone and intent. AUPC to submit final letter to senate pushing for review of space and space planning.

Action Item: AUPC members to review letter and send edited versions with amendments to M. MacLean to create a master document for further AUPC review. *Due: ahead of December meeting.*

ii. Graphics Package (M. MacLean)

Graphics package posted to BrightSpace. AUPC members invited to utilize the available charts as foundation to toggle type of chart, colors, 2D/3Dm, etc. as needed to express their intent in further communications.

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

i. Update (E. Kendall)

Letter posted to AUPC BrightSpace for review.

Intent of letter beyond holding Academic Units accountable for AUP processing is to create further evidence of AUPC's work and increase transparency of actions of AUPC.

Request to AUPC to further review the letter for tone, implication for non-compliance to request by AUPC for response, and overall impact.

Action Item: AUPC members to review letter and send edited versions with amendments to M. MacLean to create a master document for further AUPC review. *Due: ahead of December meeting.*

5. Other Business

a. CEQ updates (C. Walsh)

C. Walsh presented updates regarding CEQ. Winter priorities for CEQ are focused on unit customization. More to report on CEQ in February/March.

Next Meeting

• December, TBD (E. Kendall)

a. December meeting Dec 18th at 13:00

Discussion held by AUPC members of dates and times available in December and above date and time were selected.

b. W2024 day/time.

4th Monday at 13:00

Discussion held by AUPC members of cyclical dates and times availability for W2024 semester. Members electing to continue status quo.

Adjournment: 13:48