

# Minutes

## Academic Unit Planning Committee Meeting

Date: October 23, 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>Shaheen Shah</b> , GSU <b>Jawad Chowdhury</b> , MUNSU <b>Sulaimon Giwa</b> , Social Work <b>Syed Saif Sayeedi</b> , GCSU	<u>Regrets, Absent</u> <b>Nahid Masoudi</b> , Economics Vacant, Grenfell Campus Vacant, MISU
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1. Welcome
  - a. Introductions
  - b. Review of the Agenda
  - c. Approval of the meeting notes
    - i. August
    - ii. September

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2. AUP Status Report Update
  - a. Updates to Units' AUP timelines

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3. AUP Reports for Review
  - a. BioMedical Sciences (Faculty of Medicine)

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4. Other Business
  - a. AUPC Chair Election
  - b. Update : AUPC Annual Plan and Report to Senate
  - c. Update : CEQ
    - i. AUPC - share and review of drafted AUP questions
  - d. Standing Item, Topic: Space
    - i. Updates
  - e. Standing Item, Topic: AUP Site Visit Honorarium
    - i. Update (taxable benefit)

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5. Next Meeting
  - a. November 27, 2023 [WebEx]

## Minutes

### 1. Welcome

- a. Introductions
  - Reappointed members: Ed Kendall and Ann Dorward
  - New Members:
    - [Dr. Nahid Masoudi](#) (Economics)
    - [Mr. Syed Saif Sayeedi](#) (GCSU)

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BrightSpace requests submitted for both new members to have access to AUPC.

**b. Review of the Agenda**

Reviewed, no ad hoc additions.

**c. Approval of the meeting notes**

- August Minutes; Reviewed, no changes noted.
    - **Motion:** approve minutes [A. Dorward; E. Kendall]
  - September Minutes; September meeting did not have quorum but did host discussions. Minutes not requiring a vote but available to members for review.
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## **2. AUP Status Report Update**

**a. Updates to Units' AUP timelines**

Launches

- Engineering; Dean likely to submit for extension.
- Science has not confirmed psychology
- HSS has not confirmed gender studies
- MI and Grenfell both are holding until consultation with School leads

Site Visits

- Community Health (faculty of medicine) targeting 2023-24
- Education, new Dean and targeting 2023-2024, self study reviewed by faculty.
- School of HKR, no update.
- School of Music, no noted delays
- Engineering, Dean likely to submit for extension.
- HSS
  - o MLLC, no noted delays
- Science
  - o Physics & Earth Science, no expected delay
  - o Chemistry and Computer Science, engaged with CIAP but likely delayed.
- Grenfell
  - o SSE – anticipated delay into Winter 2024.

Site Visits & Panel Reports

No updates

Unit Response & Action Plans

- a) HSS
  - o Economics, submitted to Dean for review
- b) Science
  - o Biology, no update
  - o Ocean Sciences, no update. Action Plan submitted to Dean in Summer 2023

**b) AUPC Letters for Overdue Units**

Discussion regarding creating formal communication process for Units who become 6 months overdue elevating communication to come from AUPC/Chair. Letter would require Dean/Unit to provide rationale for delay and a formal timeline for re-engagement.

**Action Item:** E. Kendall to draft Overdue letter template to be considered as an auto-communication triggered when Units are 6 months overdue. *Due: ahead of November meeting*

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## **3. AUP Reports for Review**

**a. BioMedical Sciences (Faculty of Medicine)- Lay Summary**

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- Biomedicine requested to include further language regarding the direction of the unit (i.e. their vision and strategic plan/focus for themselves).
  - Revised summary included the above as well as additional content regarding recommendations.
  - AUPC noting Summary was exceptionally structured and a strong example for Units.  
**Action Item:** M. MacLean to draft Thank You letter to Medicine. *Due: ahead of November meeting*
  - AUPC discussion regarding providing guidance material for other Units on completing future Summary reports.
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## 4. Other Business

### a. AUPC Chair Election

- Nominations requested from AUPC for members to act as Chair for 2023-2024 (verbal, chat, or private chat options for nomination submission)
  - E. Kendall nominated for Chair (via private chat and verbally)
    - Request for second members nominations or any opposition through same channels noted above. No second members nominated for Chair. No opposition noted.
    - **Motion:** E. Kendall as Chair of AUPC (C. Walsh; A. Dorward).  
**Approved,** E. Kendall to serve as Chair for AUPC.

### b. Update : AUPC Annual Plan and Report to Senate

- AUPC Annual Plan
  - Electronic vote held in October; 5 approvals, 1 non-response (quorum met)
    - Sent to Senate via M. MacLean
- AUPC Annual Report
  - K Parsons (AUPC member during 2022-23) reviewed for any amendments. Support for document as accurate of activities of 2022-23.
  - Electronic vote held in October; 5 approvals, 1 non-response (quorum met)
    - Sent to Senate via M. MacLean

### c. Update : CEQ

- C. Walsh provided updates regarding CEQ
    - Work continues by the Senate Committee on Course Evaluation (SCCE) in developing and vetting questions for the Course Experience Questionnaire (CEQ) customization feature. The process may seem slow, but the working group of SCCE is carefully reviewing the questions (instructor and unit-level questions) to ensure no duplication against the standard/core questions or across the sets of custom questions. This will prevent the possibility of duplicate questions being added to a course CEQ by the instructor and by the unit. All questions under review are also cross-referenced with the new Senate-approved purpose statement for the CEQ to ensure alignment.
    - The SCCE will reach out to Units and other groups, such as AUPC, to develop questions for unit-level customization. This will happen in the Winter Semester. Submitted questions will be reviewed to ensure they align with the new purpose statement and the policies and procedures. There will be a similar process for the review and consideration of questions submitted for Instructor-level customization. A question arose about the ability of customized questions to target specific AUP processes, and it was suggested that AUPC may need to work with Units regarding
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questions that may meet these needs and for addition to unit courses regularly or when AUP processes are soon to take place.

- Regarding the capacity of the online CEQ system (Blue by Explorance), the system connects to BANNER. The Centre for Institutional Analysis and Planning (CIAP) manages the backend setup and deployment of the CEQ. Queries about adding questions to the CEQ based on different parameters in Banner will need to be reviewed by CIAP.

- AUPC - share and review of drafted AUP questions

- No questions drafted for review

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

- Update: Andrea Hunniford has left MUN.
- Discussion regarding appropriate entity/person to receive the report on space. Suggested entities/persons discussed included: President's Executive Council, Associate VPs Academic, Dean of SGS. Discussion focused on PEC and Associate VPs Academic as potential entity to send report to.
- Discussion regarding creation of a cover letter/briefing note with added visual cues and infographic information to illuminate topics/issues within report.

**Action Item:** E. Kendall to draft cover letter/briefing note to accompany report; will be circulated to AUPC for review prior to final determination of entity that will receive it. *Due: ahead of November meeting*

**Action Item:** M. MacLean to create visual items related to information within report; will be posted to BrightSpace for consideration of AUPC. *Due: ahead of November meeting*

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

- Update: taxable benefit. CIAP informed that any item (cash or gift) given to a MUN faculty member for their participation with an activity such as AUP is considered a taxable benefit.  
For those MUN faculty members who have already participated as a panelist, they have been sent an additional letter along with their standard issue thank you letter notifying them of this new matter and allowing them to opt in (take the \$100 gift card to the book store) or opt out (decline and return via enclosed addressed envelope). Going forward, participants will be notified of the taxable benefit opt in/out choice prior to participation and will choose prior to attendance. HR will collect from CIAP a list of participants who have accepted/opted-in for the gift.
- E. Kendall noting report provided insight to current market value for honorariums paid by external accreditors. Will not proceed at this time on this matter.

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## **5. Next Meeting**

- a. November 27, 2023 [WebEx]
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Adjournment: 13:55pm