

Minutes

Academic Unit Planning Committee Meeting

Date: September 25, 2023

Time: 13:00am-14:00pm

Location: WebEx

<p><u>Attendance</u> Ed Kendall, Medicine Ann Dorward, Medicine Melissa MacLean, CIAP Charlene Walsh, Marine Institute</p> <p style="text-align: center;">Quorum unmet</p> <p><i>2.c "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> Shaheen Shah, GSU Jawad Chowdhury, MUNSU Sulaimon Giwa, Social Work Vacant, GCSU Vacant, Grenfell Campus Vacant, MISU</p>
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1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of the meeting notes

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

 3. Other Business
 - a. **AUPC Chair Election**
 - b. 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. AUPC - review and discuss foundational data report
 - e. Standing Item, Topic: AUP Site Visit Honorarium
 - i. Update (taxable benefit)

 4. Next Meeting
 - a. October 23, 2023 [WebEx]
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1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of the meeting notes

Quorum unmet

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

Launches
Working with the various Deans to confirm participation of their applicable units.

Self Study
None received this month.
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Pending and overdue reports:

- *Education*
- *Medicine Grad Cluster 2 (community health)*
- *Human Kinetics,*
- *Chemistry,*
- *Computer Science,*
- *Earth Sciences*

Site Visits

None scheduled this month.

Panel Report

Status Change for *Pharmacy*, reviewed by the AVPA and accepted.

Unit Response and Action Plan

None scheduled this month.

Summary Report

None scheduled this month

Anticipated for October: *Medicine Cluster 1*

1 Year and 3 Year Reports

None submitted, none anticipated for October.

3. Other Business

a. **AUPC Chair Election**

Committee on Elections, Committees and Bylaws has not confirmed re-election of members to AUPC or the nomination of new members to AUPC. Due to this and lack of quorum, AUPC will not be hosting elections this September meeting. Elections pushed to October when AUPC hopes all membership will have been confirmed.

b. **AUPC Annual Plan and Report to Senate**

Annual Plan carried forward consistent items of the group with a removal of focus on COVID and addition of focus on reports/letters/action

Action Item: circulate annual plan and annual report via email for amendments and electronic voting. *Due: ahead of October meeting*

Action Item: A. Dorward to consider creation of visual item or table for appendix of AUP submissions by units in plan. *Due: ahead of October meeting*

c. **Update : CEQ**

No updates covered

Action Item: [Carried forward from August] C. Walsh, once second draft available, to share with M. MacLean for posting to BrightSpace. *Due, C. Walsh ahead of October meeting.*

Action Item: [Carried forward from August] AUPC to review C. Walsh's documents on BrightSpace and draft sample custom questions. *Due: in preparation for AUPC October meeting*

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

Discussion regarding Units' different terminology used to describe faculty in AUPs.

Action Item: Determine taxonomy of terminology AUPC will use in report. *Due, E. Kendall ahead of October meeting.*

Action Item: Create glossary of terms to add to Report. *Due, M. MacLean after submission of taxonomy by E. Kendall, ahead of October meeting.*

Discussion regarding appropriate parties and pathway for dissemination of Space Report to create most impact and progress on issues of space allotments/use, reallocation of space, and analysis of needed space in quantifiable measure.

Action Item: Draft cover letter to include with report prior to dissemination (ex. to Board of Regents, Senate, PEC, Deans). *Due, E. Kendall ahead of October meeting.*

Action Item: Connect with Units to discuss any updates they wish to have considered in addition to last AUP reports; particularly units with long timelines since last self study/panel report. *Due, M. MacLean ahead of October meeting.*

- e. **Standing Item, Topic: AUP Site Visit Honorarium**
Not discussed

4. Next Meeting

- a. October 23, 2023 [WebEx]
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Adjournment: 13:48