

Academic Unit Planning Committee Meeting

September 28, 2020

1 PM

Online: WEBEX

Attendance:

Ed Kendall, Medicine

Ann Dorward, Medicine

Keith Matthews, CIAP

Rob Nolan, CIAP

Karen Parsons, Nursing

Shatabdi Paul, GSU

Derek Semerad, MUNSU

Charlene Walsh, Marine Institute

Unable to attend:

Vacant

Vacant, MISU

Vacant, GCSU

1. Welcome

a. Welcome to New Members

E. Kendall welcomed committee members to the first meeting of the 2020-21 academic year, and handed chair over to K. Matthews for election of new chair for 2020-21 term.

b. Election of Chair

In alignment with Senate By-Laws for Senate Sub-Committees, K. Matthews introduced the election for chair of AUPC for the 2020-21 academic year and asked for nominations for chair. It was noted that the chair should be a faculty member.

A Dorward nominated E. Kendall for chair; seconded by C. Walsh. Unanimously approved.

E. Kendall nominated A. Dorward for vice-chair; seconded by C. Walsh. Unanimously approved.

c. Review of Agenda

Agenda approved as presented.

d. Approval of July 21st and August 25th Meeting Notes

Meeting notes approved as presented.

2. AUP Status Report

R. Nolan provided detailed AUP status report. Updates have been provided by Deans of HSS and Science. Details are as follows:

Panel Visits

Social Work – beginning Wednesday, Sept 30 with introductory meeting. Meetings will continue Oct 6, 7, and Nov 3.

Geography – virtual tour is ready and being reviewed by Geography. We have 3 panelists confirmed and are still seeking a fourth.

Launches

The following units have been contacted to prepare for Fall Launches to AUP:

Classics – Head is on leave. Interim Head has requested extension from Dean.

Philosophy – Head has provided availability. We are working to schedule launch meeting asap.

Ocean Sciences – Head is confirming availability.

Pharmacy – Email sent to Dean. No response received yet.

Medicine Grad Cluster 2 –Ann Dorward noted that she and Brenda Wilson should be notified of plans for launch. Rob will send follow-up to A. Dorward and B. Wilson.

Earth Sciences - Extension granted by Dean

Self-Study Reports

We expect to receive self-study reports from the following units during Fall 2020: Folklore, Sociology, English, and Medicine Grad Cluster 1. An extension was granted for the Department of Chemistry, and the Dean of Science is currently working with the Dean of Science to agree upon a date.

It was noted that the units from which self-study reports are submitted this Fall should have panel reviews in Winter 2021. An advantage of the development of remote panel reviews is the ability to more easily hold multiple panels in one semester.

Other Updates from HSS and Science

Biochemistry - Unit Response and Action Plan are overdue. The Dean of Science has received reports and is reviewing.

Biology - Action Plan is overdue. The Dean of Science has requested information for the Head of Biology.

Science Interdisciplinary Graduate Programs - One-year update report overdue. The Associate Dean of Science (Research) is currently on leave. The Dean of Science is looking into the status of this report.

Mathematics and Statistics - One-year update report due November 2020. This is on-track to be submitted on-time.

Archaeology – One-year report has been submitted to Dean of HSS, and should be submitted to AUPC soon.

Linguistics - Department Head plans to submit one-year report at end of September or early October.

Political Science – Unit Response and Action Plan is with Dean of HSS, and should be submitted to AUPC within coming weeks.

3. AUP Reports for Review

No reports submitted for review.

E. Kendall noted that discussion of the AVPA review of Religious Studies Executive Summary is the first item in other business, and the executive summary has been included in the meeting package in the Brightspace shell.

4. Other Business

a. AVPA Review of RELS Executive Summary

E. Kendall introduced discussion and provided background of approval by committee for RELS executive summary. The summary was then sent to AVPA for review, and K. Matthews briefly updated committee members on concerns of AVPA. Dr. Cadigan was invited into the meeting to have discussion with committee members.

S. Cadigan joined meeting. Dr. Cadigan noted his concern regarding the language used to describe the panel's involvement, notably that the executive summary states that the panel "recommends" taking certain steps. Dr. Cadigan suggested that this is inaccurate and the summary should state that the panel "recommends consideration of..." taking certain steps, as opposed to stating "recommends". Discussion ensued and included:

- Language of "recommends consideration" is more aligned with the panel report itself;
- E. Kendall noted that the role of the AUPC is to ensure the executive summary is completed and accurate, but not to recommend different wording. It was noted that this is a delicate balance, and suggested that this message should come from the AVPA;
- It was asked whether, in the future, it may be most beneficial to have a third-party or the panel itself write the executive summary and submit to AVPA and Department Head for approval;
- Executive Summaries are a new step in the process, and this is the first time AUPC and AVPA are reviewing such a summary;
- Dr. Cadigan's main concern is regarding the accuracy of the language used to represent the panel report;
- Who should contact the Department to request this language change?
- Moving forward, only the executive summary will be published online, so the accuracy of the summary is crucial;
- It was noted that "Executive Summary" may be inappropriate language for the title. "Lay Summary" might be more appropriate.

E. Kendall asked committee members for feedback on next steps. Discussion ensued and included:

- It may benefit units and the overall process to provide more guidance on what is expected of the executive summary;
- More detail or template could be provided regarding the summary in appendices to the AUP procedures;
- Is it appropriate for the unit to write the summary, or should the panel write a summary or their own report? This appears to be the crux of the issue.

- What gets posted online? Summary, One-Year Update, and Three-Year Update;
- Is the AVPA website the most appropriate location for publication of these reports? It may be more appropriate to post reports on the AUPC website under the Senate site;
- Since the panel report must be reviewed by the AVPA prior to submission to AUPC, then it may be advantageous to include review of executive summary in that step?

Next steps:

- Change title of summaries moving forward to “Lay Summary”;
- Further consider the appropriate placement of publications (Senate website vs. AVPA website) – committee members agreed that the reports should be posted to AUPC webpage on Senate website;
- Rob and Keith to edit guidelines for summary to note that the document should accurately summarize the process to this point. This will be guidelines as opposed to a template, and will be provided to units as they proceed through process;
- AUPC should contact the Head of the Department of Religious Studies to inform them of this discussion and note that the AVPA will contact them shortly;
- Ed Kendall will draft note to Dr. Cadigan outlining the role of AUPC and the AUP process, and indicating that the committee will post summaries to the AUPC Senate website. The rationale will be that a) there should be no public perception that requests outlined in the summaries are under active consideration by administration and b) that the Senate is seen to be an active participant in the process.

b. Online Publication of Meeting Notes and Reports

K. Matthews provided brief update on this item. Senate By-Laws for Senate Sub-Committees have been updated, including earlier dates for submission of annual reports to senate, requirement of publication of meeting minutes, and the development of annual plans for AUPC.

The AUPC website should be updated to host meeting notes moving forward.

Action item: R. Nolan will update AUPC website to host meeting notes.

c. Update on Annual Report to Senate

The Annual Report to Senate for 2019-20 has been submitted to Senate.

d. Annual Plan

Due to update of Senate Sub-Committee by-laws, all sub-committees are required to develop annual plan.

The annual plan must be submitted to Senate by October 23rd.

Action Items: E. Kendall, K. Matthews, and R. Nolan will draft Annual Plan for AUPC and circulate to committee members for review and input. This plan should include consideration of units/programs that are not currently included in the AUP process. The main items will be continuing oversight of the AUP processes and responding the Covid-19.

E. Kendall asked committee members to submit items for Annual Plan.

5. Next Meeting and Adjournment

A Doodle Poll will be sent out to schedule the next AUPC meeting.

The meeting was adjourned at 2:30 PM.

Meeting notes approved by Academic Unit Planning Committee on October 26, 2020.