

Academic Unit Planning Committee Meeting

October 26, 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. Review of Agenda

E. Kendall asked for approval of agenda. Agenda approved as circulated.

b. Approval of Meeting Notes – September 28th

E. Kendall asked if there were any errors or omissions in the meeting notes. Meeting notes approved as circulated. R. Nolan noted that the meeting notes of September 28th will be published online as soon as possible.

2. AUP Status Report

R. Nolan provided detailed AUP status report. Details are as follows:

- Two panel reviews ongoing:
 - o Social Work ongoing and finishes Nov 18
 - o Geography started today and finishes Nov 12
- AUP process for Philosophy was launched last week – self study is due Oct 2021
- AUP launch for Ocean Science is Monday, November 23rd
- We are reviewing the one-year report for Linguistics today. Other reports are on their way for next meeting.
- R. Nolan met with Dr. Ailsa Craig, Associate Dean of HSS, last week re HSS AUPs.
 - o She has granted an extension for Sociology until March 1 2021. This will allow us to hold the panel review in early Spring 2021. Holding the panel remotely will make this easier.

- The Department of English has also requested an extension, and Dr. Craig is offering an extension until end of Feb.

3. AUP Reports for Review

a. Department of Linguistics – One-year Report

E. Kendall introduced discussion of one-year report from Department of Linguistics. Discussion ensued and included:

- Format and layout of report is clear;
- The unit has made progress in most action items for the short and medium term;
- The committee noted one item which was referenced in the panel report but not included in the action plan nor referenced in the one-year report. On p. 7 of the panel report, there is a recommendation to strengthen the support for teaching by offering more opportunities for guest lecturing and workshops for graduate students.

Action item: Letter to be drafted to acknowledge receipt of one-year report, and ask about graduate student item.

4. Other Business

a. Update on Annual Plan to Senate

K. Matthews provided update on annual plan. The plan was approved by AUPC via e-poll and has been submitted to Senate.

E. Kendall noted that there were questions related to the submitted annual report, so we should expect questions from Senators regarding the Annual Plan.

b. Update on Publication of Meeting Notes

Meeting notes will be published on the AUPC webpage under the Senate webpage. Meeting notes for the September meeting will be posted within the coming days.

c. Religious Studies Lay Summary

E. Kendall provided brief update on the status of Religious Studies Lay Summary. Dr. Cadigan is going to follow-up with Department of Religious Studies regarding suggested changes to Lay Summary.

Action item: E. Kendall will follow-up with Dr. Cadigan to ask for update on this discussion.

d. Committee Terms of Reference

E. Kendall introduced discussion of AUPC Terms of Reference, and asked committee members whether they believe an update is necessary for the coming year.

K. Matthews asked if there is any update to Terms of Reference which may help Senators to more clearly understand the work of AUPC. E. Kendall noted that there is inherent confusion regarding the role of this committee due to the title of the committee – there is often misunderstanding regarding whether the AUPC or the unit is responsible for academic unit planning itself.

Discussion ensued regarding how to reduce burden on units and faculties, and included increasing proactive reminders and notices of stages in process.

It was noted that it would be helpful to included language regarding why the AUPC exists. K. Matthews noted that PBC terms of reference had an “interpretive appendix” that referenced the APR process, and it would be useful to develop a new interpretive appendix for the AUPC.

Action item: Revise item to AUPC Terms of Reference clarifying that one of the roles is to facilitate and support units to ensure that the AUP process is as effective and smooth as possible. Committee members will consider the language which would best clarify this.

Item 4(a) will be updated to include “guide” and facilitate as well as “monitor”, and add a new item regarding publication.

K. Matthews will circulate the PBC “interpretive appendix” for informational purposes. This appendix was created before AUPC was formed.

e. Units with External Reviews

E. Kendall introduced discussion. There are units, such as Medicine undergraduate and pharmacy, which complete external review for accreditation process. AUP review may duplicate efforts or may increase burden on the units. Some of these units have never had an Academic Unit Planning process, but should likely be included. Discussion ensued and included:

- There may be opportunities for synergies to be found between AUP process and accreditation processes;
- Nursing recently proceeded through the AUP process, and used their recent experience with accreditation to support this effort;
- Currently, an accreditation report may be included as part of the Self Study for AUP. In those cases, the self study should consider any gaps left by accreditation process;

Action item: R. Nolan will develop list of units that have not been designated to the AUP process and circulate to committee members;

5. Next Meeting and Adjournment

The next meeting will be held at 1PM on November 23rd.

The meeting was adjourned at 1:45PM.