

Academic Unit Planning Committee Meeting

November 23, 2020

1 PM

Online: WEBEX

Attendance:

Ed Kendall, Medicine
Ann Dorward, Medicine
Keith Matthews, CIAP
Rob Nolan, CIAP
Karen Parsons, Nursing
Derek Semerad, MUNSU

Unable to attend:

Shatabdi Paul, GSU
Charlene Walsh, Marine Institute
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 – October 26th

E. Kendall asked if there were any errors or omissions in the meeting notes. Meeting notes approved as circulated.

2. AUP Status Report

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

Reports Received

Department of Archaeology – One-year report

Department of Political Science – Unit response and action plan

Panel Reviews

School of Social Work – Completed November 18th. Report due December 18th.

Geography – Completed November 12th. Report due December 12th.

Extensions

Extensions have been granted by respective Deans to the following units:

- Dept of English – self study report (until April 30 2021)
- Biochemistry – unit response and action plan (Dean of Science currently working on details with unit)
- Chemistry – self study report (Dean of Science currently working on details with unit)
- Earth Sciences - launch (Dean of Science currently working on details with unit)
- Ocean Sciences Launch being held today

A. Dorward noted that documents from Medicine should be submitted by end of December.

3. AUP Reports for Review

a. Department of Political Science – Unit Response and Action Plan

E. Kendall introduced discussion of the unit response and action plan documents submitted by the Department of Political Science. It was noted that the panel report was thorough in terms of both review and recommendations. Discussion ensued and included:

- Panels should be encouraged to submit a shorter, more focused sets of recommendations;
- Committee members appreciated the detail, organization, and clarity of the response and action plan;
- Some items, such as curriculum mapping, appear to be universal and should likely be required of all units regardless of panel involvement;
 - It was noted that curriculum mapping has been recommended in panel reviews for other units and it was suggested this should be raised with AVPA ;
 - During update of AUP Procedures, CITL raised the discussion of curriculum mapping and it was suggested that units should be encouraged to pursue curriculum mapping;
 - It was suggested that curriculum mapping could be requested in unit self-study reports;

Action item 1: E. Kendall will raise the issue of curriculum mapping with the VPA.

Action item 2: R. Nolan will prepare memo notifying unit of committee review and approval, and will note that a lay summary should be sent to the Office of the Dean of HSS for review and submission to AUPC within one month.

b. Department of Archaeology – One-year report

E. Kendall introduced discussion of one-year report for Department of Archaeology. Discussion ensued, and the committee noted that the report is aligned with the action plan and timelines.

Action item: R. Nolan will prepare memo to be sent to Department of Archaeology.

4. Other Business

a. Update on Extensions

R. Nolan included update on extensions in status update above.

b. Religious Studies Lay Summary

R. Nolan will follow-up with Department of Religious Studies regarding language in lay summary.

c. Committee Terms of Reference

E. Kendall asked if committee members have any suggested additions or changes to the AUPC terms of reference. Discussion ensued and included:

- No requested changes for terms of reference;
- AUPC has challenges recruiting enough faculty for committee. E. Kendall noted that this is a challenge for other committees of Senate and is not unique to AUPC;
- A. Dorward suggested that there may be a clearer, more direct, way to bring attention to faculty recruitment for committees and, specifically, the underrepresentation of some disciplines on Senate committees. It was suggested that the AUPC submit a story, or multiple stories, to the Gazette to raise awareness of the committee, its work, and ongoing recruitment.

Action item: E. Kendall will draft a piece to be submitted to the Gazette.

d. Units with External Reviews

E. Kendall introduced discussion of units with external review, or not included under AUP process. Undergraduate Medicine is not currently included in the academic unit planning process, and the Faculty of Engineering is still reviewed as a single, non-departmentalized unit.

R. Nolan and K. Matthews explained the current situation for the Faculty of Engineering. Since the Faculty of Engineering was departmentalized, a decision has not been made with regard to the AUP process for Engineering. The Faculty of Engineering has a complex structure and may require a unique approach. Discussion with the Dean of Engineering occurred more than one year ago, and AUPC should return to this conversation. It was also noted that Engineering considered completing six academic unit planning processes in tandem with each other in addition to one AUP process for graduate studies in engineering (similar to the process for Science Interdisciplinary).

Action item: R. Nolan will draft follow-up memo to be sent to Dean of Engineering.

E. Kendall also noted that the process for Medicine Undergraduate should be discussed, and asked for feedback from committee members as to when undergraduate medicine should be scheduled if included. K.

Parsons noted that it was helpful for Nursing to have the AUP self study due one year after their accreditation process.

Action item: R. Nolan will draft memo to the Dean of Medicine to raise issue of AUP with undergraduate medicine, and suggesting that the process follow after the accreditation.

5. Next Meeting and Adjournment

A Doodle poll will be sent to schedule the next meeting of AUPC for the week of December 21st.

The meeting was adjourned at 1:55PM