

Academic Unit Planning Committee Meeting

December 21st, 2020

12 PM

Online: WEBEX

Attendance:

Ed Kendall, Medicine
 Ann Dorward, Medicine
 Keith Matthews, CIAP
 Rob Nolan, CIAP
 Karen Parsons, Nursing
 Charlene Walsh, Marine Institute

Unable to attend:

Shatabdi Paul, GSU
 Derek Semerad, MUNSU
 Vacant
 Vacant, MISU
 Vacant, GCSU

1. Welcome

a. Review of Agenda

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

b. Approval of Meeting Notes – November 23rd

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:

- Math & Stats – Due Nov 2020, now overdue. Dean’s Office looking into it.
- Folklore – Overdue. Dean’s Office looking into it.
- Biology – Overdue. Dean’s Office looking into it.
- Science Interdisciplinary Grad Programs – Overdue. Dean’s Office looking into it.
- MI programs – overdue. R. Nolan is looking into this.
- Grenfell – overdue. R. Nolan is looking into this.

- Biochemistry – Unit response and action plan completed and under review at this meeting.
- Social Work – Panel report will be received in the new year.
- Geography – Panel report will be received in the new year.

3. AUP Reports for Review

a. Department of Biochemistry – Unit Response and Action Plan

E. Kendall introduced discussion of the unit response and action plan for the Department of Biochemistry and asked for feedback. Discussion ensued and included:

- The unit appears to have made significant improvements since their last AUP review;
- It is promising that the unit plans to develop a strategic plan, and the committee suggested this should be an integrated part of the AUP process;
- There appears to be a great deal of uncertainty for the next few years of Biochemistry, but the unit is aware of the challenges;
- Many recommendations were linked to curriculum review. There will be challenges beginning this process during the public health restrictions;
- The action plan does not make mention of considering an accreditation process for nutrition. It was noted that the nutrition program in Biochemistry is an academic program as opposed to a professional nutrition program, but the panel recommended a name change to include “nutrition”;
- Since Biochemistry is planning to collaborate with the university community regarding their programs, it is important that learning outcomes are clear;
- Concern was noted by committee members regarding the recommendation to require students to complete their graduate programs before being permitted to enter professional programs. While there are significant resources used by department to educate each graduate student, it is also not beneficial to students or the university to require students to complete a program that they do not wish to complete. There are also issues associated with students beginning professional programs (eg. Medicine) part-way through a Biochemistry graduate degree and attempting to complete the Biochemistry graduate degree part-time;
- The action plan did not outline responsibilities and timelines for actions. The action plan does note that a strategic plan will be pursued;

Action item 1: R. Nolan will prepare response letter noting that the reports were thorough and complete. Memo should note that there was lively discussion and the unit head is welcome to contact the AUPC chair to discuss. Memo should also note that the action plan did not explicitly note responsibilities or complete timelines, and that these should be considered as soon as possible and during the strategic planning process. Memo will state that we look forward, in the one-year update, to discussion of specific timelines and responsibilities.

Action item 2: R. Nolan will ensure executive summary for Biochemistry is published online.

4. Other Business

a. Review of Medicine and Engineering

R. Nolan provided update on Medicine and Engineering. Memos were sent to respective Deans. Dr. Steele, Dean of Medicine, responded and a meeting will be scheduled for early 2021. Dr. Peters, interim Dean of Engineering, received the memo but has not yet responded.

Action item: R. Nolan will follow up with both Deans in January.

b. Gazette Article

E. Kendall opened discussion of Gazette article to promote recruitment for AUPC. A piece was drafted by Dr. Kendall and distributed to committee members for review. Discussion ensued and included:

- Has there previously been a concerted effort to recruit new members for Senate committees?
- There may be efforts made by other Senate committees on recruitment, and we should therefore raise this discussion with Senate executive;
- E. Kendall sits on Senate executive and has previously brought up the issue of recruitment for committees. There is an ongoing discussion with which we can align;
- We should contact Marketing & Communications to discuss options of stakeholder education, promotion, and recruitment;
- We should consult the chair of the committee on committees and protocols;

Action item: E. Kendall will consult with the Committee on Committees and Protocols, and will place this discussion on the agenda for Senate executive.

c. Curriculum Mapping

E. Kendall opened discussion of curriculum mapping. At the last meeting of AUPC, it was noted that curriculum mapping arises often in AUP reviews and it was suggested that all units may benefit from curriculum mapping. E. Kendall has drafted a memo to Dr. S. Cadigan suggesting the importance of curriculum and starting a discussion regarding whether AUPC should promote this or if the AVPA should promote curriculum mapping. Discussion ensued and included:

- Curriculum mapping was suggested during the development of the newest AUP Procedures, and it was suggested at the time that we may wish to suggest curriculum mapping and share resources in consultation with CITL;

Action item: K. Matthews and R. Nolan will contact Dr. G. Watson with CITL to arrange a meeting to discuss curriculum mapping.

5. Next Meeting and Adjournment

A Doodle poll will be sent to schedule the next meeting of AUPC for the week of January 25th.

The meeting was adjourned at 12:45PM.