

Academic Unit Planning Committee Meeting

January 25th, 2021

1 PM

Online: WEBEX

Attendance:

Ed Kendall, Medicine
 Keith Matthews, CIAP
 Rob Nolan, CIAP
 Karen Parsons, Nursing
 Derek Semerad, MUNSU
 Charlene Walsh, Marine Institute

Unable to attend:

Ann Dorward, Medicine
 Shatabdi Paul, GSU
 Vacant
 Vacant, MISU
 Vacant, GCSU

1. Welcome

a. Review of Agenda

E. Kendall asked for approval of agenda. “Update on meeting with Medicine” was added to Other Business. Agenda approved with this amendment.

b. Approval of Meeting Notes – December 21st 2020

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 - overdue. Dean’s Office looking into it.
- Folklore – Overdue. Head has confirmed that she is
- Biology – Overdue. Dean’s Office looking into it.
- Science Interdisciplinary Grad Programs – Overdue. Dean’s Office looking into it. The Associate Dean is on administrative leave which has led to this delay.
- MI programs – overdue. Rob looking into it.
- Grenfell – overdue. Rob looking into it.

- Biochemistry – Lay summary submitted and under review at this meeting

- Social Work – Panel report has been reviewed by Dr. Cadigan, as Dean of Record, and has been submitted to the unit for response

- Geography – Panel report is being finalized and should be submitted to Dean of HSS in coming weeks.
- Medicine Grad Cluster 1 – self-study report delayed. New timeline is for submission to the Dean in March.
- Medicine Grad Cluster 2 – Launch meeting being scheduled for late February

3. AUP Reports for Review

a. Department of Biochemistry – Lay Summary

E. Kendall introduced discussion of the Lay Summary for the Department of Biochemistry. Discussion ensued and included:

- Lay summary is formatted as a letter, which was unexpected;
- No mention of graduate programs in Biochemistry;
- Summary does not directly address all recommendations found in panel report;
- Committee members suggested that it may be beneficial to develop advice or a template for lay summaries in the future;
- Should the committee return to the Department to ask for re-formatting and inclusion of more content from the panel report? It was suggested that, as this is an early submission of a lay summary, the committee should ask for re-formatting and for consideration of whether all pertinent items were included;

Action item: Memo to be prepared asking Department to re-format document for posting online and advise to consider what additional information may be useful.

4. Other Business

a. Remote Panel Survey

E. Kendall introduced discussion of remote panel questionnaire which was distributed with agenda to committee members for review. Discussion ensued and included:

- Committee members particularly interested in receiving feedback on virtual site tours;
- Regarding virtual tours, there should be a sub-question asking if the technology was sufficient;
- Include an open-ended question to allow comments or suggestions to be submitted;

Action item: R. Nolan will update questionnaire and send to panelists.

b. Gazette Article

E. Kendall introduced discussion. Tom Nault, Registrar and Secretary to Senate, is planning a communique recruiting members for Senate Sub-Committees and has asked for input on communication regarding recruitment. E. Kendall distributed a draft memo in December, and asked that committee members review this document and provide feedback.

Action item: committee members to review and submit feedback to E. Kendall.

c. Curriculum Mapping

K. Matthews provided update on curriculum mapping discussion. During the development of the updated AUP Procedures, CITL was consulted regarding curriculum mapping. At that time, the decision was made to not include curriculum mapping under the AUP process, but the AUPC has decided to return to this conversation.

In early January, E. Kendall, K. Matthews, and R. Nolan met with the Director and Associate Director of CITL to discuss curriculum mapping. It was noted that some units currently use curriculum mapping, while others are not engaged in curriculum mapping. It was suggested that CITL and CIAP can work together to integrate a process for units to develop intended academic outcomes and curriculum mapping.

Consideration needs to be given to:

- What resources could be provided via the AUPC website?
- How might we pilot development of academic outcomes and curriculum mapping? Should this be piloted with a unit which has recently completed an AUP process or a unit which is beginning an AUP process?
- A unit with a single, or few, programs may be the best as a start;
- Curriculum mapping process needs to be defined through collaboration with CITL and CIAP;

Action item: R. Nolan will investigate options for resources and pilot project.

d. Meetings with Medicine and Engineering re AUP process

E. Kendall and R. Nolan provided brief update stating that meetings with Medicine and Engineering are yet to be scheduled. Scheduling of meeting with Engineering is on hold while the Dean is on leave.

Action item: R. Nolan will contact Dean of Medicine for an update.

5. Next Meeting and Adjournment

A Doodle poll will be sent to schedule the next meeting of AUPC for last week of February.

The meeting was adjourned at 1:50 PM