

Academic Unit Planning Committee Meeting

February 22nd, 2021

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. Ahead of this meeting, Dr. Dorward requested “Interim Report on Course Equivalencies” be added to Other Business. Agenda approved with this amendment.

b. Approval of Meeting Notes – January 25th 2021

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:

Launches

- Medicine Grad Cluster 2 – Launch scheduled for March 2nd
- Classics – Launch scheduled for March 4th

Self Study Reports

- Sociology – Self-study due Mar 1 – will be delayed to mid-March.
- English – due April 30
- Med Grad Cluster 1 – Expected in March

Panel Reports

- Social Work – Unit response has been slightly delayed, and Dean is aiming for submission by March 8th. Action plan will be submitted end of April.
- Geography – Panel report is being finalized and should be submitted to Dean of HSS in coming weeks.

Update Reports

- Gender Studies three-year report submitted and for review at this meeting.
- Religious Studies – report is being finalized and should be submitted by end of week
- Anthropology – Dean’s Office following up to ensure report in on-track for next month

Lay Summary

- Biochemistry – Lay summary has been updated and is ready to be posted online.

Other Updates

- Math & Stats – Due Nov 2020 - overdue. Dean’s Office looking into it.
- Folklore – Overdue. Dean’s Office has confirmed this will be submitted by end of February
- 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.

E. Kendall noted that changes and challenges experienced by units during the pandemic should be recorded to improve processes in moving forward.

3. AUP Reports for Review

a. Department of Gender Studies – 3-year Report

E. Kendall introduced discussion of the three-year update report from Gender Studies. Discussion ensued and included:

- Challenges outlined in the report appear to relate to the interim report on course equivalencies;
- It is clear that there are barriers, in terms of financial and human resources, for the Department of Gender Studies in achieving objectives;
- There appear to be possible solutions to some of the noted challenges via external resources and partnerships, such as updating the website;
- There is a lot of potential for Gender Studies courses to be offered to more students across more disciplines;

- As the AUP process is Senate-mandated and overseen by this Committee, it may be appropriate for the committee Chair to write to the Dean of HSS noting these barriers to achieving objectives and asking where additional resources may be offered;

Action item 1: Memo to be prepared acknowledging receipt of the three-year update report, and noting that we are aware of challenges and are discussing with Dean of HSS.

Action item 2: R. Nolan will prepare letter from chair to Associate Dean of HSS noting challenges for Gender Studies, asking what solutions have been offered, and encouraging shared services model.

4. Other Business

a. Remote Panel Survey Update

R. Nolan provided update on remote panel questionnaire. Questionnaire was sent to panelists for Social Work, and will be sent to Geography panelists once the panel report for Geography is submitted.

b. Gazette Article Update

E. Kendall provided update on gazette article. Suggestions for communication regarding committee recruitment has been provided to Tom Nault, Secretary to the Senate.

c. National Survey of Student Engagement

K. Matthews provided brief background on the National Survey of Student Engagement (NSSE). This survey is conducted every three years, and Memorial most recently participated in the survey in Fall 2020. This study includes data on how students engage with their programs, as well as related benchmarking data. K. Matthews suggested that we may wish to encourage academic units to use NSSE survey data to take student engagement into consideration. It was noted that Memorial participation in the survey may be too low to provide valuable analysis at the unit-level, but there is valuable information from a national perspective. Discussion ensued and included:

- Is there correlation between student engagement data and academic performance and learning outcomes? While this analysis has not been completed for Memorial, this will be discussed with CITL;

Action item: K. Matthews will continue discussion regarding NSSE survey and the potential integration with AUP process with CITL.

d. Interim Report on Course Equivalencies

A. Dorward introduced discussion of interim report on course equivalencies, noting some issues with the referenced policies and procedures as well as apparent conflict with the AUP process. Discussion ensued and included:

- The model outlined in the interim report may lead to challenges with planning and resourcing;
- Under student supervision, a time limit is placed on graduate supervision, and it was noted that such a limit is inappropriate;
- It was suggested that the AUPC submit a letter to the committee overseeing the review of course equivalencies noting concerns and asking what considerations have been made for the implications on academic unit planning;

Action item: R. Nolan will prepare letter from Chair of AUPC to Committee on course equivalencies.

e. Lay Summary for Department of Biochemistry

E. Kendall introduced discussion. Updated lay summary was submitted by the Department of Biochemistry, with changes suggested by AUPC from last meeting. E. Kendall noted concern with specific guidelines being developed for Biochemistry related to departmental committees, and posed the question of whether there should be more consistency across departments related to these committees. Discussion ensued and included:

- It would be useful for students to have a greater ability to track their own progress through programs. It was noted that an audit tool is being developed to allow greater progress tracking;

5. Next Meeting and Adjournment

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

The meeting was adjourned at 2:10PM