

Academic Unit Planning Committee Meeting

April 26th, 2021

1 PM

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine Veronica Madsen, GSU Keith Matthews, CIAP Rob Nolan, CIAP Karen Parsons, Nursing Derek Semerad, MUNSU Charlene Walsh, Marine Institute</p>	<p>Ann Dorward, Medicine Vacant Vacant, MISU Vacant, GCSU</p>
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1. Welcome

a. Review of Agenda

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

b. Approval of Meeting Notes – March 22nd 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

We are developing a complete list of launches for the 2021-22 year. I will distribute the list once it is finalized, and will begin reaching out to units scheduled for this Fall as soon as possible.

Self Study Reports

- Folklore – self-study approved by Dean’s Office March 22nd. Dean of HSS is working with Head of Folklore to determine whether they will hold a remote panel over the Spring semester or wait for the Fall semester.
- Sociology – Self-study was due April 1st, but the department has experienced a change of Head and the report was not finished by the previous head. The Dean has granted an extension to June 30th, with the intention to hold a remote panel in the Fall semester.

- English – Self-study is slightly delayed...they have promised that it will be submitted by May 21st. In the meantime, the Dean’s office has approved a list of possible panelists, and I will begin planning the remote panel visit for English. This will likely occur in early July.
 - I am reaching out to CITL and the Dept of English to begin the process of developing an online site tour. This should be a bit easier, as English will only have office and lecture/meeting space, and does not include lab space.
- Med Grad Cluster 1 – Expected soon

Panel Reports

- Geography – Panel report is significantly delayed. R. Nolan have reached out to panel chair for an update.
 - The department of Geography is very eager to receive the report and this has been indicated to the panel chair. The source of the delay appears to be the confluence of the pandemic with the panel chair being head of another department. They have indicated that their department has experienced significant issues over the past few months which has led to the delay in finalizing the report.
 - Moving forward, we will attempt to avoid Heads/Deans acting as panel chair in an attempt to avoid such challenges.

Unit Response and Action Plan

- Social Work – Unit response was submitted and approved by AVPA in March. Action plan is slightly delayed, and Dean expects to submit before our May meeting.

Update Reports

- Anthropology – one-year update received from Dean’s office and on today’s agenda for review.

Other Updates

- R. Nolan has reached out to the Dean of Science for an update on all science AUPs and has not received a response.

3. AUP Reports for Review

a. Department of Anthropology One—Year Update

E. Kendall introduced discussion of one-year update report from the Department of Anthropology and opened the floor to discussion. Discussion ensued and included:

- Report was clear and concise, and included updates on most items;
- The key action items appear to be the re-structuring of sub-committees;
- Report indicated what challenges and delays have been experienced due to the pandemic;
- Update on item 10 did not appear to reference the action of adding graduates and students to departmental committees. Committee members indicated that this should be noted in the response letter.

Action item: prepare a letter acknowledging acceptance of one-year update report. A note will be included regarding the lack of detail on item 10 regarding adding students to departmental committees.

4. Other Business

a. Strategic Planning and AUP

E. Kendall introduced discussion regarding strategic planning and AUP, with reference to the distributed discussion note. E. Kendall asked for consideration as to whether the committee should recommend changes to the AUP process and what changes should be made in light of the forthcoming university strategic plan. Discussion ensued and included:

- Many of the elements included in the AUP process and reports are currently strategic in nature;
- It is anticipated that academic and administrative units will be required to develop unit-level strategic plans in alignment with university-level strategic plan. From a logistical perspective, this may lead to a higher workload for CIAP and AUPC while also overlapping with the objectives and work of Academic Unit Planning;
- There will be three categories of units: those which are in an AUP process; those which have finished an AUP process recently; and those which are scheduled to begin an AUP soon;
- Is there a way to merge the academic unit planning and strategic planning processes for the near future? It is difficult to separate strategic planning from academic unit planning;
- Unit-level strategic plans will not be standalone strategic plans, but will be a plan which is aligned with the faculty/school and university strategic plan;
- Academic unit planning and strategic planning processes are complimentary but separate, and it may be possible to run both in tandem;
- It will be necessary to review and revise the AUP procedures to allow alignment and synergy with strategic planning;
- Would it be helpful for the AUPC to provide guidance proactively regarding how Academic Unit Planning can support the strategic planning process? Yes – this should be the next step, and can be based on the distributed discussion note;
- Should the AUPC submit a response to the university strategic planning committee? Yes – Committee can be proactive in making a submission outlined possible synergies based on discussion note.

Action item: CIAP will draft memo from AUPC to respond to strategic plan, based on discussion note. Draft document will be distributed to AUPC member for review. Once approved by committee, memo will be sent to university strategic planning committee.

b. Medicine and AUP

E. Kendall introduced discussion regarding Medicine and Academic Unit Planning, with reference to the distributed discussion note. This is in relation to an ongoing conversation with the Faculty of Medicine, and following up on a recent meeting with representatives of the Faculty of Medicine. E. Kendall asked for discussion on next steps with Medicine regarding academic unit planning. Discussion ensued and included:

- Faculty of Medicine currently undergoes a rigorous and work-intensive accreditation process;
- It is important for AUPC to consider how to better align or find synergies between AUP and accreditation processes;
- Option 4 – developing a process to allow integration of strategic planning and accreditation processes with oversight and reporting for Academic Unit Planning – appears to be a preferred option which would align with the purpose of AUP;

- Decisions:
 - Process: move forward with requiring Medicine to undergo AUP process, using reports from their accreditation process, and allowing this process to feed into and be supported by the strategic planning process – committee members agree to this option;
 - Structure of review for Medicine: will Medicine be required to undergo a single AUP process for entire Faculty, a process for two graduate clusters and undergraduate program, or another process? Will Medicine post-graduate programs be required to undergo AUP?
- It was noted that there is uncertainty as to the nature of Medicine post-graduate programming as it relates to academic unit planning. Committee members asked for Associate Dean of Medicine to be invited to present to AUPC regarding post-graduate program.
- Committee agreed to move forward with requiring Medicine to undergo AUP process for undergraduate in similar fashion to process for graduate clusters;

Action item: R. Nolan will develop memo to Dean of Medicine and Associate Dean for undergraduate studies stating that, based on Senate mandate for AUPC, Medicine undergraduate should undergo academic unit planning process and that work toward accreditation should be used to support process. Memo will offer support from AUPC. Memo should suggest Fall 2021 for launch.

5. Next Meeting and Adjournment

The next meeting will be scheduled via Doodle Poll.

Meeting adjourned at 1:55PM