

Academic Unit Planning Committee Meeting

May 25th, 2021

11:30 AM

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine (Chair) Ann Dorward, Medicine Ali Ghamartale, GSU Keith Matthews, CIAP Rob Nolan, CIAP Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Vacant Vacant, MUNSU 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 – April 26th 2021

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

A. Dorward asked for clarification regarding the Medicine and AUP item in Other Business, and commented that it will be very challenging to review undergraduate, graduate, and post-graduate medicine under the same AUP process. E. Kendall clarified that an initial memo has been drafted and is under discussion. This memo will focus on encouraging AUP for medicine undergraduate programming, and will be distributed to committee members prior to submission to the Dean of Medicine. Discussion ensued.

Action item: R. Nolan will circulate initial draft of memo to committee members for review. Committee members will be asked to provide feedback via email.

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, 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.
- Sociology – Self-study extended to June 30th, and is on-track.
- English – Self-study is slightly delayed, but is expected by end of May.
- Med Grad Cluster 1 – Expected soon

Panel Reviews

Two panels being arranged for Spring semester:

- **Folklore:** Dean’s Office has asked the department for a range of dates and list of potential panelists. CIAP is working with Facilities Management and CITL to take photos of space.
- **English:** Recommended panelists list has been received, and invitations are being sent to panelists. Two internal panelists have been confirmed, but no external panelists have been confirmed. Floorplans have been received and CIAP is working with unit and CITL to schedule photography.

Panel Reports

- Geography – Panel report is significantly delayed. Panel Chair has promised to submit report soon.

Unit Response and Action Plan

- Social Work – Unit response was submitted and approved by AVPA in March. Action plan is delayed.

Update Reports

- Interdisciplinary PhD: one-year update due in June. Associate Dean of SGS (Dr. Amy Warren is new in the position) has indicated she is working to meet our deadline but it will likely be delayed.

3. AUP Reports for Review

No AUP reports were submitted for this meeting.

4. Other Business

a. Development of Policy on Academic Policies

E. Kendall introduced discussion of policy for academic policies. Two documents were provided with agenda package. There is currently no “policy on academic policies”, leading to inconsistencies in development of policies. The distributed documents have been drafted by a Senate sub-committee and AUPC has been asked for feedback. Discussion ensued and included:

- One of the types of academic policies is listed as “Academic Policies” – is this redundant? Clarification provided that the **type** is Academic Policies while the overarching document is related to broader policies for the academic institution and academic units;
- This draft appears to be a taxonomy of categories;
- What about non-academic policies (eg. Administrative policies)? These should fall under the University Policy Framework;
- Committee members commented that the draft appears to reflect their understanding of the current policies and related processes;
- Process and the comprehensive list of steps may not be clear in current draft. This should be clarified in future drafts;
- Do the procedures for AUP fit into this policy framework? This is unclear and there is uncertainty among committee members. Clarity on this issue will be sought from University Registrar;

Action item: E. Kendall will prepare response memo based on committee discussion.

5. Next Meeting and Adjournment

The next meeting will be held at 1PM on June 28th.

Meeting adjourned at 12:08PM.