

Academic Unit Planning Committee Meeting

August 23rd, 2021

1 PM

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine (Chair) Ann Dorward, Medicine Mary Feltham, GCSU Ali Ghamartale, GSU Keith Matthews, CIAP Rob Nolan, CIAP Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Vacant Vacant, MUNSU Vacant, MISU</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 – May 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

We are in the process of confirming and scheduling launches for seven units for Fall:

Earth Science – Head has requested extension from Dean. We will discuss this during Other Business.
Economic – Working with Department to schedule a launch.
Physics – Head is changing at the beginning of September. Will reach out again after transition.
Education – Dean currently on annual leave. Will notify CIAP of availability when he returns.
History – scheduled for September 24 th
Pharmacy – scheduled for October 18 th
Computer Science – Working with Department to Schedule a launch.

Self Study Reports

- Sociology – Self-study submitted to Dean on August 2nd. We are scheduling panel for the Fall semester.
- English – Self-study submitted to Dean July 14th. We are scheduling panel for Fall semester.
- Med Grad Cluster 1 – Delayed - Expected soon

Panel Reviews

Three panels being arranged for Fall semester:

- **Folklore:** We have been experiencing difficulty confirming panelists. Department has submitted additional names for invitation and we are in the process of sending further invitations.
- **English:** We have been experiencing difficulty confirming panelists. Department has submitted additional names for invitation and we are in the process of sending further invitations.
- **Sociology:** Panelist confirmation is ongoing.

Panel Reports

- Geography – submitted to Dean's Office on July 7th. Department is working on Unit Response and Action Plan due October 2021.

Unit Response and Action Plan

- Social Work – Unit response and Action plan received and on this agenda.

Update Reports

- Interdisciplinary PhD: received August 12. On this agenda for review.

3. AUP Reports for Review

a. School of Social Work – Unit Response and Action Plan

E. Kendall introduced discussion of unit response and action plan, and noted that there was a note included from AVPA (as Dean of Record) with submission to AUPC. Discussion ensued and included:

- The structure of action plan meets AUPC requirements and provides sufficient detail;
- The unit response and action plan included objections to certain recommendations found in the panel report and noted deficiencies in panel report;
- It was noted that remote panel reviews may need more encouragement and opportunity for written feedback. This should be considered when developing plans for future remote panels;

Action item: R. Nolan to prepare letter acknowledging receipt of submission, noting deadline for one-year report as well as acknowledging challenges experienced and voiced by School of Social Work and asking for further feedback on how to improve the process. The letter will also request a lay summary to be prepared within one month for online publication.

b. Interdisciplinary PhD Documents – One-year Report

E. Kendall introduced discussion of one-year report and asked for discussion. Discussion ensued and included:

- The report is well-structured and provides sufficient detail;
- Committee members commended the inclusion of a plan to better structure and plan within the ID PhD program;
- There are positive synergies in work being done on ID PhD program and work by School of Graduate Studies;

Action item: prepare letter acknowledging receipt of submission, noting deadline for three-year report.

4. Other Business

a. Extensions and Significant Delays

R. Nolan introduced discussion and noted that this conversation is arising from the fact that the launch for the Department of Earth Sciences has been extended since 2014. Discussion ensued and included:

- Approval of launch extensions is currently at the discretion of the Dean. In early 2020, the AUPC developed a guide for considering extensions, but it still seems that Deans are willing to approve extensions at the request of the Head.
- Do we wish to propose an additional review mechanism for units that experience multiple years of delays (eg. If a launch is delayed for X years, additional extension requests must be approved by the Provost's Office?).
- The AUPC does not have authority over this process, but we are given the responsibility of managing the process.
- E. Kendall will bring this issue to the next meeting of Senate to flag item for discussion;
- It was noted that smaller units have difficulty with preparing reports due to resource constraints. Could we provide greater, ongoing, support to units? K. Matthews noted that there is a plan to provide annual data updates to units and this will help with ongoing analysis for units;
- We should review current process and give thought to how it can be improved and simplified to better support units to maintain timely process;
- Would we like to invite the new Provost to meet with AUPC to discussion challenges? Yes – we will try to set up a meeting with the Provost to discuss challenges related to extensions;

Action item: K. Matthews will reach out to Provost's office to schedule a meeting between Dr. Strzelczyk, Dr. Cadigan, committee members.

5. Next Meeting and Adjournment

The next meeting will be held at 1PM on September 27th, 2021. CIAP will send out email closer to date to confirm availability.

Meeting adjourned at 1:50 p.m.