

Academic Unit Planning Committee Meeting

November 22nd, 2021

1 PM

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine (Chair) Ann Dorward, Medicine Keith Matthews, CIAP Rob Nolan, CIAP Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Mary Feltham, GCSU Ali Ghamartale, GSU 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 – August 23rd 2021

Approval of minutes for the meeting of August 23rd was postponed at September and October meetings due to lack of quorum. E. Kendall asked if there were any amendments suggested for minutes. August 23rd meeting notes were approved as presented.

c. Approval of Meeting Notes – September 27th 2021

Quorum not met at September 27th meeting. Meeting notes presented for information and discussion. E. Kendall highlighted discussion of Summary Report for online publication and the need for clear guidelines for units.

Discussion regarding role of external accreditation in Academic Unit Planning was also highlighted. E. Kendall suggested that this committee should design a set of guidelines for how external accreditation processes may be aligned with and used to supplement academic unit planning processes.

Action item: CIAP will prepare draft guidelines for use of accreditation toward AUP processes.

2. Election of Chair and Vice Chair

E. Kendall asked for nominations for Chair. A. Dorward nominated E. Kendall for Chair. No other nominations were put forward. E. Kendall acclaimed as Chair for AUPC for 2021-22 academic year.

E. Kendall asked for nominations for Vice Chair. C. Walsh nominated A. Dorward for Vice Chair. No other nominations were put forward. A. Dorward acclaimed as Vice Chair for AUPC for 2021-22 academic year.

3. AUP Status Report

R. Nolan provided detailed AUP status report. Details are as follows:

Launches

Six launches were held in the Fall 2021 semester: History, Computer Science, Education, Pharmacy, Physics, Economics. Data packages have been provided to all units except Education. The data package for Education is taking a little longer to prepare due to complications with the data.

Self Study Reports

- **Med Grad Cluster 1** – Delayed – expected early in 2022.
- **Philosophy** – Delayed. Extension to January granted by Dean. Department has been asked for panelist suggestions and ideal timing to hold panel review in the Winter 2022 semester.

Panel Reviews

Two panels are being completed this week: English and Sociology. Both have received extensions for their panel reports to January 31st.

We are still working to confirm panelists for the panel review for Folklore.

Unit Response and Action Plan

- **Geography** – Unit response and Action plan have been received and are on this agenda for review.

Update Reports

- **MER** – 3-year update report received and on this agenda for review.
- **Political Science** – Originally due November 2021, the Department has asked for an extension from the Dean.

4. AUP Reports for Review

a. Department of Geography – Unit Response and Action Plan

E. Kendall opened discussion of the unit response and action plan from the Department of Geography. Discussion ensued and included:

- Committee noted the positive attitudes and collegiality presented in the report.
- It is concerning that important programs offered by Geography are at risk due to fiscal and human resource challenges. This is a common theme across reports in many academic units.

- It is noteworthy that the tone of this report is positive, while the tone in many reports recently received by this committee has been negative. It may be worthwhile for AUPC to conduct a study on the attitudes within academic units because this committee has a uniquely pan-institutional view.

Action item: R. Nolan will prepare response letter to Department of Geography, thanking the unit for the unit response and action plan, noting the deadline for one-year report, and requesting the lay summary to summarize the priorities and overall process thus far.

b. Master of Employment Relations – Three-year Update Report

E. Kendall opened discussion of the three-year update report from Master of Employment Relations.

Discussion ensued and included:

- Report was clear and concise;
- Medium-term items appear to be on-hold. This may be due to turnover of program director.
- Remote offering of one course has been placed on hold. The rationale for this status is unclear, and it was noted that this offering is beneficial to prospective and current students.
- The report noted a panel review of the program would occur in the future. Committee members voiced concern with the possibility of multiple external panels and the potential for conflict or complications.
- It was noted that the report for MER, similar to the report for interdisciplinary graduate programs, highlighted the challenge of students not having a “home” unit.

Action item: R. Nolan will prepare response letter to Director of MER, thanking the unit for completion of the process and noting the start of their next process.

5. Other Business

a. Update on Discussion with Provost

E. Kendall introduced update on the discussion with the Provost, noting that the discussion was positive and the Provost is interested in and informed on academic unit planning. Meeting notes from the discussion were presented. Discussion ensued and included:

- How are units defined? The Provost asked this question in the context of which units are included in the AUP process, and this question that has not fully been considered before. A. Dorward noted that this should be considered in the context of both how the units use this information and how the university as a whole uses this information.
- It will be useful to receive an update from the Provost once she has conducted the follow-up outlined in the meeting notes. Particularly, the suggestion to condense timelines for academic unit planning is a valuable consideration.
- Provost raised question of whether the Deans could be given more oversight. Committee members voiced concern regarding this point and potential implications. It may be best for the Deans to encourage and motivate the process rather than provide the Deans with more responsibility.
- Notes mentioned that the Provost would encourage Deans regarding AUP. Clarification was made that the Provost will encourage Deans to promote AUP process within their Schools/Faculties.

Action item: CIAP will review a set of recent AUP reports to identify emergent themes and prepare a report.

6. Next Meeting and Adjournment

December meeting will be determined via Doodle Poll – December 16th or 17th. Meeting will be tentatively scheduled and will depend on whether committee receives submissions before that time.

Meeting adjourned at 2:01 PM