

Academic Unit Planning Committee Meeting

January 24, 2022

1 PM

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine (Chair) Ann Dorward, Medicine Ali Ghamartale, GSU Rob Nolan, CIAP Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Mary Feltham, GCSU Keith Matthews, CIAP 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 – November 22nd 2021

E. Kendall asked if there were any amendments suggested for minutes. November 22nd meeting notes were approved as presented.

2. AUP Status Report

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

Self Study Reports

- **Med Grad Cluster 1** – Still delayed. A Dorward provided brief update noting that self study report for Med Grad Cluster 1 is still under development.
- **Philosophy** – submitted to Dean of HSS on Dec 20th. Suggested panelists have been received and R. Nolan is in the process of coordinating a panel review. The panel for Philosophy will likely occur in late-March, early-April.

Panel Reviews

- **Philosophy** - panel is being coordinated as noted above.
- **Folklore** – we have returned to the original list of panelists and are attempting to coordinate a panel review for late March or early April.

Panel Reports

- **English** - we expect to receive the panel report for English by January 31st
- **Sociology** – panel was granted an extension to end of February

Lay Summary

- **Geography** – Lay summary is on today's agenda.

Update Reports

- **Biochemistry** – one-year progress report received Dec 20th, and is on this agenda.
- **Political Science** – originally due November 2021, one-year progress report was received from the Dean's Office today. This report will be on the agenda for February meeting of AUPC.

Committee members noted concern for extended delay in coordinating panel a panel review for the Department of Folklore.

3. AUP Reports for Review

a. Department of Biochemistry – One-year progress report

E. Kendall opened discussion of the one-year progress report for the Department of Biochemistry.

Discussion ensued and included:

- The unit appears to be making good progress;
- The suggestion for Biochemistry students to be required to complete their program before entering Medicine is of interest and may be challenging to support;

Action item: R. Nolan will prepare letter for Biochemistry, noting acceptance of progress report and due date for three-year progress report.

b. Department of Geography – Lay Summary

E. Kendall opened discussion of the Lay Summary for the Department of Geography. Discussion ensued and included:

- Lay summary includes details and is close in structure to the draft Lay Summary template reviewed on this agenda.
- Geography lay summary has positive tone and comprehensive detail;
- This summary could be used as an example alongside the template.

Action item: R. Nolan will prepare letter for Geography accepting lay summary and noting next deadline. This lay summary will be published online.

4. Other Business

a. AUP Template – Lay Summary

E. Kendall introduced discussion of draft template for Lay Summaries. R. Nolan described draft. This template was drafted based on feedback from this committee with the intention to provide support to units and encourage consistency in summaries. The template provides the rationale for the lay summary requirement, and asks for brief descriptions of timelines, self-study process, panel review, and the unit response and action plan while setting a two-page maximum. Discussion ensued and included:

- Template provides sufficient detail and is efficient and concise;
- Units should be encouraged to avoid acronyms;
- “Academic Unit Planning” should be spelled out to encourage units to avoid acronyms;

Action item: The template will be updated based on this feedback and will be posted online.

b. AUP and Accreditation

E. Kendall introduced discussion of draft guidelines on how to use accreditation toward AUP process. R. Nolan described draft guidelines. These guidelines were developed based on discussions at this committee, the AUP Procedures, and a review of relevant documents from other Canadian universities. The guidelines include: background; an explanation of the differences between AUP and accreditation processes and a description of the areas for potential alignment; guidelines on how accreditation processes may be aligned with AUP processes; and important considerations. A decision tree has also been provided for demonstration purposes. Discussion ensued and included:

- This document could be included as an appendix on the AUP procedures;
- Nursing used accreditation documentation effectively toward completion of their self study report in most recent AUP process;

Action item: R. Nolan will add guidelines as appendix to AUP procedures and will post as individual resource online.

5. Next Meeting and Adjournment

February meeting will be held at 1 p.m. on February 28th.

Meeting adjourned at 1:30 p.m.