

Academic Unit Planning Committee Meeting

March 28, 2022

1 PM

Online: WEBEX

Attendance:

Unable to attend:

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

1. Welcome

a. Review of Agenda

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

b. Approval of Meeting Notes - February 28th 2022

E. Kendall asked for errors or omissions in Feb 28th minutes. Minutes approved as circulated.

2. AUP Status Report

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

Panel Reviews

- **Folklore** – Panel launch meeting was held on March 25th and the panel will run until April 12th.
- **Philosophy** - Panel is scheduled to begin April 4th and will run until April 13th.
- **Classics** – Panel is scheduled to begin on May 5th and will run until May 18th.

Update Reports

- **Mathematics and Statistics** – One-year report was prepared in September 2021, but was not sent to Dean’s Office by the unit head. Report sent to AUP Coordinator on March 3rd and on today’s agenda.

3. AUP Reports for Review

a. Department of Mathematics and Statistics – One-year progress report

E. Kendall opened discussion of the one-year progress report for the Department of Mathematics and Statistics. Discussion ensued and included:

- Report is dated September 2021, but was not sent to the Dean's Office until February 2022.
- Update report would have been clearer if it had used the Update Template and if it had addressed all items.
- Recommendation 9 in the panel report -- related to student success -- was not discussed in one-year update. Should a specific update on this item be requested?
- Update report did not address all items from action plan.

Action item: R. Nolan will prepare response memo and include information as noted above. Memo will note missing discussion of item 9, request follow-up update on student success, and request use of template for three-year update report.

4. Other Business

a. Chemistry AUP Restart

R. Nolan provided background on Chemistry AUP. Launch was held in March 2019 and self-study report has been extended multiple times due to changes in unit head. Discussion ensued and committee members are supportive of re-launching AUP process for Department of Chemistry. Discussion included:

- An ASM or committee should lead the AUP process to avoid delays and challenges related to turnover of unit head.
- Some units have offered course remissions to ASMs for leading AUP process.
- Launches for future AUP processes should suggest effective ways to lead process (eg. ASM lead or committee);

Action item: Send memo to Department of Chemistry and Dean of Science supporting Fall 2022 re-launch of AUP process and encouraging that a working group or an ASM other than the unit head be asked to lead the process.

b. AUP and Space Planning

R. Nolan provided background on this discussion. R. Nolan met with Andrea Hunniford, Manager of Space Management with Facilities Management, and she expressed interest in better collaboration between academic unit planning and space planning. Discussion ensued and included:

- It would be useful to have regular (eg. annual, semi-annual) updates on issues like this related to collaborations between work of AUPC and other units;
- This might be outside of the purview of AUPC – we could encourage units to consider space and infrastructure and to report on how they are addressing the related challenges;

- The Dean of Record receives all AUP reports and space is under their purview. Should AUPC do more to encourage action from the Dean of Record?
- This committee only reports to Senate once per year. Perhaps it would be useful for AUPC to report to Senate more frequently to ensure key issues are raised. A regular (eg. quarterly) report could bring attention to the key issues/themes that are raised in AUP reports. A regular report could list major findings under key theme areas, including space planning.

Action item: R. Nolan will prepare a draft template for quarterly report to Senate including sections based on key themes that are raised through reports.

c. AUP Procedures

E. Kendall provided background of discussion regarding AUP Procedures and asked for discussion of updates to procedures.EDI and strategic plan...

- With the ongoing implementation of *Transforming Our Horizons*, Memorial's Strategic Plan, AUPC should align procedures with the strategic plan.
- We do not currently require a sign-off from Deans approving AUP report – should we require a sign-off for record-keeping purposes?
- AUP procedures currently do not require academic unit planning process for departmentalized-faculties at the faculty/school level. This could be brought forward to Senate for discussion. E. Kendall will draft a memo related to this recommendation and distribute to committee members for review.
- Is it possible to standardize course listings to allow for ease of identifying overlapping and similar courses? E. Kendall will reach out to a university librarian for discussion.

Action items: We will place *AUP Procedures* as standing item on AUPC agendas.

5. Next Meeting and Adjournment

April meeting will be held at 1 p.m. on April 25th.

Meeting adjourned at 2:10 p.m.