

Academic Unit Planning Committee Meeting

October 24th, 2022

1 p.m.

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine Md Mahe Chowdhury, GSU Ann Dorward, Medicine Sulaimon Giwa, Social Work Rob Nolan, CIAP Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Isabel Ojeda, MUNSU Vacant, GCSU Vacant, Grenfell Campus 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 - September 26th, 2022

E. Kendall asked for errors or omissions in September 26th minutes. Minutes approved as circulated.

2. AUP Status Report

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

Launches

There are seven launches being planned for the Fall semester:

- Music: Launch scheduled for November 1st
- Modern Languages, Literatures, and Cultures: Launch held on September 28th
- Engineering: A Department Heads meeting was held on October 19. The Department of Electrical and Computer Engineering will launch first, and Dr. Dobre will notify us of the second department to launch soon.
- Human Kinetics and Recreation: Launch held on September 20th
- Grenfell School of Science and Environment: Dean of SSE has agreed to launch with the School as the unit of analysis during Fall 2022. We are working with the Dean to schedule a launch.
- Earth Sciences: Launch was held on September 14th
- Chemistry: Launch was held on September 23rd

Self Study Reports

- Education – self-study report will be slightly delayed. Faculty expects to survey students mid-Fall and complete report by end of Fall 2022
- Pharmacy – extension granted to January 2023
- Physics – due November 2023
- Economics – extension granted to February 2023

Panel Reviews

Three panel reviews being planned:

- History – panel visit successfully held October 13-15. This was the first in-person panel since the beginning of the COVID-19 pandemic. Panelists, unit head, and others provided positive feedback. Panel Report is due November 14th, 2022.
- Medicine Grad Cluster 1 – November 17-19
- Ocean Sciences – December 8-10

Outstanding and Upcoming Reports

R. Nolan has reached out to Offices of Dean of HSS and Dean of Science for update on outstanding and upcoming reports.

E. Kendall noted that Grenfell Psychology and MI School of Ocean Technology have long delays.

Action item: R. Nolan will draft a memo from the Chair to each unit asking to discuss whether to continue or to re-start process.

3. AUP Reports for Review

No reports to review at this time.

4. Other Business

a. Master of Occupational Health and Safety

R. Nolan provided brief background on this item. The Dean of SGS has reached out to ask when AUP process will begin for MOHS. This process is interdisciplinary and falls under the School of Graduate Studies, so there is a question of whether it should be reviewed as a program or if interdisciplinary graduate programs should be reviewed as a cluster under the School of Graduate Studies.

A. Dorward provided additional background and noted that there are ongoing conversations occurring between Medicine, HSS, Social Work, and other units, as to where the program should reside moving forward. There is a need to review the program to consider whether it should reside under an academic unit instead of School of Graduate Studies. Discussion ensued and included:

- School of Graduate Studies is an administrative unit and not an academic unit. This raises the question of whether SGS is best equipped to house the MOHS program;
- There are ongoing discussions with the units involved with MOHS, and the request for academic unit planning review is likely arising from these discussions;

- Is AUP appropriate for review of a single, interdisciplinary program such as MOHS?
- It may be useful for Chair and Secretary of AUPC to meet with the Dean of Graduate Studies to discuss how best to move forward with review of MOHS. Discussion should also include the questions of 1) should there be academic programs housed under the School of Graduate Studies and 2) if there are academic programs under the School of Graduate Studies, is AUP appropriate?

Action item: E. Kendall will invite Dean of SGS and program directors of interdisciplinary graduate programs to discuss path forward.

b. AUP Procedures

E. Kendall introduced discussion of the draft AUP Procedures. Discussion ensued and included:

- Who should be the Dean of Record for review of Schools at Grenfell Campus? This should likely be either AVP(GC) or VP(GC). E. Kendall will discuss with the Vice-President (Grenfell Campus).
- Number 1 and 3 on page 4 (Accreditation) could be combined.
- C. Walsh will send examples of AUP and Accreditation interaction from Marine Institute to R. Nolan.
- We need to ensure that the text changes properly reference changes to strategic plans and frameworks.
- We should do an annual review of the AUP Procedures.
- Add AVPA into approval of extension requests.

Action item: R. Nolan will create a clean version of the draft procedures, integrating comments, and send for a final review by the AUPC.

c. AUPC Terms of Reference: Other University Plans

E. Kendall provided brief background on this item. With the recent creation of Decanal Plans, the ongoing review of Senate and PBC, and ongoing changes to planning environment, a question is raised regarding how integrated AUP plans and Decanal Plans should be and how engaged AUPC should be in the process. Discussion ensued and included:

- Alignment of decanal plans and AUP plans would be productive – what committee or role should be responsible for overseeing alignment?
- Decanal plans would help members of AUPC understand self-studies and action plans.
- In cases where faculties and schools have strategic plans, they were permitted to revise and submit the existing strategic plans as their decanal plans.

d. AUP Handbook for Unit Heads

R. Nolan provided background. This document is intended to be provided to unit heads shortly after Discussion ensued and included:

- It might be useful to highlight the suggestion for creation of a committee at the beginning of the document;
- Add the Lay Summary to the document;
- Under unit response: a note should be added to state unit heads should review for sensitive information prior to distributing to the unit;

Action item: R. Nolan will integrate feedback and publish the document online.

e. Letter re Sociology AUP

E. Kendall provided introduction to discussion and asked for discussion. Discussion ensued and included:

- Letter is correct that the survey was not reviewed by ISOC before going into the field. When ISOC discovers a survey is in the field without its approval, the committee sends a letter to the proponent requesting to review the survey. This survey was sent out near the beginning of the pandemic, and the committee did not receive a response from the unit.
- Most of the issues raised in the letter are items that AUPC would not normally become aware of or are outside the purview of AUPC.

Action item: R. Nolan will draft memo to author of letter thanking them for submission, noting that the committee reviewed and discussed the letter, and stating the committee views there as being no further action to be taken by the AUPC.

5. Next Meeting and Adjournment

August meeting is currently scheduled for 1 p.m. on November 28th, 2022

Meeting adjourned at 2:03 p.m.