

Minutes

Academic Unit Planning Committee Meeting

Date: June 23, 2023

Time: 11:00-12:00

Location: WebEx

<u>Attendance</u>	<u>Regrets, Absent</u>
Ed Kendall , Medicine	Karen Parsons , Nursing
Ann Dorward , Medicine	Sulaimon Giwa , Social Work
Melissa MacLean , CIAP	Shaheen Shah , GSU
Charlene Walsh , Marine Institute	Vacant, GCSU
Jawad Chowdhury , MUNSU	Vacant, Grenfell Campus
	Vacant, MISU

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1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of the meeting notes

 2. AUP Status Report Update

 3. AUP Reports for Review

 4. Other Business
 - a. Update on CEQ [Course Experience Questionnaire]
 - b. AUP Space
 - c. AUPC Communications Protocol
 - d. AUP Honorarium
 - e. AUP timeline – letter
 - f. AUP centralized support & capacity building - letter

 5. Next Meeting
 - a. July 24, 2023 [WebEx]
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MINUTES

1. Welcome
 - a) Introductions, via E. Kendall
 - b) Review of the Agenda
 - Motioned A. Dorward; Seconded C. Walsh; Approved by all
 - c) Approval of the meeting notes
 - Motioned E. Kendall; Seconded C. Walsh; Approved by all
2. AUP Status Report Update
 - Updates delivered via M. MacLean
 - a) Launches:
 - None.
 - b) Self-Study:
 - None.
 - Self-studies Upcoming 2023-2024
 - Unit heads contacted to confirm on track or anticipating delay.

- Unit Responses:
 - Earth Sciences (no reply).
 - HKR (replied, committee reviewing, will be in touch with potential date).
 - Chemistry (replied, has AUP committee, anticipating December).
 - MLLC (no reply).
 - Music (replied, confirmed target November).
 - Med Grad Cluster 2 (on track).
 - Grenfell SSE (on track- Winter).
 - Ocean & Naval Architecture (on track – Winter).
- Units With Past Extensions Granted:
 - Computer Science.
 - Education.
 - Physics.

c) Site Visits:

- Economics concluded virtual site visit June 9th.

d) Panel Reports:

- Pharmacy panel report shared to Dean of Record (AVPA); not yet verified for response/accuracy.
- Economics panel report anticipated for July 9th and will be shared to Dean of Record (Dr. Hurley).

e) Unit Response/Action Plan:

- Noted Dr. Webb [History] confirmed submitted action plan to be reviewed by AUPC.

f) Lay Summary:

- None

g) One Year Report:

- None

h) Three Year Report:

- None

3. AUP Reports for Review

a) Department of History [Action Report]

- Format of submission deviated from expected submission style for AUPs.
- Submission required opening panel report to cross-reference statements.
- Lacked details/descriptions for areas Unit disagreed in implementing panel suggestions.
- Misalignment of who appears in table as person responsible for specific actions versus who within the document is identified as being actionable person involved (ex. Community engagement).
- **Action Item:** E. Kendall to craft letter to send to Department of History requesting (a) an updated table of responsible persons for actions, and (b) details/descriptions explaining rationale for Unit's decision to not implement a panel suggestion. *Due, July AUPC meeting.*

4. Other Business

a) Update on CEQ [Course Experience Questionnaire]

- Via C. Walsh.
 - The new CEQ, offered through Explorance Blue, will be trialled with Spring/Summer courses.

- Ongoing review of use and administration of CEQ in light of new policies and procedures in regard to the purpose of CEQ at Memorial.
- Consideration of units (ex. Nursing) whose students may experience impacts from events such as labor disputes.
 - CEQ group SCCE working with Nursing to develop strategies around CEQ.
- Consideration of AUPC generated question pool of questions that are unit-specific, attribute-specific, or AUP-specific.
 - Targeting inclusion of extra questions in autumn semester.

▪ **Action Item:** AUPC members to consider questions to propose to AUPC for potential submission to SCCE. Due: *July AUPC meeting.*

b) AUP Space

- Small to medium-sized units' resources are fragmented and this has a negative impact on their programs. Development of a geographical overlay map could visualize small/medium-sized units distribution, and could advise potential movement or administrative centralization.
- **Action Item:** E. Kendall to contact A. Hunniford (Facilities- space management lead) to inquire on geographical map creation and schedule meeting with A. Hunniford, E. Kendall, and CIAP. Due: *July AUPC meeting.*

c) AUPC Communications Protocol

- No change, ongoing work on protocol grid & templates.
- Consideration of celebrating/announcing completed lay summaries published online via Newslane.
 - Consideration of annual communication to above Units to collect feedback for quotes included in articles, feedback on process, celebration of deliverables. Utilization of Newslane for advocacy tool on thematic issues or critical issues AUPC championing.

d) AUP Honorarium

- No changes; ongoing.
- **Action Item:** CIAP to conduct an environmental scan of honorariums paid to accreditations done through MUN. Confirm whose budget is involved. *Deadline: end of Summer*

e) AUP Timeline – Letter

- Add: rationale for why the reduction from 12 to 6 months, background information regarding momentum, and focus on becoming strategic.
- Approved by attendees, will be emailed to group.
- **Action Item:** CIAP to send letter on behalf of AUPC to Senate. Due: *July AUPC meeting.*

f) AUP Centralized Support & Capacity Building – Letter

- Approved by attendees, will be emailed to group.
- **Action Item:** CIAP to send letter on behalf of AUPC to J. Lokash. Due: *July AUPC meeting.*

5. Next Meeting

- a) June 23, 2023 at 11:00 via WebEx

Adjourned: 12:10