

Minutes

Academic Unit Planning Committee Meeting

Date: April 24th, 2023

Time: 1:00 – 2:00 PM

Location: WebEx

Attendance:

Ed Kendall, Medicine
Ann Dorward, Medicine
Keith Matthews, CIAP
Melissa MacLean, CIAP
Karen Parsons, Nursing
Charlene Walsh, Marine Institute

Unable to attend:

Md Mahe Chowdhury, GSU
Sulaimon Giwa, Social Work
Isabel Ojeda, MUNSU

Vacant, GCSU
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. AUPC Procedures.
 - b. AUPC Communications
 - c. Update on Course Effectiveness Questionnaire
 - d. Update on discussion with HSS on Small Units.
 - e. Update on meeting with AVP Facilities.
 - f. Update on review of panelist stipends discussion.

 5. Next Meeting
 - a. May, 2023 14:00-15:00
 - b. June, 2023 TBD
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1. Welcome

- E. Kendall began introductions & welcome.
E. Kendall motioned for review of the agenda for approval
- Approved by attendees.
- E. Kendall motioned for review of March meetings for approval
- Approved by attendees

2. AUP Status Report Update

M. MacLean provided the following updates regarding changes which have occurred since the March, 2023 meeting.

Launches:

- none since March meeting.

Self Study:

- Completed – economics.

Site Visits:

- Upcoming:
 - Pharmacy occurring April 27th and April 28th.
 - Is taking place in person on site at School of Pharmacy.
 - Economics is targeting May and June following difficulties with scheduling.
 - Schedule of availability for panelists received on Friday, April 21st and sent to economics for booking.
 - Anticipating a May 8th or 9th start at the earliest.
- Overdue
 - Computer Science, Physics, and Education.

Panel Reports:

- Upcoming:
 - Anticipate Pharmacy's panel report could come for May/June.
 - Anticipate economics for June/July meeting.

Responses to Panel Reports:

- Upcoming:
 - History- received, due to time of meeting was not ready for submission to AUPC website. Also noted there were clarifications needed prior to circulation.
 - K. Matthews noting that it was not clear at the time of submission if it was a combined response and action plan, or only a response.
 - M. MacLean confirmed the Dean's office has been contacted to clarify if it included action items or an action plan. K Matthews confirmed the unit would have been sent the template/procedures originally.
 - Biomedicine and Ocean Sciences have both elected to combine theirs with their action plans due at the 3 month marker (June, 2023).

Action Plans:

- Upcoming:
 - Biomed (June), see above note.
 - Ocean sciences (June), see above note.

Lay Summary Report:

- No updates for received summaries.
 - M. MacLean has been approved for T4 Moderator status and will be able to begin uploading previous lay summaries to the AUPC website. Along with any other documents which the AUPC would review and approve to have posted.

One-Year Report:

- Anticipating English and Sociology this Summer as the Dean has noted them as on track for completion.

Three-Year Report:

- Completed
 - Business Administration, posted to AUPC BrightSpace
 - Anthropology, posted to AUPC BrightSpace
- Upcoming
 - No updates from Math & stats

3. AUP Reports For Review

- **Faculty of Business Administration [3 Year Update]**

- K. Matthews shared proposed grid for communications protocol pathways [posted to AUPC April Meeting module on BrightSpace].
 - 3 main types of communications that arise; 1) those that arise from reviews of reports [i.e. action plan, lay summary, 1 year update, 3 year update] , 2) reports to senate [i.e. terms of reference, annual reports, AUPC special reports], 3) ad hoc communications [i.e. arise from AUPC to represent committee in communicating with other academic/administrative bodies].
- Grid of pathways for standardized document templates that will allow automatic triggers from Chair and ability to add in specific items pertinent to the specific report/unit.
- Grid covers who would send it, receive it, and who would be cc'ed.
- Grid will note usual timelines and standard order of operations for communications.
 - **Action Item:** continued work of *K. Matthews and M. MacLean* on the communications grid and standard order.
 - **Due:** Final draft will be sent to E. Kendall ahead of presentation to AUPC.

c. Update on Course Effectiveness Questionnaire

- K. Matthews noting administration development is on target. Largest focus currently is change management process for departments. Will be sending list of courses/instructors to departments to confirm their accuracy ahead of launch.
- C. Walsh noting the Explorance Blue working group is reviewing policies/procedures for how CEQ is used and dispersed under the revised purpose statement (via December 2019); and, adjustments to this CEQ to meet that directive. Soft launch for Spring semester.
 - Less specific to course evaluations/ instructor evaluations and realigned to be a student-centric focus.
 - Any incoming requests will be viewed alongside the revised purpose statement.
 - Per AUPC, questions related to the overall student feeling of their program.
 - AUPC can develop draft of questions for consideration into a question pool for additional departmental questions; SCCE could review.
 - **Action Item:** *E. Kendall* to compose list of potential additional questions/ideas of questions to reflect departmental wants/needs for inclusion in the CEQ question pool. *E. Kendall* to create draft notes on the topic to send to SCCE's CEQ working group.
 - **Due:** prior to next AUPC

d. Update on discussion with HSS on Small Units.

- E. Kendall noting meeting occurred with HSS. AUPC tasked to forward background information on the issue to allow special request to senate for the November meeting.
- Dr. Hurley meeting with HSS internally to work on special report. A follow up meeting with HSS, CIAP, and E. Kendall to occur.
- Document to be reviewed by AUPC and PBC ahead of submission.

e. Update on meeting with AVP Facilities.

- CIAP to begin tracking AUP requests/notations of geographical coherence and space-centric issues. First, reviewing submitted reports from last 5 years. Then drafting a document to discuss with unit heads going forward to proactively consider.
- **Action Item:** review AUPs from previous 5 years *[via CIAP]*
- **Due:** ahead of August
- E. Kendall and A. Hunniford, in collaboration with CIAP and AUPC, to collaborate on a white paper regarding student space and student experience/school spirit.
- E. Kendall, concern MUN is plateauing when compared to universities of similar size/structure in other provinces.
 - K. Matthews confirmed collecting data on perception of student experience once students leave is low as they become disengaged after they depart.
 - E. Kendall shared 'University Enrollment Canada' graph sourced from Statistics Canada.
 - E. Kendall noting enrollment not increasing but population of province also plateauing.
- A. Dorward noting anecdotally students do not perceive the campus as their space. Missed opportunities to create community with sports, events, digital advertising of campus activities. There may not be a sense of belonging to MUN. C. Walsh noting Winter Carnival was once a large event but no longer an awareness of it.
- E. Kendall noting there is no established or widely used "commons" on campus for students to gather.
- K. Parsons noting the belonging pertaining to residences on campus does not feel as deep now as it once was.
- C. Walsh noting Marine Institute has a sense of community allowed by being one large facility/space that centralizes everything around the student experience. Creates identity of being an MI student rather than a MUN student.
- K. Matthews noting for AUP process the opportunity would be best during launch or unit-head meeting prior to self-study to strike up this conversation on student experience.
 - AUPC to discuss further how student involvement within AUP process or establishment of student society during AUP lunch to create the emphasis of students to unit success.
- M. MacLean discussed A. Hunniford's current Sharepoint tracking of space/capacity from units. Agreed sharing data back to units with their AUP data package to assist in their self-study review on space.
 - Sharepoint page report includes Room #, category (i.e academic departmental space), subcategory (ex. research lab), type (ex. Storage room), description, contact, and area.

f. Update on review of panelist stipends discussion.

- Keith met with Jennifer Lokash April 6th. Lokash requesting CIAP to conduct an environmental scan regarding the honorarium paid to Panel Chairs.

- **Action Item:** environmental scan on panel chair honorariums in equitable processes *[via CIAP]*
- **Due:** ahead of Autumn

6. Next Meeting(s)

- May 30, 2023 14:00-15:00
- June TBD
 - Amanda will circulate a doodle poll to collect availability from AUPC.
 - FYI: July is booked for July 24th