

Academic Unit Planning Committee Meeting

February 27th, 2023

1:00 p.m.

Online: WEBEX

Attendance:

Unable to attend:

<p>Ed Kendall, Medicine Md Mahe Chowdhury, GSU Ann Dorward, Medicine Keith Matthews, CIAP Isabel Ojeda, MUNSU Karen Parsons, Nursing Charlene Walsh, Marine Institute</p>	<p>Sulaimon Giwa, Social Work 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.

K. Matthews announced that Ms. Melissa MacLean has been hired as Senior Planning Analyst, effective March 13, 2023. He will attend AUPC with her until she has had sufficient orientation to the work of the committee.

b. Approval of Meeting Notes - January 23rd, 2022

E. Kendall asked for errors or omissions in January 23rd minutes. Minutes approved as circulated. E. Kendall noted that all action items have been acted upon.

2. AUP Status Report

K. Matthews provided detailed AUP status report. Details are as follows with respect to the Winter 2023 activities:

Launches

- No launches are scheduled.

Self-Study Reports

There are five Self-Study reports that are due during the Winter semester:

- Department of Economics.
 - The department head is keen to schedule the remote panel visit before the end of the semester. The Self-Study report is expected to be submitted once it has been reviewed by members of the academic unit.
 - One internal panelist for the remote visit is still pending.

- K. Matthews has reached out to Facilities Management to obtain the floor plans for the remote site visit.
- K. Matthews met with the Associate Vice-President (Academic) to discuss the status of various AUPs. She noted that the recommended panelists for Economics were primarily male and asked the Committee to consider developing language related to EDI-AR in the Procedures document as it relates to identifying prospective panelists. K. Matthews noted that this is a project that Melissa MacLean can undertake once she has settled into the Senior Planning Analyst position.
- Faculty of Education.
 - Self-Study document is with the Dean of Education. The document will be shared with the Dean of Record (AVPA) once members of the unit have had a chance to review it. (Expected to be mi-March). K. Matthews reminded the Dean to provide a list of recommended panelists.
- School of Pharmacy.
 - Self-Study document is with the Dean of Pharmacy who expects to submit it to the Dean of Record (AVPA) early this week. K. Matthews reminded the Dean to provide a list of recommended panelists.
- Departments of Physics and Computer Science (Faculty of Science). K. Matthews has reached out to the Dean of Science for an update but has not yet heard back.

Panel Reviews

- The Faculty of Medicine – cluster 1 report has been submitted and reviewed by the Dean of Medicine. The feedback has been provided to the panel chair for response.
- Department of Ocean Sciences (Faculty of Science) - report has been submitted and reviewed by the Dean of Science. The feedback has been provided to the panel for response.

Unit Responses and Action Plans

Two unit responses and action plans are due in the Winter:

- Department of History is due in March). K. Matthews sent a reminder to the Dean of HSS.
- Department of Biology - Action Plan is overdue from the Fall semester. K. Matthews has asked the Dean of Science for an update but has not heard back yet.

Summary Reports

Three summary reports are due in the Winter:

- Department of Philosophy – AUPC response from January meeting has been prepared but not yet sent (discussion under “Other Business” below.)
- Department of Folklore – received and is on today’s agenda.
- Department of Classics – received and is on today’s agenda.

One-Year Report

- Department of Geography – AUPC response from January meeting has been prepared but not yet sent (discussion under “Other Business” below.)

Three-Year Report

- Department of Religious Studies – received and is on today’s agenda.
- Department of Anthropology – short extension granted to April 5, 2023.
- Department of Mathematics and Statistics is overdue. K. Matthews has asked the Dean of Science for an update but has not heard back yet.
- Faculty of Business Administration – K. Matthews will contact the Dean for an update on this report, due in January.

3. AUP Reports for Review

a. Department of Classics – Lay Summary

E. Kendall introduced discussion of the Lay Summary for Classics and asked for feedback. Discussion ensued and included:

- It was noted that the document structure is aligned with the template
- The document is clear, well-written and illustrates both the positive and negative lessons.

Action item 1: Standard response letter will be prepared, thanking the unit for the summary.

b. Department of Folklore – Lay Summary

E. Kendall introduced discussion of the Lay Summary for Folklore and asked for feedback. Discussion ensued and included:

- It was noted that the document structure is aligned with the template
- The document is clear, well-written and illustrates both the positive and negative lessons.

Action item 2: Standard response letter will be prepared, thanking the unit for the summary.

c. Department of Religious Studies – Three-Year Report

E. Kendall introduced discussion of the Three-Year Report for Religious Studies and asked for feedback. Discussion ensued and included:

- Concern was raised as to the capacity of smaller academic units such as the Department of Religious Studies to deliver academic programs, conduct research, and support student activities after years of declining faculty complement.
- Progress seems to stall by the Three-Year update with many action items remaining un-addressed, despite some progress at the One-Year Update.
- The Senate has to decide whether this spectrum of studies is appropriate for our university. While this committee cannot make recommendations on how to address resourcing concerns, it does have a responsibility to report to Senate the issues it sees across multiple academic unit planning processes. Senate Executive is meeting soon and this matter can be brought forward as an agenda item.
- The department may feel that their concerns are not being discussed within the larger institutional context.

Action item 3: Response letter to be prepared and sent to unit. The letter should note that Committee appreciates the concerns raised in their update, that their situation is not unique, and that the Chair will write to Senate raising awareness of the challenges faced by small units with small and declining faculty complements complements.

Action item 4: Chair to prepare a letter to Senate Executive raising the issue and recommending a special meeting of Senate to discuss how the University maintains quality, comprehensive programming at a time of continuing budgetary reductions.

4. Other Business

a. AUPC Communications

E. Kendall introduced this item for continued discussion. There is no established protocol for how communications from the Chair of the Committee are distributed and who is copied on them. K. Matthews noted that the formal responses to the Department of Philosophy and the Department of Geography have not yet been sent out. The letter template noted that the letter should be written by the Chair and copied to the Provost, Associate Vice-President (Academic), and AUPC Secretary. The Dean of Record is not noted and the Provost has delegated responsibility to the AVP(Academic). It was agreed that the letters should be copied to the AVP(Academic), Dean of Record, and Secretary. The letter would be sent by the Secretary on behalf of the Chair.

Action item 5: K. Matthews and M. MacLean to develop a formal communications protocol to include as an appendix to the AUP Procedures.

5. Next Meeting and Adjournment

The next meeting is scheduled for March 24th at 1pm.

Meeting adjourned at 1:55.