

**Academic Unit Planning Committee Meeting**

**March 27<sup>th</sup>, 2023**

**1:00 p.m.**

**Online: WEBEX**

**Attendance:**

**Unable to attend:**

<p><b>Ed Kendall</b>, Medicine  <b>Ann Dorward</b>, Medicine  <b>Sulaimon Giwa</b>, Social Work  <b>Keith Matthews</b>, CIAP  <b>Melissa MacLean</b>, CIAP  <b>Isabel Ojeda</b>, MUNSU  <b>Karen Parsons</b>, Nursing</p>	<p><b>Md Mahe Chowdhury</b>, GSU  <b>Charlene Walsh</b>, Marine Institute                  Vacant, GCSU                  Vacant, Grenfell Campus                  Vacant, MISU</p>
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**1. Welcome**

**a. Review of Agenda**

E. Kendall welcomed Melissa MacLean to the committee.

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

**b. Approval of Meeting Notes - February 27<sup>th</sup>, 2022**

E. Kendall asked for errors or omissions in February 27<sup>th</sup> minutes. Minutes approved as circulated.

**2. AUP Status Report**

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

**Launches**

- Ocean and Naval Architectural Engineering launched in January.

**Self-Study Reports**

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

- Department of Economics.
  - The Self-Study report is expected to be received within the next few days. The panel has been finalized.
- Faculty of Education.
  - Self-Study document is with the Dean of Education. However, the Interim Dean is stepping down, which is expected to delay the completion of the report and the identification of proposed panelists.
- School of Pharmacy.
  - The Self-Study document has been received.

- Departments of Physics and Computer Science (Faculty of Science). K. Matthews/M. MacLean will continue to reach out to the Dean of Science for an update.

### **Site Visits and Panel Reviews**

- Department of Economics.
  - The remote site visit is scheduled for late April and the panelists have been finalized. The virtual tour has been created by CITL based on the unit's floor plans. K. Matthews and M. Maclean met with the panel chair and unit head on March 24<sup>th</sup> to prepare.
- School of Pharmacy.
  - The site visit is scheduled for April 27-29<sup>th</sup>. The panel is finalized.
- The Faculty of Medicine – cluster 1
  - The panel report has been forwarded to the unit head for review and response.
- Department of Ocean Sciences (Faculty of Science)
  - The panel report has been accepted by the Dean of Science and is being forwarded to the unit head for review and 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/M. MacLean will follow up with the Dean of HSS.
- Department of Biology - Action Plan is overdue from the Fall semester. Matthews/M. MacLean will follow up with the Dean of Science for an update.

In addition, responses from Medicine and Ocean Sciences will be received in the late Spring/early summer.

### **Summary Reports**

All three summary reports due in the Winter have been received and reviewed by AUPC and will be posted to the website:

- Department of Philosophy – the department elected not to make any of the suggested changes to the document.
- Department of Folklore
- Department of Classics.

### **One-Year Report**

- Reports from the departments of English and Sociology are due in the summer

### **Three-Year Report**

- Faculty of Business Administration
  - The report was submitted by the Dean of Business to the Dean of Record (J. Lokash). This will likely be on the agenda of the April meeting.
- Department of Anthropology – short extension granted to April 5, 2023.
- Department of Mathematics and Statistics is overdue. Matthews/M. MacLean will follow up with the Dean of Science for an update

## **3. AUP Reports for Review**

There were no reports for review.

#### 4. Other Business

##### a. AUPC Procedures – next steps

E. Kendall reported that the changes to the Procedures document were approved at the January meeting of Senate. The final version of the Procedures will need to be created (removing track changes and comments) and distributed to the committee for final review before posting to the Website.

It was noted that an ongoing issue for discussion is the complications arising from the fact that the VP of Grenfell Campus also serves as Dean of Record for the three schools there.

E. Kendall raised the ongoing concern with the granting of extensions that lead to units falling behind the prescribed timeline. It was noted that the committee has instituted several actions to help with the problem and the problem is less severe than in the past. One possible additional action is to create a standard memo from the Chair to the unit head, copied to the Dean of Record, noting the fact, alerting the unit head to the implications, suggesting courses of action, and asking for elaboration on causes and supports the committee can provide.

**Action item 1: M. MacLean to create “clean” version of the Procedures document and distribute to committee members.**

##### b. AUPC Communications

Following up from the February meeting action item, K. Matthews noted that he and M. Maclean are working on developing a protocol for formal communications from the committee to units.

##### c. Update on Course Effectiveness Questionnaire (CEQ)

E. Kendall met with Charlene Walsh, chair of the Senate Committee on Course Evaluation (SCCE) regarding the potential of utilizing the new survey solution the university has purchased (Explorance Blue) to assist units in collecting data in support of academic unit planning. The CEQ, paused since Fall 2019, is being relaunched in Spring 2023. K. Matthews noted that the SCCE is developing a bank of approved supplemental questions that can be appended to the core set of questions. AUPC may want to consider making recommendations on some questions that can help address AUP concerns.

##### d. Update on discussion with HSS on Small Units

Following up from the February meeting of AUPC, a meeting with the Dean of Humanities and Social Sciences, associate deans and representatives from Classics and Religious Studies has been set up for March 30<sup>th</sup>. K. Matthews will share the meeting link with AUPC committee members, who are invited to participate.

**Action item 2: K. Matthews to share meeting link with members of AUPC.**

**e. Update on meeting with AVP Facilities**

E. Kendall, K. Matthews, and M. MacLean will be meeting with the Associate Vice-President (Facilities) in the next few weeks to discuss issues related to space utilization and planning identified through the review of AUP documents.

**f. Review of Panelist Stipends**

It was noted that the value of stipends for external panelists and gift cards for internal panelists has not changed since Academic Program Review was first initiated over twenty years ago. Any changes would have budgetary implications. It was recommended that K. Matthews raise this issue with the Provost and consider a review of practices at other institutions.

**Action item 3: K. Matthews to discuss a review of stipendiary practices with the Provost.**

**g. Meeting Recording**

M. MacLean asked if committee members were comfortable having meetings recorded to assist in the writing of meeting notes until she is more familiar with the workings of the committee. Once the notes are created, the recording would be destroyed.

The Committee approved the practice.

**5. Next Meeting and Adjournment**

The next meeting is scheduled for April 24<sup>th</sup> at 1pm.

Meeting adjourned at 1:50.