Minutes

Academic Unit Planning Committee Meeting
Date: May 30, 2023
Time: 2:00-3:00 PM
Location: WebEx

Attendance	_Regrets, Absent_
Ed Kendall, Medicine	**Karen Parsons**, Nursing
Ann Dorward, Medicine	Vacant, GCSU
Melissa MacLean, CIAP	Vacant, Grenfell Campus
Charlene Walsh, Marine Institute	Vacant, MISU
Sulaimon Giwa, Social Work	
Shaheen Shah, GSU	
Jawad Chowdhury, MUNSU	

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 Course Effectiveness Questionnaire.
    b. AUP Space
        I. Update on May 1st Space Management meeting with A. Hunniford
    c. AUPC Communications Protocol
    d. AUP Honorarium
5. Next Meeting
    a. June 23, 2023 at 11:00

MINUTES

☐ Welcome
- o Introductions
    - ▪ Via E. Kendall
- o Review of the Agenda
    - ▪ Approved by all
- o Approval of the meeting notes
    - ▪ Approved by all

☐ AUP Status Report Update
Updates delivered via M. MacLean
- o Launches:
    - ▪ None.
- o Self-Study:

- None.
  - Site Visits:
    - Pharmacy completed in-person site visit April 27th and 28th.
    - Economics undergoing their site visit currently. Bulk of interview completed through week of May 8/9/10/11 and exit interviews on May 26th. Final meeting scheduled for June 7th for organizational/drafting period. Rain date of June 9th if needed.
  - Panel Reports:
    - Pharmacy panel report shared to applicable Dean of Record (AVPA).
    - Economics panel report anticipated for July and will be shared to their Dean of Record (Dr. Hurley)
  - Unit Response/Action Plan:
    - Noted Dr. Webb [History] to confirm if document submitted to CIAP represents the full action plan. Currently, specific timelines are earmarked for Dec 2023 in their plan.
  - Lay Summary:
    - None
  - One Year Report:
    - None
  - Three Year Report:
    - None
- ☐ AUP Reports for Review
  - No reports to review
- ☐ Other Business
  - Update on Course Effectiveness Questionnaire.
    - C.W: replaced the previous "course evaluation questionnaire" which was paused in 2019; noting it is now the "course experience questionnaire". Soft launch with Spring/Summer courses. The new CEQ will be offered through a new technology solution software specifically designed for surveys [Explorance Blue].
    - C.W: many stakeholders across multiple campuses have been involved in the senate committee's working group connected to CEQ. Have been heavily involved in leading conversations with instructors, deans, leads, etc about CEQ and Explorance Blue.
    - C.W: user acceptance testing is now underway on CEQ with participants acting as various user types to trial the software and CEQ.
    - C.W: ongoing review of use and administration of CEQ in light of new policies and procedures in regard to the purpose of CEQ at Memorial.
    - C.W: will be opportunity for departments or bodies (such as AUPC) to submit customized questions. This functionality is part of the user testing but would not be able to occur with the Spring soft launch.
  - AUP Space
    - E.K: concern that small to medium-sized units' resources are fragmented and this has a negative impact on their programs. Meetings with A. Hunniford with Facilities who is lead for space management issues. CIAP, AUPC, and Hunniford to continue collaborating to support units with their space concerns and requests. Since the partnership has launched, Hunniford has collaborated with CIAP to consult with units in pulling information from their AUP documents to support requests.
  - AUPC Communications Protocol

- M.M: no formal update, agenda item to keep it as an open topic for discussion/contribution each meeting. Grid will be sent once a final draft is completed.
  - o AUP Honorarium
    - M.M: No formal update, agenda item to keep it as an open topic for discussion/contribution each meeting. AUPC continues to agree the review needed.

      ~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*

- ☐ Ad Hoc Discussions
  - o Discussion regarding AUP timelines (current 7-year cycle)
    - Trend in 3 year report submissions noting compounding delays impacting their 7-year cycle. Issue of units consistently being unable to meet target timelines; expecting trend to continue given disruptions from Covid, closures, and strike.
    - Recent approach has been to deliver a 4-year relaunch date when thanking units for their 3-year submission. Extended on a case-by-case basis.
    - E.K noting extension to 10 year discussed as too long between planning events/reviews. Shortened cycles of 3 years too onerous to place on small units or units with shared administrative support.
    - Review of embedded timelines within the 7-year cycle may be more advantageous. Potentiality of paperwork process of self-study be compressed from one year down to six months. Potentiality of template-based paperwork to assist in timely completions. Potentiality of designating increased resources to assist units in project management of self-study and site-visit; allowing units/heads to switch to a role of lead expert/consultant of the unit rather than manager of the process.
      - o A. D: resourcing and support biggest hurdles for completion. Asking for a shortened cycle would be excellent only if current resources and support were increased to a sufficient level and supplied to them when undergoing AUP process. Current aspirations are not matched by current resources.
      - o E. K: AUP a ground-up procedure but needs high-level support for the request (i.e. senate support). Likely the project management support would be centralized and occur through CIAP by hiring additional personnel in the office specifically to assist units hands-on with AUPs to facilitate the 7-year or shorter cycle.
      - o E.K. noting official data has not previously been tracked on frequency or lengths of delays; though anecdotally AUPC confirms majority of units experience delays.
      - o E.K. noting senate does not have spending authority but can provide support to initiatives such as reallocation of resources within larger budgets overseen by administration.

        ~Action Item: E.K to draft a letter to senate to advise them of the situation, suggest some potential solutions, and request guidance on solutions. E.K. to circulate letter to AUPC ahead of submission to senate. *Deadline: prior to neat AUPC meeting*

> **~Action Item**: E.K to draft a letter to senate requesting support to expand CIAP's capacity to assist by increasing personnel in-office to offer a centralized project management to work one-on-one with units on paperwork development and site-visits. E.K. to circulate letter to AUPC ahead of submission to senate. *Deadline: prior to next AUPC meeting.*

- o C.W: in interim, modifying timelines to match the realities of extenuating circumstances seems reasonable. Should keep an eye on frequency of how often mitigations are being needed.
  - o Discussion of PR for AUPs.
    - ▪ E.K: consideration of submitting to gazette a piece acknowledging the unit and panellists who contributed to and completed a the site visit. Currently information is passively available but announcing it more loudly to highlight it.
    - ▪ A.D: highlight who participated, who travelled, internal people who supported/facilitated process, and a link to the lay summary once it is public. Not specifically outlining the process but recapping/thanking those who functionally participated in it.
    - ▪ C.W: could be a summary of more than just one unit at a time, recap all units who have completed. Could we capture quotes from participants? Reflection responses from unit of good news items from it.
      > **~Action Item**: when next lay summary is received, AUPC to review again the topic and discuss how best to publicize the accomplishment.
      > *Deadline: TBD based on next received lay summary.*
      > **~Action Item**: following discussion, develop template for communication protocol grid. *Deadline: TBD based on next received lay summary.*

☐ Next Meeting
  - o June 23, 2023 at 11:00 via WebEx