

Minutes

Academic Unit Planning Committee Meeting

Date: February 26, 2024

Time: 13:00am-14:00pm

Location: WebEx

1. Welcome

- a. Introductions
 - b. Review of the Agenda
 - c. Approval of meeting notes
 - i. January Minutes
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2. Academic Unit Planning

- a. Status Report Update
 - b. Lay Summary [Economics]
 - c. Meeting of AUPC and AVPA, Feb 16th
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3. Reports/Letters to Senate & Executive

- a. Thematic Report: Space
 - i. Update
 - b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]
 - i. Status on letters sent
 - c. Letter to Senate: Plight of the Small Units
 - i. Update: Foundational Report data files from CIAP [available on Brightspace]
 - ii. Gender Studies' letter of response to AUP Launch Notification
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4. Other Business

5. Next Meeting

- a. March 25, 2024 (WebEx)
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<p><u>Members Present</u> Ed Kendall, Medicine Charlene Walsh, Marine Institute Nahid Masoudi, Economics Ann Dorward, Medicine Sulaimon Giwa, Social Work Syed Saif Sayeedi, GCSU Jawad Chowdhury, MUNSU Melissa MacLean, CIAP Baset Mishkat, CIAP [non-voting]</p> <p><i>"A quorum for the conduct of business shall be five members with at least three faculty members in attendance."</i></p>	<p><u>Regrets/Absent</u> Aiden Parsons, MISU {absent} Shaheen Shah, GSU {absent}</p> <p><i>Vacant, Grenfell Campus (faculty)</i></p>
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1. Welcome

a. Introductions

b. Review of the Agenda

Request to approve agenda.

Motion: (A. Dorward; N. Masoudi)

c. Approval of meeting notes

i. December Minutes

Request to approve minutes.

Motion: (A. Dorward; N. Masoudi)

Discussion with members regarding any interest in changing to in-person meetings.
Committee decided to continue with virtual meetings.

2. Academic Unit Planning

a. Status Report Update

- **Education**= Self-study processed for publishing as a single PDF for panelists on Brightspace. Brightspace course created and all panelists have accessed. Site visit set for March 7-9th. Unit working on coordination of interviewees and all sessions have been identified.
- **Medicine**= no updates.
- **School of HKR**= no updates.
- **Music**= no updates.
- **Pharmacy**= Dean noted Unit will submit by March 8th their Unit Response and Action Plan.
- **HSS**
 - **Classics**= No updates.
 - **Economics**= lay summary available for AUPC review.
 - **Gender Studies**= launch timeline in discussion with AVPA and Dean of HSS.
 - **MLLC**= Finalized 4 panelists for March 21-23 site visit. Logistics through CIAP underway (i.e. Brightspace created, accounts requested, and itinerary template sent to Unit Head). Unit working on coordination.
 - **Political Science**= revised report requested for submission to first week of March.
- **Science**
 - No updates for reports processing
 - **Chemistry**= faculty ideation session hosted Feb20th by Unit; CIAP attended to report on sequence of events and collect written materials

submitted by attendees. CIAP will be creating report for Chemistry of the high level themes unique to each session and of those which cross sessions (i.e. undergrad majors, undergrad non-majors, graduate students, staff, faculty). Faculty session significantly delayed and overlaps work plan for several other large items at CIAP.

- **Marine Institute**
 - **Fisheries**= successfully moved the launch ahead and held on-site in-person February 1st. CIAP creating preliminary data file and is meeting with MI scheduled for February 29th (rescheduled from prior date; snowstorm).
- **Grenfell**= effectively halted in their progress.
 - **SSE**= survey data from January in analysis process.
 - **SASS & SFA**= no update

b. Lay Summary [Economics]

- Reviewed and discussed submission by Economics to AUPC. Noted submission covered all areas outlined in Procedures. Materials thoughtfully presented and comprehensive.
 - **Action Item:** Melissa MacLean to draft thank you letter to Economics for their submission as well as noting the next AUP item and date for submission. Letter to be posted to Brightspace for AUPC access. *Due: Prior to March meeting.*

c. Meeting of AUPC and AVPA, Feb 16th

- Discussed results of meeting between AVPA and AUPC February 16th meeting. Key items from the meeting included:
 - Need to increase communication between Cognate Deans and AUPC when Units submit their reports for Dean review or when requesting an extension through the Dean.
 - Need for increased awareness of the value of AUP participation and completion for Units and for the institution.
 - AVPA and AUPC Chair are scheduling a meeting with the Dean of Science; meeting will be scheduled via AVPA office.
 - **Action Item:** Melissa MacLean to post AVPA/AUPC Feb 16th meeting's action items to AUPC Brightspace access. *Due: Prior to March meeting.*
- Discussed proposing to AVPA a semi-annual or quarterly standing meeting between AUPC/AVPA.
- Discussed issue of resources for the units undergoing AUP process. Discussed creation of a project manager role embedded within Units for set period of time following launch to help resource Units to stay on track.
- Discussed value of announcing in gazette and/or newslines when Units complete site visits or have their lay summary posted.
 - **Action Item:** E. Kendall to review terms or reference for Senate regarding Senate committees posting results of senate-mandated activities in the Gazette. *Due: Ahead of March meeting.*
 - **Action Item:** E. Kendall to email Gazette editor to discuss how to feature Senate work within their publications and gain understanding of process to be published. *Due: Prior to Spring.*

3. Reports/Letters to Senate & Executive

a. Thematic Report: Space

i. Update

- Letter to Senate sent to Sen Executive ahead of Feb 22nd deadline for submission (copy posted to Brightspace). Report submitted with letter.

- E. Kendall will speak to any discussions raised during the March Senate meeting. E. Kendall will direct any written commentary be directed to M. MacLean for collection.

b. Drafted Letter: 6 Month Overdue on AUP Phase [template letter]

i. Update

- Letter drafted and posted to Brightspace. Discussed letter balances the right tone and message from AUPC.
- **Action Item:** AUPC to send any edits or feedback to M. MacLean regarding the letter composition. *Due: Ahead of February 28th.*

c. Letter to Senate: Plight of the Small Units

i. Update

- Raw data files uploaded to Brightspace. Analysis and reporting not yet completed by CIAP.
 - Noted current request rooted in HSS and data beyond HSS is used as a comparator to establish baseline.
 - Noted it excludes Grenfell, MI, Medicine.
- Committee requests this become a “report to Senate” rather than a “Letter to Senate” targeting a Spring submission.
- AUPC discussed preliminary thoughts on data.
 - Units have seen a reduction or elimination in positions.
 - Units’ typical request was for restoration of previous roles vs creation of new roles.
- Determined 8 faculty or below to be used as working benchmark definition of a “small unit” going forward for data analytics purposes.
 - Data point of “faculty” to be based on only ASMs
 - PCIs not to be included as they do not have same expectation of service to the Unit as an ASM; not part of contract obligations.
- Determined a ratio of 8:1 faculty to administrative staff to be used as the working benchmark ratio going forward for data analytics purposes.
 - **Action Item:** CIAP to continue cleaning data. *Due: Ahead of March meeting.*
 - **Action Item:** CIAP to sort focus department analysis according to the 8 faculty benchmark. *Due: March meeting.*
 - **Action Item:** CIAP to analyze St. John’s campus’ Units for weighting according to proposed 8:1 faculty to staff ratio. *Due: March meeting.*
- Discussed potential responses that could arise as solutions:
 - Restoration of lost positions.
 - Resource pooling (with and without specialized persons embedded)
 - Split model of pooled resource with “home Unit” assignment.
 - Ticket system for non-Unit specific needs.
- Discussed recipients for report to include HSS Dean and Senate.
 - Anticipate future recipients could extend to the Board or Administration given potential financial or administrative solutions.

ii. Gender Studies’ letter of response to AUP Launch Notification

- Discussed communication from GS regarding request for extension to 2025. Noted the cognate Dean would be ultimate communicator to Unit regarding an extension.
- Discussed part of GS’s concerns link to issues that may arise in the Plight of Small Units report.

- Discussed AUPC to send letter to GS acknowledging their comments and that AUPC will raise this issue with the cognate Dean (Dean of HSS).
 - **Motion** for creation of response communication to Gender Studies (A. Dorward; S. Giwa). **Approved**
 - **Action Item:** M. MacLean to draft letter of response for E. Kendall's review to send to Gender Studies noting their concerns, recognizing their request for a pause (absent of specific date), and directing the decision to the Dean. *Due: Ahead of March meeting.*

4. Other Business

a. Senate Speaker Role

- Discussed Senate has approved a speaker position and are developing the outline for the role.
 - Call for nominations for that position will be out shortly.
 - Position to be reviewed in a year.
- J. Chowdhury raised student unions have utilized list of parliamentary trained persons to act in roles similar to Senate Speaker when needed in the past to run meetings in parliamentary style.
 - **Action Item:** J. Chowdhury to send list of parliamentary trained persons to E. Kendall. *Due: Ahead of March meeting.*
- Discussed topic of a decolonized approach to Senate meetings, issues with Robert's Rules of Order, and alternative Rules that had been proposed to Senate previously (i.e. Martha's Rules).
 - MUNSU currently undergoing a Hummingbird Decolonization audit.

Adjournment: 14:16