



Academic Unit Planning Committee

Date: July 22, 2024
Time: 13:00am-14:00pm
Location: WebEx

-
1. Welcome
 - a. Introductions
 - b. Review of the Agenda
 - c. Approval of meeting minutes
 - i. May 2024 Minutes
 - ii. June 2024 Minutes

 2. Academic Unit Planning
 - a. Status Report Update
 - b. Ocean Sciences lay summary

 3. Reports/Letters to Senate & Executive
 - a. Discussion: Review of 2023-2024 AUPC Annual Plan
 - b. Discussion - Small Unit report
 - i. Update from Working Group

 4. Other Business

 5. Next Meeting
 - a. August 26, 2024 (WebEx)

Present:

Edward Kendall (Chair)
Ann Dorward
Melissa MacLean (Secretary)
Baset Mishkat (non-voting)
Alida Zedel
Sulaimon Giwa

Regrets:

Charlene Walsh

Absent:

Nahid Masoudi
Saif Sayeedi
Shaheen Shah
MISU (vacant)
Grenfell faculty (vacant)

“A quorum for the conduct of business shall be five members with at least three faculty members in attendance.”

Academic Unit Planning Committee

Date: July 22nd, 2024
Time: 13:00am-14:00pm
Location: WebEx

1. Welcome

a. Introductions

b. Review of the Agenda

No noted amendments.

c. Approval of May and June AUPC meeting notes

Quorum unmet during June meeting, therefore May minutes were review but not officially approved.

Quorum unmet during beginning of July meeting, therefore June minutes reviewed but not officially approved.

2. Academic Unit Planning

a. Status Report Update

- **Education** – no AVPA response to panel report received.
- **Faculty of Medicine PHAHS** – internal panelist secured. Date conflicts with 3 panelists and one of the faculty leads.
- **Pharmacy** – lay summary received, will be available next meeting.
- **Faculty of HSS:**
 - **MLLC** – Dean approved panel report and a delay in starting the Unit Response and Action Plan until semester begins and all staff/students return.
- **Faculty of Science:**
 - **Ocean Sciences:** lay summary available for AUPC review. One year report extension from July 2024 to September 2024.
- **Marine Institute:**
 - **School of Fisheries:** Dean of Record confirming an extension. New dates are October for self-study and November/December for site visit.
- **Grenfell:** Interim VP Grenfell approved restarting AUP launch conversation with SASS. Met with interim Dean for SASS and they are requesting development of a PDF flyer/info page of AUP purpose, positives, etc. specific to Grenfell for a proposed Jan/Feb launch.

b. Ocean Sciences Lay Summary Review

Discussed the report covered the highlights form their panel report and subsequent action plan. Noted inclusion of acronyms the public may be unfamiliar with.

Action Item: Response letter from AUPC thanking the Unit for their submission and requesting a copy of the lay summary that will not include the Unit Head's signature (the signature-free version will be posted publicly). *Due: ahead of August AUPC meeting.*

3. Reports/Letters to Senate & Executive

a. Discussion: Review of 2023-2024 AUPC Annual Plan

Prior amendments noted for CHH and biomed to the current names, updates to Appendix B timelines for 2024/2025 AUP cycle timelines.

Action Item: draft of AUPC Annual Plan posted to Brightspace. *Due: Ahead of August AUPC meeting.*

b. Discussion - Small Unit report

i. Update from Working Group

Discussion that current AUPC report will open with recent HSS Unit(s)' AUP report(s) as a case study example of the expected wider trend across campus. Report to include the CIAP data reports (qualitative and quantitative) in appendices as applicable. Report will provide potential avenues of consideration for solutions or areas of further dialogue/investigation for Units who feel the same issues as those presented in the report. Once report is drafted it will be reviewed by AUPC membership. Final draft to be considered for applicable audiences that may include Senate, Board of Regents, Deans, etc.

Action Item: AUPC summer working group to review current drafts for feedback on content/format and further solutions/areas suggestions. All above to be sent to B. Mishkat.

Due: first week of August.

Action Item: E. Kendall and B. Mishkat to collaborate on first draft. Finished draft to be emailed to M. MacLean for posting to Brightspace. *Due: ahead of August AUPC meeting.*

4. Other Business

None raised

5. Next Meetings

a. August 26, 2024 (WebEx)

Adjourned. 01:50pm