



## Faculty Council Minutes

Tuesday, February 21, 2023

4:30 pm

**Attendees:** Zaina Albalawi, Stacey Alexander, Chelsea Crossley, Peter Daley, Ann Dorward, Norah Duggan, Jessica Esseltine, Alison Farrell, Robert Gendron, Michael Grant, Tina Hickey, Kathleen Hodgkinson, Edward Kendall, Eden Kinzel, Virginia Middleton, Pamela Morgan, Tracy Osmond, Patti Power, Rachel Prowse, Amy Randell, Kristen Romme, Rod Russell, Asoka Samarasena, Douglas Smith, Tev Stachniak, Reza Tabrizchi (Chair), Cathy Vardy, Brenda Wilson

**Regrets:** Jane Barron, Susan MacDonald, Margaret Steele, Danielle O’Keefe, Pamela Snow, Bruce Sussex

Topic	Details	Action Item and Person Responsible
Welcome and Introduction	Dr. Tabrizchi welcomed everyone to the meeting both in person and virtually.	
<ul style="list-style-type: none"><li>Review of Agenda</li><li>Conflict of Interest</li></ul>	<ul style="list-style-type: none"><li>Dr. Rod Russell moved approval of the agenda; seconded by Dr. Edward Kendall.</li><li>COI - none noted; agenda approved.</li></ul>	
Review and approval of prior minutes of January 17, 2023	<ul style="list-style-type: none"><li>Dr. Peter Daley moved approval of the minutes; seconded by Dr. Rod Russell. Abstentions were received from Dr. Jessica Esseltine, Dr. Rachel Prowse, Ms. Chelsea Crossley, Dr. Linda Magnusson, Dr. Zaina Albalawi, Dr. Tev Stachniak, and Dr. Kathleen Hodgkinson. Minutes approved.</li></ul>	
UPEI Update	<p>Dr. Vardy provided an update on UPEI.</p> <ul style="list-style-type: none"><li>Start date for the UPEI program is now 2025 and will begin under Memorial’s accreditation as mentioned in the memo sent by Dr. Steele on February 16, 2023 regarding an update on progress with the UPEI Faculty of Medicine and joint medical degree program. The change in the start date is primarily</li></ul>	

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	<p>due to the delay in the progress of the building construction. Official ceremony will be late spring.</p> <ul style="list-style-type: none"> <li>- Capacity and HR capacity – A new study is being undertaken by UPEI and Health PEI looking at capacity which will help to determine rotations as learners proceed to the clinical years for undergraduate and postgraduate programs.</li> <li>- Search Committee is currently interviewing two (2) candidates for the Associate Dean, UGME, UPEI position. Aiming to make a decision by end of March, Following the second presentation, faculty will receive a copy of the presentation and feedback for both candidates that can be sent to Joan Fillier at <a href="mailto:Joan.Fillier@med.mun.ca">Joan.Fillier@med.mun.ca</a>.</li> <li>- UPEI Dean's search update – there are three (3) candidates being interviewed and the aim is to have the position filled by the end of spring. Dr. Steele is a member of this committee.</li> <li>- Communications – Updates will be provided in the Dean's notes and, for any specific questions, people can reach out to Dr. Cathy Vardy directly. Positions to be hired include, a communications person for UPEI joint program. This person will reside in PEI and is expected to be hired by end of March. Also hiring a project manager for the development of the different policies and procedures.</li> <li>- There was discussion surrounding whether the clerkship would happen in PEI or NL. The Curriculum Committee looking at the best plan. PEI faculty are leaning toward a block rotation as an option. It was noted as much as possible the clinical programs will happen in PEI.</li> </ul>	
Dean's Updates	<ul style="list-style-type: none"> <li>- Dr. Tabrizchi welcomed back all MUNFA colleagues, and members.</li> <li>- Updates were provide on: <ul style="list-style-type: none"> <li>• <i>Academic Medicine</i>: The speaker series for the Equity, Diversity and Inclusion (EDI) in Academic Medicine will have its next presentation at the end of this month. Dr. OmiSoore Dryden will be presenting a lecture entitled "<i>Black Health Equity and why EDI is just not enough</i>" at 12 pm</li> </ul> </li> </ul>	

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	<p>on February 28, 2023, in the Lecture Theatre 1M102.</p> <ul style="list-style-type: none"> <li>• There was success in the last cycle of CIHR project grant competition (fall 2022) with two (2) awards. Grant was awarded, to Dr. Matthew Parsons in Division of BioMedical Sciences (BMS), while Dr. Michelle Ploughman in BMS received funding via the priority envelopes. Congratulations to them on being successful in securing funding.</li> <li>• Resident Research Symposium was held on the afternoon of January 30, 2023, and the residents from many clinical disciplines presented their work. On behalf of the Dean, thank you to Ms. Jenna Ross and Ms. Amy Carroll in the office of Research and Graduate Studies and Dr. Laurie Twells, Assistant Dean of Clinical Research for organizing this event.</li> <li>• The applicants to the Medical Research Fund, the Ovarian Cancer, and the Dean of Medicine Collaborative Clinical and non-Clinical fall 2022 grant competitions were notified of the outcomes. Congratulations to Dr. Curtis French for Cox Award, Dr. Rod Russell, Dr. Jaqueline Vanderluit, Dr. Peter Wang and Dr. Anil Zechariah for the MRF's Research and Development awards, Dr. Patti Power for the Ovarian Cancer award, and Dr. Jessica Esseltine, Dr. Stephen Duffett and Dr. Kathy Hodgkinson for the Dean of Medicine Collaborative Clinical and non-Clinical award.</li> <li>• There will be presentations regarding the results of the second Anonymous Online Survey regarding mistreatment in the Faculty of Medicine, which was completed by faculty, staff and learners. The plan is to have presentations for all stakeholders separately (e.g., staff, MD phases 2-4, graduate students, and the faculty).</li> </ul>	
Policy Updates –	<p>- <b>Acknowledgements and Authorship Guidelines</b> – The guidelines were brought forward to Faculty Council for information. Ms. Hickey highlighted that these are new guidelines. They focus specifically on</p>	

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<ul style="list-style-type: none"> <li>- Acknowledgements and Authorships Guidelines</li> <li>- Consultation on Research Laboratory Space Allocation Policy</li> </ul>	<p>staff in core facilities of the FoM. The purpose is to both acknowledge staff as well as to ensure they make their supervisors aware of their involvement in research projects. This will be brought forward to SEC for approval at the March 6, 2023 meeting.</p> <ul style="list-style-type: none"> <li>- Discussion surrounded: <ul style="list-style-type: none"> <li>• The purpose of the authorship guidelines – Dr. Tabrizchi indicated these guidelines were originally created to focus on the technical services of the Faculty of Medicine’s Core Facilities.</li> <li>• How does this policy comply with CREAT – It was confirmed that Ms. Hickey had conducted an environmental scan, which included CREAT, as well as three other academic institutions. It was noted that CREAT has a statement but not a policy while the FOM’s are guidelines.</li> </ul> </li> <li>- <b>Consultation on Research Laboratory Space Allocation Policy –</b> <ul style="list-style-type: none"> <li>• Dr. Grant indicated this policy was being brought forward to Faculty Council for consultation. There has been consultation with the Senior Management Committee and is now being brought forward to Faculty Council for consultation prior to moving forward to SEC for approval on March 6, 2023. The policy was created to ensure there is a clear and transparent policy for laboratory space allocation.</li> <li>- Dr. Grant highlighted this policy was originally formulated to have better transparency in dealing with wet laboratory space but can cover other research spaces.</li> <li>- Ms. Hickey noted that consultation for this policy is open until February 28, 2023. Please send any comments, to Ms. Hickey at <a href="mailto:policy.analyst@med.mun.ca">policy.analyst@med.mun.ca</a>.</li> </ul> </li> <li>- Discussion surrounded: <ul style="list-style-type: none"> <li>• Is there value in having a laboratory swing space where someone who is close to retirement may</li> </ul> </li> </ul>	

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	<p>have an idea for a project and would need space</p> <p>Dr. Grant thought that was a good idea and worthwhile to consider especially for those who are looking to starting research again.</p> <p>Accordingly, they could submit an application to this effect to the Space Committee.</p>	
<b>Notice of Motion:</b> Postgraduate Medical Education Committee – Terms of Reference	<ul style="list-style-type: none"> <li>- Dr. Tabrizchi brought forward on behalf of Dr. Sohaib Al-Asaaed a Notice of Motion for the Postgraduate Medical Education Committee’s Terms of Reference. Dr. Tabrizchi noted that both clean and working copy of the documents were circulated. It was noted the changes were of the language and structure in the document, as well as administrative and organizational in nature.</li> <li>- Any comments, please email Ms. Tracy Osmond at <a href="mailto:policy.coordinator@med.mun.ca">policy.coordinator@med.mun.ca</a>.</li> <li>- Dr. Kendall recommended to include two items for consideration: resource allocation for the committee, and asked why the chair has a vote when the chair is supposed to be impartial.</li> </ul>	
Senate Update	<ul style="list-style-type: none"> <li>- Dr. Kendall provided an update on the special meeting of Senate on February 15, 2023. The regular meeting of Senate will resume in March.</li> <li>- The purpose of the special meeting was to action academic remedies necessary to accommodate the instructional time lost due to the strike.</li> <li>- The agenda included: <ol style="list-style-type: none"> <li>1. Proposal – Academic Remedies as a Result of Disruption of Instructional Activities from January 30 – February 13, 2023 – the motion to adopt the proposed remedies passed.</li> <li>2. February 2023 candidates for in absentia graduation. This was for information only, the approval of this was granted by the Executive Committee</li> <li>3. Student motion for academic remedies – no motion to adopt these proposed remedies was put forward. A motion to recommend the Board refund student tuition was made and passed.</li> </ol> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- Dr. Kendall noted that the meeting did not follow the usual format. Instead a series of members rose to clarify provisions to the academic remedies proposal or rose to attempt to modify them.</li> <li>- Discussion surrounded:               <ul style="list-style-type: none"> <li>- What was finally agreed between MUNFA and MUN. Dr. Kendall noted there was the salary increase; pension remains 50/50 and one month preparation time for per course instructors. It was agreed there would be a committee to examine collegial governance. However, it was noted this is already underway as a part of the Senate reform. It was noted that this special committee must have work completed within 24 months.</li> </ul> </li> </ul>	
Budget Update	Mr. Tucker provided an update on the budget. Projecting a \$1.5M deficit, and have asked the government for an additional \$2.5M in one-time funding for the end of the year. This amount is 2% of the total budget, and will help to off set the increases in energy costs.	
Academic Search Updates	<p>Ms. Pittman reported:</p> <ul style="list-style-type: none"> <li>- Seeking faculty members for the Review Committee for the Chair of Family Medicine. The call closes on February 23, 2023, and for the Search for the Vice Dean, Research and Graduate Studies. Call closes on March 2, 2023. If interested, please contact Ms. Regina Edwards at <a href="mailto:academicaffairs@med.mun.ca">academicaffairs@med.mun.ca</a>.</li> <li>- There are a number of leadership positions that are available in UGME for:               <ul style="list-style-type: none"> <li>• Research Lead, Phase 3</li> <li>• Clinical Skills Phase 4 Lead</li> <li>• Phase 4 Prep Coordinator</li> </ul> </li> <li>- The time commitment for each position varies, if interested, please contact Dr. Taryn Hearn or your Academic Head, which have received information on these positions.</li> <li>- The Phase 3 lead will be finishing their final term in the spring and will be looking to fill this position.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Ms. Pittman noted that these are all great gateway leadership positions into medical education for anyone interested in looking to take on a larger role.</li> <li>- EDI-AR Speaker Series – Dr. OmiSoore Dryden, will be on campus on February 28, 2023. There are opportunities to meet with her either one- on-one or in small groups. She is particularly interested in anyone who is interested in joining the National Black Collaborative. The FOM is looking to create a hub here. If interested in meeting with Dr. Dryden, please contact Ms. Tracey Pittman.</li> </ul>	
Any Other Business	None.	
Adjournment	The next meeting is scheduled for <b>Tuesday, March 21, 2023, 4:30 pm.</b>	