



**Faculty Council
Minutes**

Tuesday, November 18, 2025

4:30 pm

Attendees: Stacey Alexander, Lindsay Alcock, Tracey Bridger, Patricia Cousins, Norah Duggan, Heather Flynn, Kelly Foss, Scott Harris, Taryn Hearn, Elizabeth Hillman, Tina Hickey, Kathy Hodgkinson, Andrew Hunt, Christopher Jenkins, Melanie Johnston, John Kabakisa, Peter MacPherson, Dolores McKeen, Virginia Middleton, Danielle O’Keefe, Jenn Perry, Jordan Pike, Tracey Pittman, Ed Randell, Kristen Romme, Sonia Sampson, Lana Soper, Tev Stachniak, Amanda Tzenov, Geoff Zbitnew

Regrets: Ann Doward, Michael Woods

Topic	Details	Action Item and Person Responsible
Welcome and Introduction	- Dr. McKeen welcomed everyone to the meeting both in person and virtually. -	
<ul style="list-style-type: none"> Review of Agenda Conflict of Interest 	- Dr. McKeen asked if there were any additions or deletions to the agenda. - The agenda was approved by those in attendance at the November 18, 2025 meeting. - COI - none noted; agenda approved.	
Review and approval of prior minutes of October 21, 2025	- Dr. Danielle O’Keefe moved approval of the minutes; seconded by Dr. Taryn Hearn. Minutes were approved.	
Vote: Notice of Motion: Proposed Calendar Changes to the Faculty of Medicine Regulations	- Dr. Taryn Hearn presented the proposed calendar changes to the Faculty of Medicine Regulations. Indicated the changes included incorporating the PEI Regional Campus, updating and revising of wording within the sections and various other incidental updates. - Dr. Taryn Hearn moved approval of the proposed calendar changes to the Faculty of Medicine	

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	Regulations; seconded by Dr. Norah Duggan. Proposed calendar changes to the Faculty of Medicine Regulations were approved.	
Vote: Notice of Motion: Terms of Reference, Undergraduate Medical Studies Committee	<ul style="list-style-type: none"> - Dr. Taryn Hearn presented the Terms of Reference for the Undergraduate Medical Studies Committee. She indicated the changes covered revisions to the membership with the addition of a medical learner rep from the PEI Campus and the Associate Dean, removal of the Assistant Dean, and New Brunswick and HPEI UGME Coordinator, PEI. - Dr. Taryn Hearn moved approval of the Terms of Reference for the Undergraduate Medical Studies Committee; seconded by Dr. Amanda Tzenov. Terms of Reference for the Undergraduate Medical Studies Committee were approved. 	
Vote: Notice of Motion: Terms of Reference, Admissions Committee	<ul style="list-style-type: none"> - Dr. Amanda Tzenov presented the Terms of Reference for the Admissions Committee. She indicated the change included a revision to the membership for an Indigenous representative and who this position is appointed by. - Dr. Amanda Tzenov moved approval of the Terms of Reference for the Admissions Committee; seconded by Dr. Taryn Hearn. The Terms of Reference for the Admissions Committee were approved. 	
Notice of Motion: Terms of Reference, Postgraduate Medical Studies Committee	<ul style="list-style-type: none"> - Dr. Danielle O’Keefe presented the revisions to the Terms of Reference, Postgraduate Medical Studies Committee. She indicated the changes were to the “Membership” section of the terms. - Dr. Danielle O’Keefe introduced a notice of motion for the Terms of Reference, Postgraduate Medical Studies Committee; seconded by Dr. Gillian Sheppard. - The proposed changes will be brought forward for a vote during the December 16, 2025 meeting. 	
Notice of Motion: Amendment to the Faculty Council Bylaws to include the PEI Committee as a Standing Committee (point 5.1)	<ul style="list-style-type: none"> - Dr. Dolores McKeen presented the amendment to the Faculty Council Bylaws to include the PEI Committee as a Standing Committee. - Indicated the reason for the amendment is because the PEI Committee’s mandate is academic in nature and Faculty Council is responsible for overseeing academic matters, it is appropriate that the PEI Committee be established as a Standing Committee 	

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	<p>of Faculty Council and, therefore, report to and receive approval by Faculty Council.</p> <ul style="list-style-type: none"> - Dr. Dolores McKeen introduced a notice of motion to amend to the Faculty Council Bylaws to include the PEI Committee; seconded by Dr. Peter MacPherson. - The proposed amendment will be brought forward for a vote during the December 16, 2025 meeting. 	
PEI Regional Campus Update	<p>Dr. MacPherson reported:</p> <ul style="list-style-type: none"> - Memorial FoM leadership visited PEI on November 13 and 14, 2025 for meetings with LWS, UGME, faculty, leadership and learners. - Bidirectional classroom tech is working well. With the help of PESC, have conducted a feedback session with learners. The feedback was mostly focused around technique rather than technical. Looking to continue the faculty development sessions. - Facility is due to be officially opened in a couple of weeks. There are still some staff who have not moved into the building. - Met with PEI Government and Health PEI CEO for an update on compensation for Years 1 and 2 and to highlight the needs for Years 3 and 4. - Dr. Hearn noted the contract for services has been completed and continuing work on the multi-year agreement. 	
Academic Search Updates	<p>Ms. Pittman reported:</p> <ul style="list-style-type: none"> - Dr. Rebecca King is interim Chair of Psychiatry. Currently, filling positions on the search committee for the Chair of Psychiatry. If interested or know someone who is interested, please reach out to Academic Affairs. - Dr. Heather Flynn is the interim Associate Dean, LWS. The job ad for the Associate Dean, LWS has been posted. - Dr. Chris Aubrey-Bassler has been extended as the Chair of Family Medicine until December 31, 2025. Will be looking for an interim Chair of Family Medicine for the new year. - There are currently available positions for an LWS, Director, LIC Eastern Zone, UG Content Lead Clinical Informatics, Phase 4 Preparation Course Lead. 	

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	<ul style="list-style-type: none"> - Job ad for the Associate Dean, Graduate Studies closes on November 28, 2025. - Visit Academic Leadership Searches for more information on available positions. 	
	<p>Dr. McKeen reported:</p> <p><u>National</u></p> <ul style="list-style-type: none"> - Attended the AFMC board meeting in Ottawa. There were discussions around medical education, research and the issues with Quebec learners and the CaRMS match. - Attended ICRE in Quebec. There was good representation from Memorial. Hosted a dinner at the conference. <p><u>Medicine</u></p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> - Looking for interviewers for the Admissions interviews being held on January 17 and 18, 2026. If you or your faculty are interested, please email munmedvip@mun.ca. <p><u>Research</u></p> <ul style="list-style-type: none"> - Research Week is happening from November 24-28, 2025. There are two activities planned for Medicine – Brewing Research hosted by the Assistant Dean, Clinical Research, Dr. John Thoms is scheduled on November 27, 2025 from 7-9 pm at Quidi Vidi Brewery and A Peek Behind the Curtain – Lessons Learned at Tri-Council Review. Dr. Rod Russell will co-host this event along with Associate Deans of Science and HSS, Drs. Jacqueline Blundell and Meghan Burchell, respectively. The event will be held on November 28, 2025 from 2-4 pm in Room CSF-1302, Whale Atrium, Core Science Facility, St. John's campus. <p><u>OPED</u></p> <ul style="list-style-type: none"> - Accreditation is happening on November 24 and 25, 2025. Dr. Kara Laing and Ms. Cindy Whitton have been doing lots of work to organize. It was noted these are new accreditation standards. - Congratulations to OPED on their successful open house. 	

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	<ul style="list-style-type: none"> - Professional Feedback module will be open soon to faculty, staff and learners. <p><u>Government</u></p> <ul style="list-style-type: none"> - Dr. McKeen noted she has sent an invitation to the new Health Minister to meet and tour the Faculty of Medicine building. - Health Leaders Table will be meeting next week. Will bring forward for discussion the 6th floor, research fund and tiered-preceptor model. <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> - Congratulations to Dr. Chris Kovacs on publishing the second edition of <i>Maternal-Fetal and Neonatal Endocrinology: Physiology, Pathophysiology, and Clinical Management, 2nd Edition</i>. - Faculty Activity report software – the FoM received the support of the Provost to purchase Interfolio. Have offered to both the Schools of Pharmacy and Nursing to use. Will have a meeting in the near future on how to operationalize. - Annual Performance Report – is now finalized. This year’s report is a combination of both the annual report and the annual metric report. Thank you to Ms. Denise Dunphy, Ms. Stacey Moran, Ms. Jennifer Armstrong, Ms. Virginia Middleton and Ms. Kelly Foss for all their work in preparing this report. - Thank you to Ms. Tracy Osmond for her support and work with Faculty Council and the senior leadership committees. <p><u>Transition Planning</u></p> <ul style="list-style-type: none"> - Dr. Stuart Carney term as Dean of Medicine will begin on January 1, 2026. - Will be in the province from November 25-27. There are various meetings scheduled to meet Dr. Carney. Have already provided Dr. Carney with information and a comprehensive review of governance and operations around academic and non-academic operations, strategic plan and ongoing activities. There will be senior leadership meetings, a building tour and a meet and greet with Senior Management. - This will be Dr. McKeen’s last Faculty Council in the role of Dean. Sending everyone best wishes for 2026. 	

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	- Dr. McKeen noted she will begin administrative leave on January 1, 2026 and return October 2026.	
Any Other Business	- None	
Adjournment	- The next meeting is scheduled for December 16, 2025, 4:30 pm .	

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