



Faculty of Medicine

## Faculty Council Minutes

Tuesday, December 15, 2020

4:30pm

**Attendees:** Tanis Adey, Sohaib Al-Asaad, Janna Andronowski, Jane Barron, Daphne Crane, Peter Daley, Ann Dorward, Sheila Drover, Norah Duggan, Regina Edwards (Recording Secretary), Jessica Esseltine, Graham Fraser, Veeresh Gadag, Laura Gillespie, Michael Grant, Diana Gustafson, Fei-Yu Han, Victor Maddalena, Pam Morgan, Danielle O’Keefe, Tracey Pittman, Daryl Pullman, Greg Radu, Peter Rogers, Rod Russell, Kim St. John, Margaret Steele, Teri Stuckless, Michelle Swab, Reza Tabrizchi, Barton Theissen, Paul Tucker, Cathy Vardy, Jacqueline Vanderluit, George Zahariadis

**Regrets:** Susan MacDonald, Christine Orr, Kristen Romme, Jennifer Shea

Topic	Details	Action Item and Person Responsible
Introduction and Welcome	Dr. Margaret Steele welcomed and thanked everyone for joining the meeting. She introduced Regina Edwards, a new staff member in the Dean’s Office who will be Academic Affairs Coordinator. Participants were advised to use the “chat” function for any questions or comments.	
<ul style="list-style-type: none"><li>Review or Conflict of Interest</li><li>Review of Agenda</li></ul>	<ul style="list-style-type: none"><li>Dr. Greg Radu moved approval of the agenda; seconded by Dr. Ann Dorward.</li><li>COI - none noted; agenda carried.</li></ul>	
Review and approval of prior minutes of November 17, 2020	Approval of the minutes was moved by Dr. Peter Daley, and seconded by Dr. Greg Radu. Minutes approved.	
Dean’s Updates	Dr. Steele noted the following updates and changes: <ul style="list-style-type: none"><li>Office of Research and Graduate Studies has a new structure. Based on a survey of other Canadian Medical Schools, Memorial and one other medical school are the only schools where the head of the research portfolio is not a Vice Dean. The resulting change is that Dr. Reza Tabrizchi is being named Vice-Dean of RGS, and Dr. Ann Dorward as Associate Dean.</li></ul>	

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	<p>This is consistent with their counterparts across Canada.</p> <ul style="list-style-type: none"> <li>• Dr. Reza Tabrizchi and the Dean had discussions and there will be a call in the New Year for a new Assistant Dean, Clinical Research position which will report to Dr. Tabrizchi. This will enhance our research offerings and opportunities. The Dean asked for any comments, and encouraged faculty to consider the opportunity and circulate it to colleagues when released.</li> <li>• There is a new medical Director for Clinical Learning and Simulation, Dr. Mary Wells, whose position began in November. CLSC has evolved its' priorities from predominately undergraduate learning, to include competency based education for postgraduate learners, and eventually will be used more for professional development. They are now working on setting up schedules for both groups of learners.</li> <li>• Another item the Senior Executive discussed is the establishment of a Strategic Plan project team for internationalization. The Faculty of Medicine receives many offers from various countries and organizations for graduate students, faculty exchanges, postgraduate seats, etc., so it is important to have a specific strategy for the Faculty of Medicine. We will be looking for a faculty member and staff member to co-chair and there will be a call for representatives from various groups. In keeping with this, there was a high-level meeting regarding a partnership with the government of Bermuda.</li> <li>• UPEI Medical School Plans – An MOU has been signed with the University of Prince Edward Island (UPEI) to start a medical school with a dual degree. The UPEI-Memorial Inaugural Steering Committee has been doing a lot of work behind the scenes. Dr. Cathy Vardy, Paul Tucker and others have been contacted for cost estimates to present to the President of UPEI, and Tom Marrie (former Dean at Dalhousie) who is special advisor to the President of UPEI. A budget proposal will then be presented to the Premier of PEI by the President of UPEI, Tom Marrie and Dean Steele. This will be a unique model, and the only one in the country. The Dean added that there has not been a new Canadian medical school in 20 years. Dr. Vardy and the Dean will be meeting with the Registrar to look at the implications of a joint degree.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The Dean also sits on the Provincial Health Accord Board with co-leads, Dr. Pat Parfrey and Sister Elizabeth Davis. Ms. Virginia Middleton (Communications) is the contact for information or if you want to provide comments. Right now, they are looking to engage with groups and get different perspectives.</li> <li>• The Provincial Health Genetics Day had 58 attendees. The Planning committee of Dr. Tabrizchi, Dave Diamond, Ken Barrett (Eastern Health), Gerona McGrath, the Dean, and consultant Ann Becker are discussing the governing structure and will invite people to consider serving once it is established.</li> </ul>	
Indigenous Cluster Hires – Dr. Margaret Steele	<ul style="list-style-type: none"> <li>• There are approximately 33 applications which are now being reviewed by a central University Committee who will review the Indigenous status of the applicants. If there are applications in Medicine/Health, we will be contacted. Then those individuals would go through a Search Committee. The criteria on hiring for positions will be determined. There will be potentially be applications for librarians as well.</li> </ul>	
Memorial Strategic Planning Town Hall – Dr. Margaret Steele	<ul style="list-style-type: none"> <li>• There will be a Memorial Town Hall for strategic planning to be held Friday, December 18 at 3:30 p.m. and the Dean asked faculty to attend. If you cannot, there will opportunities to submit feedback on their website:  <a href="https://www.mun.ca/strategicplanning/index.php">https://www.mun.ca/strategicplanning/index.php</a>            Dr. Bolu Ogunyemi, Assistant Dean, Social Accountability was chosen to serve on the Committee.</li> </ul>	
	<b>Reports from COVID-19 Task Force Committee</b>	
Dr. Greg Radu – Associate Dean, Office of Learner Well-Being and Success	<p>Dr. Greg Radu reported the following:</p> <ul style="list-style-type: none"> <li>• LWS Office are continuing to enhance their programming, operations, and communications with respect to well-being, mentorship, career advising, financial advice and special events for our UGME and PGME learners.</li> <li>• Career advising efforts are focused on CaRMS prep for the class of 2021. A virtual Q&amp;A session is to be hosted December 15, and our Directors will be working with UGME learners one-on-one to provide advice.</li> <li>• A successful CMA mock interview event was held two weeks ago. Many residency programs nationally host virtual sessions for CaRMS applicants and LWS has</li> </ul>	

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	<p>been communicating invitations to learners via email and on our website.</p> <ul style="list-style-type: none"> <li>• Shadowing activities continue, though learners and preceptors are reminded that public health and institutional guidelines must be adhered to.</li> <li>• Nearly 100 faculty registered to participate as mentors in our mentorship program and Dr. Radu thanked everyone for their commitment to our learners. To sign up, please contact: <a href="mailto:mentorship@med.mun.ca">mentorship@med.mun.ca</a>. A program update was presented recently at the DEIST strategic planning event, and we enjoyed the participation and feedback by faculty who attended.</li> <li>• LWS Office is organizing the virtual White Coat Ceremony for the class of 2024, to be held February 4th. Dr. Pryse-Phillips will be the first Honorary White Coat recipient and will be participating in the event.</li> <li>• LWS continues to be mindful of learner well-being during the pandemic. Michelle Snow hosted a stress management seminar for UGME learners on November 26. Anders Jensen developed resources to address financial well-being for UGME and PGME learners. The potential impact of isolation and loneliness on our learners during the holiday season is recognized, especially while the Faculty of Medicine offices are closed. LWS Office are continuing to work with learners to try and develop innovative ways of addressing this issue, e.g., in the past it has been the same resources as available for the general public, so checking If Navigator (Memorial) is an option.</li> <li>• LWS Office recognized and thanked members of our team who are leaving to pursue new opportunities-- Michelle Snow and Vanessa Kearsey. The LWS Office will now operate with 50% staffing, and impacts on operations and program development are expected, with a prioritization for urgent issues, especially those relating to learners in distress.</li> </ul>	
<p>Dr. Tanis Adey, Associate Dean, UGME</p>	<p>Dr. Adey reported the following:</p> <ul style="list-style-type: none"> <li>• UGME hosted a virtual Town Hall in the first week of December, which generated fulsome discussions around concerns identified by learners. Dr. Adey thanked faculty, staff and learners who came together to make this event a success. Minutes from the Town Hall have been circulated to learners and panelists, and they are working toward resolutions to issues raised.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Return from the Holiday Break - Learners were advised that the Faculty of Medicine has an approved exemption from Memorial University’s delayed Winter 2021 start date. The MD program will begin/resume after the break as originally scheduled. For more information: <a href="https://gazette.mun.ca/teaching-and-learning/delayed-winter-start/">https://gazette.mun.ca/teaching-and-learning/delayed-winter-start/</a>.</li> <li>• The return dates for the MD program following the Holiday Break are as follows: Class of 2021 – January 4; Class of 2022 – January 4; Class of 2023 – January 5; and Class of 2024 – January 5.</li> <li>• Isolation - Special accommodations will be made for the first two weeks of learning following the break for learners who travelled outside of Newfoundland and Labrador (NL). All learners returning to NL must have completed their 14-day self-isolation on or before January 17th.</li> <li>• Clinical Skills – Dr. Adey thanked faculty for their contributions to the Clinical Skills course in the Fall, which allowed for a successful delivery to learners. With reduced capacity in the Clinical Learning and Simulation Centre secondary to COVID-19, each clinic room is limited to one learner at a time. While the feedback has been very positive about the one-on-one sessions, the reduced capacity of the CLSC significantly increases the number of teaching slots required. Up to 550 teaching sessions are anticipated for January - March 2021, and 80 teaching sessions May-June, in addition to the specialty Clinical Skills sessions taught by the Disciplines of Obstetrics &amp; Gynecology, and Pediatrics. She asked that the Discipline Chairs ensure faculty members and residents participate in the Clinical Skills teaching sessions assigned to their discipline.</li> <li>• Medical Student Performance Records (MSPRs or Dean’s Letters) - The UGME team is preparing the MSPRs for the upcoming 2021 CaRMS Residency Match cycle. In order to allow for a streamlined process, all faculty, staff and learners are asked to pay particular attention to the completion of ITARs. Faculty were reminded that any positive comments, which have been recorded in the “not to be quoted in the MSPR” section of the ITAR cannot be included.</li> <li>• The UGME team extended thanks to everyone for their support of the MD Program in 2020.</li> </ul>	

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<p>Dr. Sohaib Al-Asaad, Associate Dean, PGME</p>	<p><i>Note: Dr. Al-Asaad was called away but submitted the following report following the meeting.</i></p> <ul style="list-style-type: none"> <li>• Effective immediately, minimum rotation length requirements (commonly known as the 2/3-1/3 rule) required by PGME are suspended for all postgraduate training programs. This suspension will be rescinded effective July 1, 2021, unless extended by the PGME Committee. This is applicable, where deemed appropriate, to facilitate the ability of programs and learners to deal with isolation requirements, and where travel outside of the public health bubble is deemed necessary. This is one more tool to afford programs and learners greater flexibility. That said, a training program is under no obligation to shorten the length of a rotation if deemed pedagogically or pragmatically unacceptable. This does not apply to learners on remediation/probation plans.</li> <li>• CaRMS preparations are ongoing. We are seeking a pathway to eligibility for graduates of Canadian Medical Schools whose language of instruction is not English to apply for postgraduate training at Memorial. This is under review by the College of Physicians and Surgeons of NL.</li> </ul>	
<p>Dr. Ann Dorward, Assistant Dean, RGS</p>	<p>Dr. Dorward reported the following:</p> <ul style="list-style-type: none"> <li>• RGS are assisting the University with tracking graduate student travel for the holidays. There is a deadline to report out-of-province travel requests which affects undergraduate and graduate students. The recording date is December 16.</li> <li>• RGS has been reflecting on the CITL surveys in terms of student experience and their challenges with remote delivery to come up with some solutions for Winter remote learning. There are faculty requesting in-person classes (small) and have a process for that, as registration progresses.</li> <li>• RGS is now preparing for the next intake of graduate students with application deadlines in January, February and March for CHH programs.</li> <li>• A reminder to all that there is a new English as Second Language performance test called MUNTEL, which is reasonably priced, if you have students seeking credentials for their admission applications and have been challenged to get them in their home environments. Admissions Committees and supervisors are looking at informal methods of assessments, while students put their official</li> </ul>	

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	<p>documents together, so there may be conditional offers made until the language assessment is complete.</p> <ul style="list-style-type: none"> <li>● Graduate programs are going with the January 6th start date, but individual instructors have flexibility. In general, it will be a winter semester so there may be power outages which could interfere with delivery.</li> <li>● Graduate Student Health and Wellness is being monitored, and faculty are encouraged to reach out to students proactively to see how they are doing, as they may or may not be traveling this holiday season, and there are reduced access to wellness counselling. They would appreciate hearing from faculty.</li> <li>● Virtual Lounge – The graduate students are going to re-issue their virtual lounge on Wednesdays, and there will be advertising for that, with events to bring our community together.</li> <li>● Dr. Dorward thanked everyone for their support and hard work for the graduate programming this term.</li> </ul>	
Mr. Paul Tucker, COO	<p>Mr. Tucker reported the following:</p> <ul style="list-style-type: none"> <li>● Update on Return to Campus – The Faculty of Medicine was in a position to bring staff back safely, but the University made the decision on November 22 to delay the return. He added that offices are fully ready for a return to on-campus work.</li> <li>● Phase 1 and 2 of Anatomy Suite upgrades should be substantially completed on time.</li> <li>● The budget is essentially on par with a \$5.9 deficit projected, which will be closer to \$4 million by March 31<sup>st</sup>. The Board of Regents, however, has not yet approved the budget for this year. There will be a new round of budget meetings for all sections and disciplines starting in January.</li> </ul>	
Academic Search Update - Tracey Pittman, Academic Affairs Manager	<p>Ms. Pittman reported the following:</p> <ul style="list-style-type: none"> <li>● As reported in the last meeting, the Dean’s current term is nearing its end, and there will be a review. The Faculty of Medicine has submitted five Review Committee names and the Provost will be selecting their members. There would be an announcement on the formation of that Committee shortly.</li> <li>● The Search for the position of Vice-Dean has been posted broadly and Ms. Pittman asked faculty to share with their colleagues. The ad closes in early January.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The interview for the Associate Dean, UGME, is to be held today and the committee will be considering the feedback received, and will begin deliberations soon.</li> <li>• The Search for the Associate Dean, OPED, is currently in deliberations and hope to have a conclusion soon.</li> </ul>	
Admissions VIP Report – Dr. Barton Theissen	<p>Dr. Theissen reported the following:</p> <ul style="list-style-type: none"> <li>• There were changes this year to admissions based on COVID, and the introduction of a new online situational judgment/ personality characteristic test CASPer. The goal is to still select candidates who align with the mission statement of the Faculty of Medicine. Other changes include: <ul style="list-style-type: none"> <li>○ Extended leniency on some deadlines/ requirements.</li> <li>○ Transition from in-person to online interviews using a dedicated platform engineered for us by VidCruiter.</li> </ul> </li> <li>• Lastly, Dr. Theissen expressed concern about a sharp drop in faculty support on interview day, demonstrated by multiple late cancellations of commitments. Over 25 faculty or others confirmed interviewers cancelled. Usually there are two interviewers, but had to drop to one (similar to what was done at Royal College level to drop having two interviewers during oral exams). In the end, 256 applicants were interviewed, and with less than 1% had technological issues (most on the applicant side).</li> <li>• Our Admissions Committee has started reviewing files for NL group (the largest group of 60 seats), but had nearly 900 applicants this year for those spots. The first full Admission Committee meeting will be in early February, where all 17 members of the Committee have access to the files to review.</li> <li>• The Dean asked how 900 applications compares to past years. Dr. Theissen noted it is a little higher overall, with NL applications being comparable (they did not have to travel), with most of the extra applicants from Canadian applicants. He added that other universities, e.g., Halifax, had an extra 600.</li> <li>• The Dean asked about the high cancellations for interview day. Dr. Theissen replied it was a strict schedule via the online platform, which took time to set-up beforehand, and then it had to be changed which added to the difficulty.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Dr. Theissen noted that some residents/students had backed out as well and there were online issues which made it difficult.</li> <li>• Ms. Pittman suggested using video conferencing in the future, to be more accessible to low-income applicants who may find travelling to St. John’s to be prohibitively expensive,</li> <li>• Dr. Theissen replied they had alternates as some cancellations were expected. Dr. Russell asked if Saturdays were difficult and suggested holding on a different day of the week. Dr. Theissen also noted that the schedule was during Diwali and that had not been realized when the date was set...</li> <li>• Dr. Theissen extended thanks extended to all those who helped.</li> </ul>	
RGS Calendar Changes – Dr. A. Dorward	<ul style="list-style-type: none"> <li>• Dr. Dorward presented notices of motion for calendar changes that will be voted on in the next Faculty Council. These are the result of changes in structure, rather than having Clinical Epidemiology within the Discipline of Medicine and currently in CHH.               <ul style="list-style-type: none"> <li>(1) Proposal to remove wording Clinical Epidemiology in regulation 32.1.3.4 through 36.27.2.1, from the reference to Director and change to Coordinator; and change in regulation 32.2.1 to correct Director of Clinical Epidemiology to Associate Dean of CHH.</li> <li>(2) Proposal to change the description and course title and description for MED6199 (Diane Gustafson), as students to better reflect the nature of the course.</li> </ul> </li> <li>• The vote will be included on next month’s agenda.</li> </ul>	
Any Other Business – Dr. Margaret Steele	<p>The Dean echoed the many thanks given and expressed appreciation for everyone’s willingness to pull together in a difficult year with Snowmageddon and then COVID. She thanked everyone for all they do with teaching, research and service for the Faculty of Medicine. She added there is hope with the vaccine’s arrival in NL and as it is disseminated, we will be COVID-free at some point in 2021. Our goal should be to think positively. Dr. Steele wished all Happy Holidays to all and looks forward to seeing everyone in 2021.</p>	
	<p>Adjournment at 5:15 p.m. Next Meeting, Tuesday, January 19, 2021</p>	