



Faculty Council Minutes

Tuesday, May 26, 2020

4:30pm

2nd Zoom Teleconference during COVID-19 Pandemic Crisis

Attendees: Tanis Adey, Janet Bangma, Jane Barron, Michael Bautista, Tracey Bridger, Diana De Carvalho, Daph Crane, Peter Daley, Paul Dancey, Russell Dawe, Jules Dore, Ann Dorward, Norah Duggan, Polycarp Erivwo, Jessica Esseltine, Gerard Farrell, Graham Fraser, Curtis French, Veeresh Gadag, Robert Gendron, Diana Gustafson, Taryn Hearn, Kathleen Hodgkinson, Sahar Iqbal, Edward Kendall, Christopher Kovacs, Kara Laing, Susan MacDonald, Kimberly Maich, Gaylene Russell McEvoy, June McGuire, Virginia Middleton, Scott Moffatt, Jennifer O’Dea, Danielle O’Keefe, Michael Parsons, Wanda Parsons, Jeff Patterson, Angela Penney, Tracey Pittman, Michelle Ploughman, Erin Powell, Jeremy Pridham, Daryl Pullman, Greg Radu, Drew Robart, Kristen Romme, Jennifer Shea, Kim St. John, Pamela Snow, Kathryn Sparrow, Margaret Steele, Teri Stuckless, Michelle Swab, Reza Tabrizchi, Paul Tucker, Lesley Turner, Laurie Twells, Cathy Vardy, Brenda Wilson, Margo Wilson

Regrets: Linda Magnusson, Michael Paul, Edward Randell, Peter Rogers

Topic	Details	Action Items and person responsible
Introduction and Welcome	Dr. Margaret Steele welcomed and thanked everyone for joining the meeting on Zoom. Participants were advised to use the “chat” functions for any questions or comments.	
Agenda Review <ul style="list-style-type: none">Review or Conflict of InterestReview of Agenda	<ul style="list-style-type: none">None notedDr. Susan MacDonald moved approval of the agenda; seconded by Dr. Norah Duggan	
Review and approval of prior minutes of April 28 th , 2020	Approval of the minutes was moved by Dr. Diana Gustafson, seconded by Dr. Edward Kendall. The Minutes of April 28 th , 2020 approved.	

Dean's Updates	<p>Dr. Steele noted the following:</p> <ul style="list-style-type: none">• A word of thanks to faculty for all they are doing both at the frontlines of medical care and in their role as academics.• The significant amount of work being done to adjust programs for undergraduate, postgraduate and graduate studies learners to improve learning.• Celebration videos were created for UGME and Graduate Studies learners who have finished their programs.• On Thursday, May 28th, 2020 at 7pm, there will be a University wide celebration of the graduates• She added that the COVID-19 Task Force chaired by Dr. Cathy Vardy will only be meeting twice a week (Mondays and Thursdays) and will convene more often if an urgent matter arises.	
Reports from the COVID-19 Task Force Committee		
Mr. Paul Tucker – Chief Operating Officer	<p>Mr. Tucker provided the following updates:</p> <ul style="list-style-type: none">• We are working with Poly Unity, who are using our 3D printing resources to create PPE. So far they have printed about 13,000 face shields for the different regional health authorities• Our Anatomy Suite and the Medical Labs are still under development. The back part of the Anatomy Suite will be ready in late August.• The Faculty of Medicine has an enterprise license for Zoom in case anyone has a requirement to use Zoom for work. Mr. Perry in HSIMS can help set up meetings.• He added that the Zoom license will lapse in August because the University has moved to a new enterprise system called WebEx. Individuals can apply for an account with ITS. The HSIMS Help Desk can be contacted if there is any difficulty.• There is a small working group looking at what needs to be implemented before people can return to the workplace with social distancing like arrows on the floor and new signs around the building.• Dr. Steele added that in order to have access to the Medical School Building, one must first go through the Unit Head to request permissions. Requests will be forwarded to Paul Tucker and the Dean for approval.• Dr. Jennifer O'Dea gave the link to apply for WebEx application through the group chat (https://www.mun.ca/cio/itservices/network/meet.php) and explained that the form can be quickly filled out.	

<p>Ms. Tracey Pittman - Manager, Academic Affairs</p>	<ul style="list-style-type: none">• For Promotion and Tenure, Clinical/ Non Bargaining Committee signed off on the last few letters today as Dr. Steele is rapidly getting through her recommendation letters to get them across to the Provost by the beginning of June.• A big thanks to all of the P&T Committees for the work they completed considering the disruption.• For 2021 cycle, we are on the clinical side of the house with three information sessions for the Promotion and Tenure process starting in the fall, 2020<ul style="list-style-type: none">- First session – June 9 at 3 pm- Second session - June 12 at 12 noon- Third session - June 15 at 5 pm <p>Registration for these events is mandatory because they are accredited. There won't be group discussion that we normally have during our in-person sessions instead we will be assigning a little pre-work for you if you plan to attend. Pre-registration is required so that assignments can be given.</p> <ul style="list-style-type: none">• For searches, we have received a recommendation for a candidate to start as Chair, Family Medicine hopefully that position will be filled by July 1, 2020• Assistant Dean – Distributed Medical Education – the committee has been formed and they have had their first meeting.• Assistant Dean – Social Accountability – we are in the process of putting together the search committee as there was a great response to that request.• There are a number of leadership roles in UGME, PGME, and Student Affairs, these are great opportunities and anyone interested can reach out to the appropriate discipline heads or division Associate Deans.• Dr. Steele added that we are going to be asking for people to sit on the Search Committee for Vice Dean, if anyone is interested in serving on a committee or interested in the position should please keep an eye on it.	
<p>Ms. Virginia Middleton – Communication Officer</p>	<ul style="list-style-type: none">• Communication Office have been trying to prioritize the emails they send out, which are mainly those approved by the Task force or directly by the Dean in order to keep down the number of emails.• MUNMED Express is back as things are getting back into the “new normal”.• As earlier mentioned by the Dean, there is Celebration of Academic Completion which is a live event through the Facebook page for the University.	

	<ul style="list-style-type: none">• For our graduate students and Doctor of Medicine, there will be videos on the Faculty of Medicine homepage which will go live on Thursday, May 28, 2020 at midday.• Faculty members are encouraged to attend a Virtual Brown Bag Lunch with the Vice-President (Research) coming up on June 4, there is an RSVP in that information in MUNMED Express.• Anyone interested in media relations or submitting their name as an expert who would agree to have their name on a list in Communications please reach out to Communications.• The Communications Office is refocusing back on the Strategic Plan, trying to get through the annual report which technically clues up March 31 as well as working with different Units in order to update their contents on the website as the University will be moving over to new content management system.• UGME update which contains changes to the MD Program will be sent out to Faculty, Staff and Learners so that all will be kept apprised.	
<p>Dr. Reza Tabrizchi – Associate Dean, Research & Graduate Studies</p>	<ul style="list-style-type: none">• Dr. Tabrizchi expressed his appreciation to RGS Research Manager – Angela Dunn and Research Facilitator Janelle Skeard who worked rapidly and remotely to process applications in the COVID-19 envelope.• The Faculty of medicine submitted 12 applications, across all the pillars of Science – Basic Sciences, Discovery Clinical Sciences and Social Sciences. We also have co-applicants, one with the School of Pharmacy, one with Faculty of Engineering & Applied Sciences as well one with international collaborators.• In the middle of March, campus research activities came to a standstill but a couple of weeks ago, the Vice President of Research (VPR)’s office released a new mandate for the University as we try to bring back the research enterprise in the institution and we are currently in Level Four where applications are going to be accepted from the Faculty Members to initiate the research process.• The Level 4 criteria is that you have a PhD learner in the fourth and fifth year or MSc students that are in the second year with bench work to finish their degree as well as anyone who has gotten any specific contract that has an end date.• The other levels will slowly come, Level 4 has its own criteria, we do not see the Level 3 coming in until the end of June and Level 2 probably early September and Level 1 perhaps January 2021.	

	<ul style="list-style-type: none">• Dr. Steele added that she would like to thank Dr. Trish Cousins who has been working with Dr. Tabrizchi, Paul Tucker and herself, making sure that they have research supports for those proposals to go forward and Paul Tucker who is working diligently around what signage and things that need to be in place.	
Dr. Ann Dorward – Assistant Dean – Graduate Studies	<ul style="list-style-type: none">• The Graduate Office transitioned to working remotely from home• They are keeping up with their monthly meeting with the Advisory Committee taking place remotely and trying their best to manage students’ challenges and concerns.• They are getting a lot of questions from instructors, supervisors and students so they are going to update their FAQ so that everyone can see what is the general advice from the University• They are keeping in touch with students’ societies who are doing great by keeping up morale and activities for their peers.• In the current summer term they have more special topics courses on the books this year than normal, so they have been processing a lot of those individual course applications which makes good sense to keep students active and moving towards their program completion.• The Dean of Graduate Studies has prepared a template called COVID-19 thesis impact statement. It is for students who are quite mature in their thesis work. If the supervisor committee thinks it’s reasonable for them to write thesis with the data they have and the work they have done so far, they can prepare a statement for the external and internal examiners to help explain what happened and why the student wasn’t able to finish that last 10-15% of their thesis work.• The PhD defenses continue to take place remotely with limited audience.• Thank you to Dr. Steele for mentioning the virtual celebration video that will be available on Thursday and the evening event, also for contributing video messages with Dr. Surprenant for our graduating students.• For Fall Term planning, we have three categories of students potentially coming as new admissions for the fall.<ol style="list-style-type: none">i. Students who have had conditional offersii. Students who have had an offer of admission but had not yet repliediii. Students who have replied	

	<ul style="list-style-type: none">• There will be a Faculty of Medicine Town hall for graduate students, supervisors or instructors which will be around mid-June with Dr. Steele and Dr. Tabrizchi present.• Students are being referred to the Internationalization office for questions about student study permits as well as the travel exemptions that might be required to enter Newfoundland• We are carrying on with our academic unit planning cycle which is for five of the ten graduate programs before BioMedical programs and Genetics being evaluated in this cycle.• We have to think about virtual orientation planning for the fall as well.• Michelle Snow from Student Affairs trained 14 graduate students as peer “support” facilitators. Dr. Steele mentioned that there is still an emergency student fund for graduate students and undergraduate students and they are still accepting donations <p>There was some discussion about what is meant by “support”. Dr. Radu added that what they are trying to offer is basically the sense of connection and to offer an avenue for people to connect. He agreed they take the advice and look into it to see if they can drop the word “support” if that creates more problems.</p>	
<p>Dr. Greg Radu – Assistant Dean, Student Affairs and Wellbeing</p>	<ul style="list-style-type: none">• Dr. Radu gave an updated report on the current operations of Student Affairs which had been very busy. They have been in close contact with the students, their representatives, and MedSoc as well.• He thanked the staff in Student Affairs for shifting very quickly to provide services and support the students remotely and for the Celebration of Academic Completion as well as preparing virtual meeting with the incoming students and the Dean and other members of the senior leadership team and MedSoc students.• He also thanked the senior leaders in the Faculty of Medicine for updating policies around mistreatment.• They have been meeting regularly with the students on zoom. Every week at noon where the students can sign in and talk with them using video technology.• They are working on the manual of the standard operating procedures of the Office of Student Affairs, updating their website, transitioning to the Office of Learning Wellbeing & Success July 1 and welcoming residents.• He added that the Class of 2024 will be starting this fall.	

	<ul style="list-style-type: none"> • The Wellbeing Task Force has reduced communication from twice a week to once a week, though its newsletters will now be out on Thursdays as well as preparing its webpage which includes resources for learners, faculty and staff which they hope to have ready for a DEIST meeting in June, 2020. • The Wellbeing Task Force has been successfully working with a few representatives of faculty, staff and learners to facilitate the training for peer “support” groups -Student Affairs has been developing a procedure for allocating the for Canadian Medical Association Foundation money for undergraduate and postgraduate learners • There is a search for two Directors in the new Office of Learning Wellbeing and Success. The deadline for applications is June 3rd. 	
<p>Dr. Tanis Adey – Associate Dean, UGME</p>	<ul style="list-style-type: none"> • The first two years of the UGME program that transitioned to remote learning on March 23rd will continue for the remainder of the academic year as clinical skills are being delivered via online. Community placements for phase two and phase three have been cancelled. • The drafts of Phase One and Phase Three fall schedules have been circulated to curriculum content leads. Didactic teaching will be delivered remotely. UGME is exploring options to safely deliver in person clinical skills sessions within the public health recommendations. • The clinical portions of the core experiences in the 3rd year have been suspended since March 18 and learners are working remotely on their academic half days and assignments in phase 4. A tentative date of July 6th 2020 has been established to resume clinical learning portions remaining in the core experiences course. • There has been an initial communication with Dr. Larry Alteen, Dr. Duggan and Carla Peddle who is the Manager, UGME regarding clinical placements. • A communication strategy will be developed to notify the VPs and CEOs of the regional health authorities when the details of what the return to clerkship will look like, regarding contact with patients, requirements for PPE, and so on. • The remaining clinical experiences will be reduced by up to 25%. • The core experiences for the class of 2022 that were supposed to start clerkship in August will start at the scheduled date but they will begin with six weeks of 	

	<p>academic learning online including the academic half days and assignments. Their clinical rotations will start October 5th which will decrease the doubling up of medical students in Phase 4.</p> <ul style="list-style-type: none">• We are hoping to have our inaugural longitudinal integrated clerkship rotation start for the class of 2022 but due to challenges of COVID-19 we have to delay that for one year.• AFMC visiting electives portal has been closed for all new electives applications. In line with the national approach, booked electives and selective are being canceled, meaning that students will all start with a clean slate when they start booking their electives again. It is not clear when electives and selectives will resume and discussions are occurring nationally regarding these timelines. Discussions are being held at the national level on whether the class of 2021 will have the opportunity to do visiting electives.• Dr. Sohaib and I sent a letter to Dr. Fitzgerald advocating for learners to be exempted from the order regarding restriction of travel to the province for non-residents. They will have to fill an online application and the link will be circulated in the UGME update this week.• The class of 2020 has been recommended for promotion and this list will go to Senate on May 28.• MCC has postponed the delivery of the MCC QE per one. MCC and per metric have faced some major challenges in terms of learner registration. We have sent a letter to MCC advocating for our learners.• UGME Communications are going out Wednesday with a colourful banner for faculty, staff and students.• Undergraduate Medical Education Accreditation was scheduled for a site visit for May 2021 but we met with the CACME team yesterday and we have the opportunity to delay the site visit until May 2022. We have a month to notify them of our decisions. Dr. Steele, Dr. Taryn Hearn-UGME Accreditation Lead, Carla Peddle – UGME Manager and Brian Kerr – Accreditation Advisor and myself will bring the proposal to the next Senior Management Committee (SMC) for discussion and we have to decide on the suitable timeline and get back to CACME.• We are looking for a Phase 4 Assessment Lead and for Lead for Phase 4 for preparation courses, if anyone is interested in these leadership roles, please send Dr. Adey an email.	
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<p>Dr. Brenda Wilson – Associate Dean – Community Health & Humanities</p>	<p>Dr. Wilson thanked faculty whose backgrounds are related to population and public health who are working in the background</p> <ul style="list-style-type: none"> - Dr. Cathy Donovan who is working as Acting Medical Director, Eastern Health and also providing guidance to the University Task Force. She exemplifies the service aspect of public health. • Dr. Stephen Bornstein – Director, Center for Applied Health Research as they have been producing for the last few weeks, several rapid reports to help with the decision making in the province, the health authorities and other users. • Dr. Veeresh Gadag who was able to rapidly work on the evidence which actually led the Faculty of Medicine to some of the planning for the reopening. • Dr. Delphine Grynszpan who has been working in the background. 	
<p>Any other Business</p>	<ul style="list-style-type: none"> • There was a question about how to get the students’ emails in order to send congratulatory notes and it was advised that their emails are on One45 • Virginia Middleton agreed to touch base with HSIMS and see if they are able to create a place where people can log in and put comments to the graduating class and the graduating class can log in and read the comments • Dr. Steele further explained the communication that came from the Central University about the undergraduates and opening of school with the exception of Faculty of Medicine, School of Pharmacy and Faculty of Nursing. She clarified the message that since Faculty of Medicine have learners who will be in research labs and doing clinical placements, keeping in mind the public health directives, we will have a hybrid model of learners returning to campus/clinical rotations. There will still be a fair amount of virtual learning and teaching. • Dr. Steele mentioned that Dr. Al-Asaad has been very busy having critical discussions with other Postgraduate teams across the country on a couple of issues, one of which relates to the residents and working with the various health authorities. They are working to make sure that the residents who are incoming will have their ACLS training. • Dr. Cathy Vardy added that Dr. Al-Asaad is working on a virtual orientation for the new residents because they won’t be able to gather in one group as they have in the past. • Dr. Steele emphasized that all residency interviews are going to be virtual and the candidates are not physically 	

	coming to Newfoundland. All disciplines will have to come up with some ways to promote the programs both with the residents and faculty members. Communication should be part of that loop so that there will be standard branding.	
Next Meeting	Tuesday, June 30, 2020 at 4:30 pm	