



Faculty Council Minutes

Tuesday, September 15, 2020

4:30pm

1st Zoom Teleconference Academic year 2020/2021

Attendees: Tanis Adey, Sohaib Al-Asaaed, Shabnam Asghari, Rick Audas, Janet Bangma, Jane Barron, Michael Bautista, Tracey Bridger, Ford Bursey, Daphne Crane, Stephen Darcy, Russell Dawe, Ainsley Decker, Ann Dorward, Anne Drover, Sheila Drover, Norah Duggan, Polycarp Erivwo, Graham Fraser, Veeresh Gadag, Laura Gillespie, Michael Grant, Kathleen Hodgkinson, Edward Kendall, Simon Kirby, Kara Laing, Susan MacDonald, Linda Magnusson, Kimberly Maich, Gaylene Russell McEvoy, Robert Mercer, Virginia Middleton, Pam Morgan, Gerald Mugford, Sean Murphy, Cathy Murray, Matthew Parsons, Michael Parsons, Amanda Pendergast, Tracey Pittman, Daryl Pullman, Greg Radu, Kristen Romme, Peter Rogers, Desai Shan, Kim St. John, Jennifer Shea, Timothy Strand, Michelle Swab, Margaret Steele, Reza Tabrizchi, Paul Tucker, Laurie Twells, Cathy Vardy, Gokul Vidyasankar, Mary Wells, Brenda Wilson, Margo Wilson, Jennifer Young, Qi Yuan, George Zahariadis

Regrets: Debra Bergstrom, Diana De Carvalho, Vernon Curran, Zhiwei Gao, Lisa Kenny, Andrew Latus, Renee Lester, William Midodzi, Suryakant Shah, Chris Smith, Lisa Smyth, Jeffrey Patterson, Jeremy Pridham,

Topic	Details	Action Items and person responsible
Introduction and Welcome	Dr. Margaret Steele welcomed and thanked everyone for joining the meeting on Zoom which is the official beginning of the academic year 2020/2021. She asked if there is anyone new on the call for self-introduction. Dr. Shabnam Asghari in the discipline of Family Medicine introduced herself. Participants were advised to use the "chat" functions for any questions or comments.	

<ul style="list-style-type: none"> • Review or Conflict of Interest • Review of Agenda 	<ul style="list-style-type: none"> • Dr. Mary Wells moved approval of the agenda; seconded by Dr. Laurie Twells • None noted 	
<p>Review and approval of prior minutes of August 18th, 2020</p>	<p>Approval of the minutes was moved by Dr. Brenda Wilson, seconded by Dr. Kim St. John.</p> <p>The Minutes of August 18, 2020 approved with the following correction noted by Kim St. John on page two “Tash to read Task”.</p>	<p>The correction has been made to the August 18th, 2020 minutes.</p>
<p>Dean’s Updates</p>	<p>Dr. Steele noted the following:</p> <ul style="list-style-type: none"> • The President has launched a strategic planning process and a committee has been established. Dr. Bolu Ogunyemi from Faculty of Medicine is on the committee. They have hired a consulting firm to help facilitate the process and the President wants it complete by April 2021. • The President with the approval of the Board of Regents is searching for Vice President Advancement. • There is an ongoing search for Vice President Academic and Provost. Dr. Craig Moore was elected as representative of the Faculty of Medicine and Dr. Steele is service as Deans’ Council Representative. • With regards to the Faculty of Medicine Strategic plans, all project teams are continuing to meet. Research had a task group related to addressing barriers to research they have completed the report and will be presenting it at a later meeting. • She added that, Wellness Project Team is finalizing the report on the wellness survey. Both the qualitative and quantitative data will be presented to DEIST and disseminated more broadly. This team will sunset and a new Wellness and wellbeing advisory committee will be formed. The DEIST committee is reviewing the proposed terms of reference. • Social Accountability is working on a website. There is also a search for the Assistant Dean social accountability and I believe the committee will be meeting next week to provide me with a recommendation. • The Culture of Excellence Project Team has developed a heat map based on the unit assessment reports that can be found on the website. They are also continuing to look at anonymous reporting and mistreatment and once it has been finalized it will be disseminated as well. 	

	<ul style="list-style-type: none"> • Dean’s notes still continues every two weeks as we add a professionalism moment. If anyone has ideas they would like to share, please let me know. • A memo has been sent out in respect to those going for promotion and tenure process, the deadlines have been extended by 20 business days. • There is going to be a strategic planning two half days this year instead of a day because from some of the feedback last year, people who attended, found taking a full day out difficult. So we are aiming for Friday, November 20 from 9am to 12 noon and November 27 from 1pm to 4pm and that will be virtual. • Dr. Steele is beginning her fifth year as the Dean and she has informed the Provost and the President on her intention to go for second term. There will be a committee with three members from Faculty of Medicine and two appointed by the Provost. Anyone interested can keep an eye on the committee. • She celebrated and congratulated those promoted. • Dr. Matthew Parsons – Associate Professor & Tenure • Dr. Qi Yuan – Professor • Dr. William Midodzi – Associate Professor & Tenure • Dr. Zhiwei Gao – Associate Professor & Tenure • Dr. Rick Audas – Professor • Dr. Shabnam Asghari – Professor • Dr. Laurie Twells – Professor • Dr. Wesley Chan – Clinical Associate Professor • Dr. Lisa Smyth – Associate Professor • Dr. Peter Rogers – Associate Professor & Tenure • Dr. Gokul Vidyasankar – Associate Professor & Tenure • Dr. Cathy Murray – Associate Professor & Tenure • Dr. Chris G. Smith – Associate Professor & Tenure • Dr. Andrew Latus – Associate Professor & Tenure • Dr. Michael Parsons – Associate Professor & Tenure • Dr. Lisa P. Kenny – Associate Professor & Tenure • Dr. Frederic Paulin – Associate Professor & Tenure • Dr. Debra Bergstrom – Associate Professor & Tenure • Dr. Mary Wells – Associate Professor • Dr. Jennifer Young – Associate Professor • Dr. George Zahariadis - Tenure 	
	<p>Reports from the COVID-19 Task Force Committee</p>	
	<p>Mr. Tucker provided the following updates:</p>	

<p>Mr. Paul Tucker – Chief Operating Officer</p>	<ul style="list-style-type: none">• Sean O’Neil was able to get 20 webcams for teaching, which are now with HSIMS and they will be given out on first come, first serve basis. You can send an email to HSIMS helpdesk to request for webcams for teaching. (support@med.mun.ca)• Our Anatomy Suites upgrade continues and we anticipate that anatomy tables should be installed by the end of October. Our Phase A&B, will allow us to reopen that space sometime in November and Phase C will continue until sometime in the Spring.• Some learning rooms for students will be opened and they are meant to supplement some learning rooms that are going to be available in the Health Science Library and the Queen Elizabeth II. We are looking to open three rooms on the second floor of the Medical Education Building and three on the first floor.• The library will have some spaces opened very soon and I encourage all to keep an eye on newswire for updates.• Janet Bangma added the library will be following up on providing individual study space for students, students who want to book some study space can go to the library website.	
<p>Tracey Pittman – Manager, Academic Affairs</p>	<ul style="list-style-type: none">• The MUNFA and the University has signed MOU as it relates to P&T and for our bargaining unit faculty, all deadlines and the collective agreement have been extended by 20 days with one exception that if you are going for tenure or promotion we ask that you still submit your list of referees by the deadline, the collective agreement which I think is today. So if you haven’t submitted yet, kindly send those along because it takes some time to get those referee letters back.• Also for MUNFA, if you are tenure stream and so you have tenure future cycle, you can apply to have your tenure cycle extended by up to two years. You will have to get approval in writing and the actual awarding of tenure will be back dated to whatever your normal cycle would have been.• Similarly for clinical faculty, the guidelines are flexible and we can accommodate individual requests either for extension to deadlines or for extension to clock. I can be contacted directly for individual circumstances.• Distributed Medical Education Search is just about to be	

	<p>completed and there will be an announcement soon.</p> <ul style="list-style-type: none"> • The Social Accountability Search Committee is finishing their work • An expression of interest will be sent out soon for the Medical Director CLSC • For Vice Dean, the committee would be meeting shortly as their search continues. 	
<p>Virginia Middleton – Communication Officer</p>	<ul style="list-style-type: none"> • Our office is currently working on the marketing strategy for CARMs. • The marketing package will have some videos, graphic Designs and some online representations which will be a little different for each discipline. • Dr. Steele added that there’s a need for coordinated process for the whole faculty. 	
<p>Dr. Reza Tabrizchi – Associate Dean, Research & Graduate Studies</p>	<ul style="list-style-type: none"> • There are currently exemptions in the Faculty of Medicine majority at Level Two, some at Level Three and limited number at Level Four. Principal investigators and faculty members are adding undergraduate honors and new graduate students to their exemptions requests which are being processed. If you need to make an amendment to your exemptions, you can make that on your original submission, highlighted, and submit it to your academic head. • For those applying to CIHR, the deadlines have been set both for registration and submission dates for spring and fall. • A CIHR grant award was given to Dr. Michelle Ploughman • Other grant was given to Dr. Michael Grant and Dr. Rod Russell by the Canada’s COVID-19 Immunity Task Force (CITF) in collaboration with the Canadian Institutes of Health Research (CIHR) 	
<p>Dr. Ann Dorward – Assistant Dean – Graduate Studies</p>	<ul style="list-style-type: none"> • An orientation video sequence was created with Dr. Steele, myself, two members of the current and outgoing MGSS executive and Dr. Trish Cousins. We have four coordinated videos posted on the homepage. • Majority of our international students admitted for this fall are still waiting for study permits approval. They have registered their courses and paid their fees. 	

	<ul style="list-style-type: none"> • Graduate courses have begun and it's a steep learning curve for everyone to integrate remote learning particularly students in various time zones. • There is a MOU underway with Athabasca University to increase our professional development and instructional series and sessions related to remote learning excellence. 	
<p>Dr. Greg Radu – Associate Dean, Office of Learner Wellbeing and Success</p>	<ul style="list-style-type: none"> • Orientation week has been concluded for class 2024. OLWS is analyzing the feedback and taking points for improvement next year. • OLWS is also working on updating the website. Please visit the website and provide feedback • OLWS is working with Paul Tucker in terms of study space eligibility and is also working with MEDSOC student representatives to ensure equitable access to a computer lab and other learning spaces • CAMA bursaries for undergraduate and postgraduate Learners are available and we received approximately 50 applications. The committee has met and reviewed the applications. OLWS is focusing on strengthening our connections with The New Brunswick Team. OLWS is currently conducting the review of White Coat Ceremony across the country to see what is happening and where perhaps we should move. 	
<p>Dr. Tanis Adey – Associate Dean, UGME</p>	<ul style="list-style-type: none"> • We have welcomed the Class of 2024 with a virtual orientation and they have started Phase 1 remotely. The Class of 2023 (2nd year) are doing most of their learning remotely, with the exception of some clinical skills sessions. • Phase 3 clinical skills will be delivered through both virtual and in person sessions. Due to COVID-19 capacity restrictions, all in-person sessions will take place at the Clinical Learning and Simulation Centre (CLSC) with the clinic rooms accommodating one learner, one tutor and one Standardized Patient (SP) • Virtual sessions will be delivered in small groups of 4-6 learners for the Fall 2020 sessions (all scheduled). Plans for Clinical Skills sessions in the Winter of 2021 will be shared once decisions have been made. Personal Protective Equipment (PPE) will be required for all in-person Clinical Skills sessions. • Assessment options for Phase 1 and 3 are being explored 	

	<p>and will be presented to UGMS for vote on 16 September 2020.</p> <ul style="list-style-type: none"> • The Class of 2022, our 3rd year learners, started Phase 4 with remote learning on August 17th. They will begin clinical learning on October 5, 2020. • Class of 2021, our 4th year learners, are completing their core experiences course and will start electives and selectives on October 5, 2020 • The AFMC Student Portal opened on Sunday, 16 August, 2020 for Home Elective and Selective applications. Learners were quick to apply for these clinical learning experiences and the Electives and Selectives team is working closely with Discipline and Regional APAs to process applications as quickly as possible. There are no visiting electives and selective this year. • At the national level, the AFMC Residency Matching Committee has put forward recommendations from 3 subcommittees -the Application and File Review Subcommittee, the Virtual Interview and Program Promotion Subcommittee, and the Technical Subcommittee, to support virtual interviews and the compressed timeline for the 2021 R1 match. These recommendations are being presented to the AFMC Standing Committee on Education. 	
<p>Dr. Brenda Wilson – Associate Dean, Community Health & Humanities</p>	<ul style="list-style-type: none"> • Two things primarily affecting our division have to do with students and graduate programs. One, we are managing to accommodate students who need to get out of the home environment to be able to continue their work and get their thesis written. Also grateful for opening up of space in the library and elsewhere. Secondly, teaching plans are being put in place to start running in September. • The division has five distinct programs and over 20 graduate classes running remotely at the moment. We have some courses which are fully set up for online delivery and asynchronous support. We have higher enrollment numbers, one of our classes is nearly 50 which is a bit challenging for instructors and students are trying to connect in for a live teaching from around the world 	
<p>Dr. Sohaib Al-Asaad – Associate Dean, PGME</p>	<ul style="list-style-type: none"> • PGME is working on a working isolation definition that would enable learners to get back to clinical work either 	

	<p>here within Eastern Health or somewhere else within the province more quickly than they currently have.</p> <ul style="list-style-type: none"> • In our CARMS communications, we are also working on common approach for all programs as mentioned by Virginia Middleton. • We will start to contact program directors, some Stakeholders, and discipline chairs to look for feedback on how postgraduate has performed through the pandemic so we can make sure that we get things right. 	
<p>Dr. Linda Magnusson – UGME Student Promotions Committee</p>	<ul style="list-style-type: none"> • Dr. Magnusson relayed the report of the committee on behalf of Dr. Paul who couldn't attend the meeting • The committee is one of the standing committees of Faculty Council. The proceedings of the Committee are confidential. The Chair reports its decisions to the Dean of Medicine. • The Committee transacts business and makes decisions in accordance with the regulations on promotion for the degree of Doctor of Medicine and the General Academic Regulations (Undergraduate) for the University. • The members of the committee comprise of the following people : <ul style="list-style-type: none"> • Dr Michael Paul- Chair • Dr Linda Magnusson- Vice Chair • Dr Jerry McGrath • Dr Jeff Critch • Dr Brian Metcalfe • Dr Khalid Jat • 2 learner members- <ul style="list-style-type: none"> • Ms Saranga Sriranganathan • 1 vacancy • Phase Leads- Ex Officio <ul style="list-style-type: none"> • Associate Dean for Learner Wellbeing and Success - Dr Greg Radu • Associate Dean- UGME- Dr Tanis Adey • Phase 1 Lead-Dr Amanda Pendergast • Phase 2 Lead- Dr Heather Jackman • Phase 3 Lead- Dr Jasbir Gill • Phase 4 Lead- Dr Norah Duggan • The committee meets approximately 4 times per year to deal with promotion related matters, and at other times at the call of the chair. • It is the aim of the committee to assist the Phase Leads to 	

	<p>assess and promote the learners from one phase to the next phase, and to promote the learners for eventual graduation to the degree of Doctor of Medicine. It is understood and appreciated that some learners, for whatever reason(s) will require more than the usual time of 4 years to master the knowledge and competencies required of them to graduate.</p> <ul style="list-style-type: none">• Over the last 12 months the committee has dealt with several issues relating to learners whom the Phase Leads believe required more time to master the knowledge and/ or competencies before being promoted to the next phase of training. In such cases, learners meet with the committee and remediation including repeating a phase, when required.• Recently the committee has elected a Vice Chair, to fill in on those occasions when the Chair cannot attend• Plans - The Chair has held discussions with Dr T Adey regarding the need to make the procedure of promotions more transparent to the learners. Phase leads and the Assessment Specialist will be meeting with learners at the beginning of each Phase to review the Phase Assessment plan.	
Next Meeting Date	Tuesday, October 20, 2020 at 4:30pm	