



**Faculty Council  
Minutes**

Tuesday, February 15, 2022

4:30 pm (via WebEx only)

**Attendees:** Sohaib Al-Asaad, Janna Andronowski, Richard Audas, Jane Barron, Michael Bautista, Valerie Booth, Peter Daley, Ann Dorward, Alison Farrell, Veeresh Gadag, Michael Grant, Jane Green, Connie Hapgood, Taryn Hearn, Ruth Hickey, Tina Hickey, Andrew Hunt, Simon Kirby, Ed Kendall, Dolores McKeen, Eden Kinzel, Kara Laing, Renee Lester, Gerona McGrath, Pamela Morgan, Abayomi Ogunyemi, Danielle O’Keefe, Tracy Osmond, Tracey Pittman, Michelle Ploughman, Patricia Power, Greg Radu, Kristen Romme, Shane Seal, Archana Shah, Doug Smith, Margaret Steele (Chair), Paul Tucker, Reza Tabrizchi, Laurie Twells, Brenda Wilson, Cathy Vardy, Mike Wahl, Peter Wang, Sara Wasef, Anil Zechariah

**Regrets:** Daphne Crane

<b>Topic</b>	<b>Details</b>	<b>Action Item and Person Responsible</b>
Welcome and Introduction	Dean Steele welcomed everyone to the meeting. She asked if there was anyone new present to be introduced. Participants were reminded to use the “chat” function for questions or comments.	
<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. Dolores McKeen moved approval of the agenda; seconded by Dr. Ann Dorward.</li> <li>• Dr. Steele noted a change to the agenda. Ms. Violet Ford, Associate VP Indigenous Research was not able to attend the meeting to present as originally scheduled. She will be invited to present at a future meeting.</li> <li>• COI - none noted; agenda approved.</li> </ul>	
Review and approval of prior minutes of January 17, 2022	<p>Approval of the minutes moved by Dr. Brenda Wilson and seconded by Dr. Reza Tabrizchi. Minutes approved.</p> <ul style="list-style-type: none"> <li>• A typo was noted in the “Dean’s Update” section, bullet point #7 – the sentence “A WAMC initiative...” should read “An AAMC initiative...”.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Members of Faculty Council abstaining from the approval of the minutes were Dr. Rick Audas and Dr. Cathy Vardy.</li> <li>• Action item follow up – Ms. Tracy Osmond to circulate presentation given by Mr. Dennis Dillon at the January 17, 2022 meeting - <b>completed.</b></li> </ul>	
Dean’s Updates	<ul style="list-style-type: none"> <li>• The Dean noted updates could be found in her blog: <a href="https://www.med.mun.ca/Medicine/Communications/News-at-Medicine/February-2022/Dean-s-Notes-Feb-1,-2022.aspx">https://www.med.mun.ca/Medicine/Communications/News-at-Medicine/February-2022/Dean-s-Notes-Feb-1,-2022.aspx</a>.</li> <li>• Congratulations to Dr. Janna Andronowski on receiving a four-year CIHR grant for her work on “<i>Analysis of Opioid-induced Osteoporosis and Associated Impacts on Intracortical Porosity and Bone’s Cellular Organization</i>”.</li> <li>• Congratulations on the Inaugural Specialty and Family Medicine Resident Research Symposium, which was held on January 18, 2022. Dr. Steele asked Dr. Tabrizchi to provide an update. Dr. Tabrizchi reported the symposium was well received, and presentations were very well done and of high standards. There were presentations from 11 programs and 9 disciplines. Thank you to everyone who was involved with organizing the event and to the participants for attending. The intention had been to hold the symposium in person but circumstances dictated otherwise. It was held as a virtual event, which allowed more participants to be a part of the event. Thank you to all the clinical discipline directors who put forward the names of the residents and for the support of the clinical chairs.</li> <li>• Dr. Steele asked Dr. Cathy Vardy to provide an update on UPEI. Dr. Vardy reported the Steering Committee meets monthly and has representatives from Memorial and UPEI. A meeting occurred with CACMS and they provided confirmation the letter of intent has been accepted. Currently, waiting for CACMS to send the documents so we can start populating the documents. The committee estimates it will be 18 months before we can accept students. So the intake of students will likely be either 2024 or 2025 depending on how quickly the documents are received and CACMS is able to do a site visit.</li> </ul>	

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	<p>Several subcommittees have started and are most pertinent to the accreditation process. There is an upcoming meeting for curriculum, which has two committees – one on climate change and one on one health. These are unique features to the UPEI curriculum. The program will generally mirror the program at Memorial. There will be a meeting tomorrow of the admissions group.</p> <ul style="list-style-type: none"> <li>• Health Accord – The overarching document will be delivered by the Task Force on February 16, 2022 to the Premier, and the implementation document will likely be submitted at the end of March or early April. Once we have the Health Accord document, we will send the link to everyone.</li> <li>• Dr. Steele reported on a memo recently sent to management and which will also be sent to students regarding the CaRMS matching system. AFMC organizes this matching process. The contract with CaRMS for this service is expiring and due to the AFMC procurement policy i.e., anything over \$25,000 and coming to the end of contract will go out to tender. There is a match tender committee in place to review the proposals. Dr. Steele noted it does not mean CaRMS will not be the matching service in the future, it just means they have to submit a proposal and compete with other organizations to become the service provider. This re-tendering process is a usual business practice and a legal requirement. This retendering process is for all 17 medical schools.</li> <li>• Congratulations to Dr. Taryn Hearn on her appointment as Associate Dean, Undergraduate Medical Education.</li> <li>• Dr. Steele noted this will be her last Faculty Council before beginning her position as acting Provost. The plan is to spend one day a week with Medicine and the remainder with the Provost’s Office. The Dean will be available by email. Currently, looking at the committees and what she will continue to chair or to delegate.</li> <li>• Congratulations to Dr. Nora Duggan on her appointment as co-Chair of the AFMC Clerkship Network.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Dr. Anne Dorward congratulated the 13 graduate students who received their degrees on February 8, 2022 in absentia. Dr. Laurie Twells acknowledged the hard work students have given especially given all the challenges this year, and Dr. Dolores McKeen congratulated graduate students as well as noted the successful supervisors deserve a pat on the back as well.</li> </ul>	
Aging Research Centre – Newfoundland and Labrador (ARC-NL) – An Overview	<ul style="list-style-type: none"> <li>• Dr. Steele introduced Dr. Rick Audas who is a professor in the Division of Community Health and Humanities as well as the interim director of the Newfoundland and Labrador Centre for Applied Health Research (NLCAHR). ARC-NL falls within NLCAHR.</li> <li>• Dr. Audas shared a short presentation on ARC-NL, which included information on their activities, the research they support, and the centre’s future direction. The presentation will be shared with Faculty Council members.</li> <li>• Dr. Andronowski asked if Dr. Audas could speak to the research pillars referenced in the presentation. Dr. Audas indicated the plan is to come up with something that is inclusive at the micro, meso, mega and community level with cross-cutting themes. Dr. Andronowski thought this is a way for grantees such as herself to get involved in their particular pillar area. Dr. Audas noted the interesting piece about cutting across the pillars is that it opens up possibilities for interdisciplinary research and linking people who may not naturally have linked together before.</li> <li>• Dr. Steele congratulated ARC-NL on awarding 31 research and development grants and graduate fellowships totally \$342,000, and thanked Dr. Audas for taking this on in addition to all his other responsibilities.</li> </ul>	Ms. Tracy Osmond to circulate presentation.
Monthly Accreditation Update	<ul style="list-style-type: none"> <li>• Dr. Taryn Hearn, Faculty Undergraduate Accreditation Lead, provided the monthly accreditation moment entitled “<i>Do you know how the Undergraduate Curriculum is managed?</i>” <a href="https://www.med.mun.ca/Accreditation/Home.aspx">https://www.med.mun.ca/Accreditation/Home.aspx</a> The purpose of this moment is to reinforce that UGMS has oversight on all aspects of the undergraduate curriculum, and how subcommittees</li> </ul>	

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	<p>can support changes but the UGMS is the final decision maker.</p> <p>Reminder that the Accreditation Visit is April 4-6, 2022 with a follow-up visit on May 11. Working on finalizing the schedule, and if they have not been in touch will be soon. Currently, working on anticipated questions, and facilitators for each group and a week before the accreditation visit there will be final preparation/practice sessions scheduled.</p> <ul style="list-style-type: none"> <li>• Dr. Steele added there were videos produced for the Accreditation Team to provide some information on the school and what it is like here. Also LWS has developed some cards, which will be helpful for students, for example, to know what to do if something like a needle prick happens. Dr. Greg Radu noted currently reaching out to learners to distribute the cards.</li> <li>• Mr. Paul Tucker has arranged for some battery packs for the lecture theatres. They are located at LWS and can be signed out.</li> <li>• Dr. Steele thanked Dr. Hearn and Mr. Kerr for their hard work.</li> </ul>	
Updates from Senate	<p>Dr. Edward Kendall reported on news from Senate (summary report included with agenda):</p> <ul style="list-style-type: none"> <li>• The agenda for the February meeting is usually intense with the number of calendar changes.</li> <li>• With Dr. Strzelczyk's note in her remarks she was leaving her position at Memorial, MUNFA pointed out the high number of interim management positions and asked the senior management to consider this when they are recruiting new positions.</li> <li>• Consent agenda contained calendar changes.</li> <li>• Dr. Amy Warren presented the proposed Masters in Accounting Program. Attendees were enthusiastic about the program but it created a great deal of discussion surrounding equity, diversity and inclusion as well as Indigenization and whether these elements had been incorporated into the design of the new program. Dr. Kendall indicated this was something to keep in mind for programs developed by Medicine.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Dr. Steele responded to the comment regarding interim positions. She noted that she attended the Memorial Leadership Committee with Mr. Paul Tucker today where Dr. Timmons started the meeting by saying there are 230 leaders at Memorial and even if people are in interim positions they are still moving things along. Dr. Kendall noted the discussion regarding interim positions was more surrounding an issue of recruitment of senior management positions rather than the interim positions themselves, and was something for consideration when hiring.</li> <li>• Dr. Tabrizchi asked a question about EDI and Indigenization and graduate courses. Is this in the context of intake of students or program design. Dr. Kendall noted it started with discussion surrounding the intake of students but then moved on to the design of the program itself, and would there be consultations prior to establishing the program or would this be shoe horned in to existing initiatives.</li> <li>• Dr. Steele thanked Dr. Kendall for his report and for the good job in sharing what happens at Senate.</li> </ul>	
Academic Search Updates	<p>Ms. Tracey Pittman reported on recent updates:</p> <ul style="list-style-type: none"> <li>• Congratulations to Dr. Taryn Hearn on her appointment as the Associate Dean, Undergraduate Medical Education.</li> <li>• Congratulations to Dr. Sohaib Al-Asaaed on his re-appointment as the Associate Dean, Postgraduate Medical Education.</li> <li>• A recommendation has been submitted to the Provost for the renewal of Dr. Michael Parsons as the Discipline Chair of Emergency Medicine.</li> <li>• Have searches and appointments in process in BioMedical Sciences and CHH plus six clinical disciplines. So faculty recruitment is in a very busy phase. Ms. Pittman noted they are in the process of moving to OnBase, a new electronic system, for processing faculty appointments. Given the unique nature of the Faculty of Medicine this has presented some challenges that are being worked on, however, she reassured faculty council members that they are working hard on getting appointments processed in a timely manner.</li> </ul>	

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	<ul style="list-style-type: none"> <li>P&amp;T – the committees for BioMedical Sciences have completed their work, and recommendations will be sent to the Provost in the next week or so. The non-bargaining group is meeting this week for the first time. Ms. Pittman noted with Dr. Steele becoming the acting Provost, they are working on the appropriate surrogates or delegated authorities for recommendations and approvals for Medicine.</li> </ul>	
Electives and Selectives Announcement	<p>Dr. Taryn Hearn reported on the decision of AFMC board regarding the issue of visiting electives. It was recommended by undergraduate deans that there not be any visiting electives. Mainly for the reason of Covid. This decision would be for the cohort for 2023. This recommendation went to the AFMC board and was approved. Was done by cohort and not by year, and was done mainly for equity reasons as not everyone would have access to electives. This will be discussed again by the national undergraduate deans in March.</p> <p>Dr. Steele noted that some students wanted to do research electives virtually, however, this is also not possible. However, given UPEI and New Brunswick are a part of our medical school, students are able to do electives and selectives there.</p> <p>Dr. Hearn encouraged any one who is able to take on students please consider to help out our learners.</p> <p>Ms. Wasef asked a question regarding the main reasons for the cancellation of electives and selectives being Covid. She asked whether there were any other potential barriers or reasons, and if there was anything students can do going forward, mainly for the class of 2024 given they are the next in line. Dr. Hearn noted it was mainly because of Covid. However, there had been a question about the portal but not because it was not working rather but because it was not nationally distributed yet. Dr. Steele noted the President of CFMS meets with the President of AFMC, VP of Education, the Chair of the Education Standing Committee of AFMC, on a regular basis so there is on going dialogue between the national medical student organization and AFMC.</p>	
Any Other Business	<ul style="list-style-type: none"> <li>Dr. Steele reported there was a memo sent out about change in the date for an OSCE exam. The</li> </ul>	

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	<p>rationale behind the change in date relates to the timing of CaRMS interviews. Students get three weeks off for the interviews. The interviews are scheduled anywhere from March 10-20. These interviews are now high stakes especially given the medical students have not been able to do the electives. The OSCE was scheduled for March 21 but after looking at the issue, the date has been changed to Saturday March 26. For those who had signed up as an examiner, we are asking now if you would consider being able to sign up for the new date of March 26.</p> <p>Dr. McKeen would appreciate flexibility with respect to the Saturday exam date.</p> <ul style="list-style-type: none"> <li>• Dr. Steele reported she will not be attending Faculty Council once she begins her position as acting Provost, however, she will continue to be available. She will continue to read the minutes and continue with the Dean’s blog. She is confident in the team at the Faculty of Medicine.</li> </ul>	
Adjournment	The Dean thanked everyone for attending the meeting. Adjournment at 5:20 pm. The next meeting is scheduled for Tuesday, March 15, 2022, 4:30 pm.	