



**Faculty Council**  
**Minutes**  
**Tuesday, June 20, 2023**  
**4:30 pm**

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**Attendees:** Zaina Albalawi, Stacey Alexander, Chelsea Crossley, Peter Daley, Ann Dorward, Michael Grant, Taryn Hearn, Tina Hickey, Kathleen Hodgkinson, Dolores McKeen, Linda Magnusson, Eric Sala, Margaret Steele (Chair), Danielle O’Keefe, Tracy Osmond, William Midodzi, Michael Parsons, Meridith Penner, Tracey Pittman, Daryl Pullman, Teri Stuckless, Reza Tabrizchi, Michelle Swab, Laurie Twells, Tev Stachniak, Cathy Vardy, Brenda Wilson, Terry-Lynn Young, Anil Zechariah

**Regrets:** Edward Kendall, Simon Kirby, Susan MacDonald, Kristen Romme, Archana Shah, Doug Smith, Paul Tucker

Topic	Details	Action Item and Person Responsible
Welcome and Introduction	<ul style="list-style-type: none"><li>- Dr. Steele welcomed everyone to the meeting both in person and virtually.</li><li>- Welcomed Meridith Penner, Curriculum Coordinator, NunaFam Stream, Family Medicine.</li></ul>	
<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. Steele asked if there were any additions or deletions to the agenda. Dr. McKeen requested to provide an update on the EDI-AR modules.</li><li>- Dr. Ann Dorward moved approval of the agenda; seconded by Dr. Dolores McKeen.</li><li>- COI - none noted; agenda approved.</li></ul>	
Review and approval of prior minutes of May 16, 2023	<ul style="list-style-type: none"><li>- The minutes will be filed as notes for the May 16, 2023 meeting as quorum for the meeting was not achieved.</li></ul>	
Dean’s Updates	<p>Dr. Steele provided updates on:</p> <p><u>Government:</u></p> <ul style="list-style-type: none"><li>- Geriatrics – Sean Murphy, Danielle O’Keefe and Sohaib Al-Asaad have been working on this proposal. There was a proposal submitted to</li></ul>	

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	<p>government to develop a Royal College of Physicians and Surgeons of Canada (RCPSC) Geriatric program as well as to increase the Family Medicine Enhanced Skills in Care of the Elderly program. Discipline of Medicine has sent out a call for interest for a program director for the RCPSC geriatric program.</p> <ul style="list-style-type: none"> <li>- A proposal to include learners in collaborative Care Teams which are now being named family care teams was submitted and is being led by Danielle O’Keefe, Neha Bhutani, Paul Tucker and Andrew Hunt. There was an original recommendation in the Health Accord for 36 collaborative health care teams. The Faculty of Medicine proposal was for nine (9) sites. We have asked government to hire a consultant to help cost the nine (9) sites out.</li> <li>- PRA Program – Pam Snow and Lisa Fleet and OPED staff are working on this program.</li> <li>- The government is keen on an expansion of seats at the Faculty of Medicine. Margaret noted there are some concerns and has requested an RFP to determine if there is capacity from a learner, faculty and patient perspective as well as to determine the infrastructure and funding needed to add ten (10) new seats if we have capacity.</li> <li>- Physician Recruitment and Retention Table with government, NL Health Services, recruiters, and the FoM will now be chaired by Andrew Hunt.</li> </ul> <p><u>Overview:</u></p> <p>The following are some of the changes in the past seven (7) years:</p> <ul style="list-style-type: none"> <li>- The Undergraduate program received full accreditation for the first time in 38 years. A special thank you to Taryn Hearn, Brian Kerr and Carla Peddle.</li> <li>- Postgraduate program – instituted competence by design, expanded the PGME office, the Medicine and Pediatrics programs have worked hard to go from notice of intent to withdraw to full accreditation and they are in good shape for the PGME accreditation in the fall of 2024, established a new clinical postdoctoral laboratory program.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Continuing professional development: received full accreditation and have expanded offerings, PRA program has been established.</li> <li>- Graduate studies: a significant amount of engagement of the graduate learners has occurred, the AUP in BMS has been completed and currently CHH is working on the documentation for their upcoming AUP.</li> <li>- Research – have established new collaborative clinical and non-clinical research grants, implemented bridge funding, research has been prioritized within our strategic plan, and recommendations on how to increase clinical research were developed and are being implemented.</li> </ul> <p><u>Thank you:</u></p> <ul style="list-style-type: none"> <li>- Margaret thanked everyone for all their hard work and dedication. It has been a productive seven (7) years, and we have accomplished so much all while navigating, for example, a cyberattack, extreme weather, social media issues and COVID.</li> <li>- Margaret mentioned that Cathy Vardy will be going on terminal administrative on June 30, 2023, and thanked Cathy for all her work with the UPEI project.</li> <li>- Dennis Dillon has accepted a new position as Associate Director of Development with Memorial. He begins his new position on July 10, 2023. He has agreed to help out in the short term.</li> <li>- Margaret noted this is Reza's last SMC meeting. Margaret thanked Reza for his support and dedication to the Faculty of Medicine. A party to celebrate Reza's leadership will be on June 30, 2023.</li> <li>- Margaret noted she goes on annual leave on July 21, 2023 and Dolores will be acting dean until August 14, 2023. The call for expression of interest has been circulated from the Provost for an interim dean who would start on August 15, 2023. Interested individuals can apply and others can nominate candidates by June 29, 2023.</li> </ul>	
<b>Notice of Motion: New Graduate Courses</b>	<p>Dr. Ann Dorward presented the Notice of Motion for two new Graduate Courses:</p> <ul style="list-style-type: none"> <li>- MED-6110 Selected Topics in Community Health I</li> </ul>	

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	<ul style="list-style-type: none"> <li>- MED-6111 Selected Topics in Community Health II</li> </ul> <p>Dr. Dorward reported these two courses are currently empty course shells that have been created for use. They are a complement to MED 6108 and MED 6109.</p> <p>The item will be brought forward for vote during the September 19, 2023 meeting. Please send any questions to <a href="mailto:rgs@med.mun.ca">rgs@med.mun.ca</a>.</p>	
Annual Report from Undergraduate Medical Education Committee	<p>Dr. Hearn provided an annual report presentation from the Undergraduate Medical Education Committee.</p> <ul style="list-style-type: none"> <li>- Highlights from the presentation included the membership and activities of the committee, the phase management teams and their activities.</li> <li>- An update on the various subcommittees including the Curriculum Oversight subcommittee (COS), Program Evaluation subcommittee (PESC), Informatics and Tech Advisory Committee (ITAC) and the Student Assessment Subcommittee (SAS). Dr. Hearn noted a new chair is needed for SAS as Dr. Curran has resigned. Future activities include the Phase 4 curriculum review, and the accreditation follow up report due August 2024.</li> <li>- Dr. Steele thanked Dr. Hearn for her leadership.</li> </ul>	
UPEI Update	<p>Dr. Vardy provided an update on UPEI:</p> <ul style="list-style-type: none"> <li>- The various subcommittees continue their work.</li> <li>- Reviewing Faculty of Medicine policies and procedures that can be adopted for the joint program. Concentrating on operational activities, for example, the process for when students apply and then sent on to admissions. This would be for both when the program starts in 2026 as well as for when the program begins under Memorial's accreditation in 2025. There will not be much difference from a student point of view but will be more from an administrative point of view.</li> <li>- Currently, looking at what will be delivered remotely, the didactic curriculum, and what resources are needed for the onsite delivery such as the clinical skills and the development of a standardized patient program and anatomy labs to ensure consistent delivery of services.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- In the final negotiations for the associate dean PEI position and hopefully the outcome will be announced soon.</li> <li>- The Dean of Medicine, UPEI search committee has held their final meeting and the Provost is to begin negotiations with the successful candidate.</li> <li>- Currently interviewing for staff positions in UPEI and participating in onboarding of new staff. Have hired a Manager of Academic Affairs, Manager of the Clinical Learning and Simulation Centre, Manager of Laboratories, Communications, Project Manager, and a Policy Analyst.</li> <li>- UPEI and Health PEI have hired the consulting company, Spindle, to review capacity, which is important for clinical rotations, as well as the undergraduate and postgraduate curriculum. The report will be out in early fall.</li> <li>- Accreditation activities – The CACMS document will be finished by the end of June and submitted to CACMS.</li> </ul>	
Academic Search Updates	<p>Ms. Pittman reported:</p> <ul style="list-style-type: none"> <li>- Leadership searches are underway for the Vice Dean Research and Graduate Studies and the Chair, Discipline of Anesthesia.</li> <li>- The review for the Chair, Discipline of Family Medicine is scheduled for July 18, 2023.</li> <li>- The committee has been formed for the review of the Assistant Dean of Admissions.</li> <li>- In the process of forming the review committee for the Chair, Discipline of Laboratory Medicine and Chair, Obstetrics and Gynecology.</li> <li>- We are re-advertising for the CLSC Director and an assistant professor in BMS.</li> <li>- Assistant Dean, Admissions – Dr. Barton Thiessen is taking a one-year leave due to a conflict of interest during which time Dr. Susan MacDonald will be interim, Assistant Dean, Admissions.</li> <li>- Assistant Director for PRA program will be posted soon.</li> <li>- Tracey thanked Margaret, Reza and Cathy for their leadership and support.</li> </ul>	

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Any Other Business	<ul style="list-style-type: none"> <li>- Dolores announced a new CME accredited educational professional development opportunity entitled “<a href="#">MUN Medicine Equity, Diversity, Inclusion, &amp; Anti-Racism Program</a>”. It will be held via WebEx from September 1, 2023 – November 1, 2023.</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>- The next meeting is scheduled for <b>Tuesday, September 19, 2023, 4:30 pm.</b></li> </ul>	

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