



Faculty of Medicine

## Faculty Council Minutes

Tuesday, November 17, 2020

4:30pm

Attendees: Tanis Adey, Sohaib Al-Asaad, Janna Andronowski, Janet Bangma, Touati Benoukraf, Daphne Crane, Peter Daley, Ann Dorward, Jessica Esseltine, Michael Grant, Kathleen Hodgkinson, Andrew Hunt, Victor Maddalena, June McGuire, Virginia Middleton, Pam Morgan, Danielle O’Keefe, Michael Parsons, Jeffrey Patterson, Amanda Pendergast, Tracey Pittman, Michelle Ploughman, Greg Radu, Kristen Romme, Margaret Steele, Teri Stuckless, Bruce Sussex, Michelle Swab, Paul Tucker, Cathy Vardy, Peter Wang, Terry-Lynn Young

Regrets: Diana Gustafson, Michael Paul, Kim St John, Reza Tabrizchi, Brenda Wilson

Topic	Details	Action Item and Person Responsible
Introduction and Welcome	Dr. Margaret Steele welcomed and thanked everyone for joining the meeting. She welcomed a couple of new people; Dr. Andrew Hunt – Inaugural Assistant Dean, Distributed Medical Education, and Janna Andronowski – Division of BioMedical Sciences. 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. Terry Young.</li><li>• None noted.</li><li>• Agenda carried.</li></ul>	
Review and approval of prior minutes of October 20, 2020	Dr. Steele thanked Dr. Reza Tabrizchi for chairing the meeting of October 20 <sup>th</sup> , 2020. Approval of the minutes was moved by Dr. Teri Stuckless, seconded by Dr. Sohaib Al-Asaad.  The Minutes of October 20, 2020, were approved with a correction noted by Dr. Tanis Adey, regarding her UGME update.	The correction has been made to the October 20, 2020 minutes.

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Dean's Updates	<p>Dr. Steele noted the following:</p> <ul style="list-style-type: none"> <li>• Close to 200 people attended a Faculty and Staff Town Hall. The key issues discussed included parking, return to work, staff accommodations, where to go for help, space facilities, cleaning. etc. Another meeting will be scheduled in the future.</li> <li>• The President announced at Senate that the Faculty of Medicine has entered into a Memorandum of Understanding with the University of Prince Edward Island to develop a medical school in that Province through a joint degree with Memorial. There will be a steering committee and working groups established, but the first priorities are governance, operations, finances, undergraduate curriculum, etc.</li> <li>• Dr. Pat Parfrey and Sister Elizabeth Davis are Chairing a Health Task Force looking to develop a 10 year health record. The Dean of Medicine is serving on that task force. There will be an update as events unfold.</li> <li>• Paul Tucker and the Dean will be meeting with Dame Moya Greene who is leading the Province's Economic Diversity Committee about financial issues specifically related to the medical school.</li> <li>• We had a successful conference on the translation of personalized medicine initiatives last week. It was well organized with lots of positive feedback. President Timmons gave greetings and introduced her daughter, Nancy Mason McClellan, who happens to be our CIHR connection.</li> <li>• The Remembrance Day video from Memorial University was very well done and it featured every campus including Harlow.</li> <li>• Dr. Craig Moore and the Dean are serving on the search committee for a new Provost.</li> <li>• Memorial hosted a town hall with Prime Minister Trudeau on October 21, 2020, and the Dean was able to ask a question about research and what the federal government is doing to support research.</li> <li>• There will also be a town hall meeting for alumni December 2, 2020. Undergraduate students, residents and graduate students will be there to talk about their experience in the medical school.</li> <li>• Strategic planning half-days will be held on November 20<sup>th</sup> and 27<sup>th</sup>. There are presentations to be watched ahead of time and you must choose your breakout sessions.</li> </ul>	

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Update, renewal of the Dean of Medicine – Tracey Pittman, Academic Affairs Manager	<ul style="list-style-type: none"> <li>• Tracey Pittman reported that in accordance with the Procedures governing the Appointment, Review, Promotion and Tenure of Academic Administrators, the Dean being in the fifth year of her appointment has indicated her wish to be appointed for the second term.</li> <li>• There was a notice circulated to Faculty Council members on October 22, 2020, to elect faculty to serve on the Dean’s review committee and the following faculty were elected: Dr. Kathy Hodgkinson, Dr. Craig Moore, Dr. Teri Stuckless, Dr. Peter Rogers, and Dr. Wayne Gulliver.</li> <li>• Next, the Provost will appoint his five appointees and the committee will establish the timeline for the review. The committee determines its own procedures and that will involve consultation with both faculty and staff within the Faculty of Medicine.</li> </ul>	
Budget Update – Paul Tucker, COO	<ul style="list-style-type: none"> <li>• Paul Tucker provided a budget update, noting we are projecting a \$5.9 million deficit. This budget will be going to the Board of Regents next month for approval.</li> <li>• Budget decisions letters will be issued to units by the end of this week. The new budget planning cycle will start in the winter.</li> </ul>	
	<b>Reports from the 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> <p><b>Well-Being:</b></p> <ul style="list-style-type: none"> <li>• Second well-being consultant, Charlotte Dove, started work November 9th. Workplace orientation and transition to full duties are currently in progress.</li> <li>• Ongoing discussions are taking place with the Student Wellness and Counselling Centre about their online intake process/forms and system for tracking student wellness metrics.</li> <li>• Collaborated with PARNL &amp; Eastern Health Executive for the development of a new lactation room for learners and physicians at HSC - Room 2104.</li> <li>• Ongoing website improvements to enhance resources and communication.</li> <li>• LWS has been working with communications and HSIMS to optimize how we provide information to learners and how to enhance our online presence. Thanks to both communications and HSIMS.</li> </ul>	

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	<p><b>Career Advising:</b></p> <ul style="list-style-type: none"> <li>• The shadowing program has restarted and LSW is working with student leadership and shadowing representatives to ensure learners in Phases 2 and 3 are aware of the impacts of the pandemic on shadowing experiences.</li> <li>• Virtual resources for CaRMS are being added to the website, including a link to a calendar of virtual sessions offered nationally from Canadian Programs prepared by the Association of Faculties of Medicine of Canada (AFMC). Virtual interview preparation sessions being offered with the CMA.</li> <li>• The Undergraduate career advising online presence is being reviewed, updated and enhanced.</li> </ul> <p><b>Mentorship:</b></p> <ul style="list-style-type: none"> <li>• Reviewed program, including utilization data. Completed presentation on current status and ideas for future--to be released at Destination Excellence Update and Planning Day in late November.</li> <li>• The mentor database is being reviewed and enhancements will be carried out throughout the Fall 2020 and Winter 2021 (MUCEP resource assigned).</li> <li>• Promoting program by frequent and varied communication means to learners and faculty (e.g., emails, letters, newsletter, presentation at FoM meetings, etc.)</li> </ul> <p><b>Financial Guidance:</b></p> <ul style="list-style-type: none"> <li>• Online resources have been reviewed, updated and there is enhanced online presence. Specific information included on cost of medical school, financial resources videos, medical learner loans and personal lines of credit, scholarships, bursaries, health insurance and travel guidelines.</li> <li>• CMA foundation bursary payment, the fourth one, has been processed that brings our total to 121 recipients. Thanks to Michelle and Virginia (Communications) for highlighting one of the success stories of learners who benefited from this program.</li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• White Coat Ceremony is tentatively scheduled for January 28, 2021. Details are still being determined.</li> </ul>	

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	<p>Draft criteria and nomination process for 'honorary white coat' is completed--to be reviewed and approved by the Dean.</p> <ul style="list-style-type: none"> <li>• Monte Carlo is coming up November 28, 2020. Dr. Teri Stuckless encouraged all to support them and buy tickets as they are affordable and for a great cause. She gave the website link:  <a href="https://www.med.mun.ca/learner-well-being-and-success/events/monte-carlo-2020.aspx">https://www.med.mun.ca/learner-well-being-and-success/events/monte-carlo-2020.aspx</a></li> </ul>	
<p>Dr. Tanis Adey – Associate Dean, UGME</p>	<p>Dr. Tanis Adey reported the following:</p> <p><b>AFMC Board of Directors Approved Recommendations</b></p> <p>In response to the unprecedented challenges resulting from the COVID-19 pandemic, AFMC’s Board of Directors decided to transition to virtual interviews and approved a compressed timeline for the 2021 R-1 match based on the recommendations of the AFMC Residency Matching Committee (ARMC) to the AFMC Standing Committee on Education. The ARMC created three subcommittees to address the highest priority concerns: the Application and File Review Subcommittee, the Virtual Interview and Program Promotion Subcommittee, and the Technical Subcommittee. Through an iterative consultative process, the ARMC Subcommittee on Application and File Review has developed recommendations for the 2021 R-1 match related to the application and file review process. The AFMC Board of Directors has approved the recommendations as submitted. The recommendations are in effect for the 2021 R1 Match with the exception of the recommendation regarding the Structured Letter of reference. Due to the fact that many learners at Canadian medical schools may already have reference letters, the Structured Letter of Reference will apply to the 2022 R1 Match.</p> <p>The Family Medicine Program Directors from across Canada will be postponing the implementation of the CaRMS Structured Reference Form until the 2022 match cycle, recognizing the challenges that medical learners are facing this year and avoiding any additional stress, where possible.</p>	

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	<p><b>Lecture Capture Downloads Prohibited</b>  We provided learners with a reminder that the download of lecture capture materials to their devices is strictly prohibited.</p> <p><b>Winter 2021</b>  UGME is planning to deliver a limited number of face-to-face sessions for Phases 2 and 3, recognizing that public health recommendations may necessitate change during this timeframe. Because in-person sessions include those with attendance requirements (i.e., Clinical Skills), we have advised learners that they are expected to be available to attend in-person sessions for the winter semester. The UGME team is currently working through challenges related to the logistics of in-person delivery.</p> <p><b>Virtual Examinations</b>  The Undergraduate Medical Studies committee recently approved the use of scrap paper during virtually invigilated examinations. Based on concerns that have been brought forward, this decision will be revisited at an upcoming meeting of the Student Assessment Subcommittee. While scrap paper is permitted, all learners will be required to acknowledge and abide by the integrity statement provided at the beginning of the examination and all scrap paper must be destroyed prior to the final submission of the examination.</p> <p>The HSIMS eLearning team has provided each class with a telephone number for technical support during virtual examinations on a go-forward basis in response to learner concerns.</p> <p><b>Staff transition to the Faculty of Medicine building</b>  The UGME staff will be transitioning back to the Faculty of Medicine part-time this week (the week of November 16, 2020). The UGME team will be available to learners, faculty and staff in-person on a restricted basis. The UGME suite will remain locked at all times and visits with members of the UGME team will be by appointment only.</p> <p>The UGME Team would like to thank all learners, faculty and staff for their efforts to support the delivery of the MD Program throughout this unprecedented time.</p>	

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<p>Dr. Sohaib Al-Asaad – Associate Dean, PGME</p>	<p>Dr. Sohaib Al-Asaad reported that postgraduate office is currently trying to fine-tune the process of working isolation and processes in terms of how we intersect with our stakeholders, primarily the regional health authorities and the Office of the Chief Medical Officer of Health.</p> <p>We are still trying to navigate some of the requirements by which our programs are accredited and trying to balance the learners’ needs for time being away from here as well as their academic needs and their safety.</p>	
<p>Dr. Ann Dorward – Assistant Dean, RGS</p>	<p><b>Graduate Studies updates:</b></p> <p><b>International students /new graduate student arrivals:</b> On October 2, 2020, Immigration, Refugees and Citizenship Canada (IRCC) announced that new international students would be allowed to enter Canada after October 20th, if they had their study permit approved and acceptance to a Designated Learning Institution (DLI) with a provincially approved quarantine plan. Memorial is an approved DLI and new international students are now participating in the residence self-isolation and hosting plan, as required by the province. Intake has been 5 to 6 students in residence at a time on average, relative to the 30 room capacity. IRCC has returned study permit processing for US students to the border point of entry to Canada, but US students need to be in contact with the IO and similarly hosted for self-isolation on campus. The IO is also "checking in" with all non-Atlantic bubble Canadian students arriving to NL who are housed off-campus but in the required 14 day self-isolation. The IO has posted a three minute</p>	

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	<p>video to help students understand what the on-campus isolation experience will be like. <a href="https://www.youtube.com/watch?v=A0IB1KJ27uo&amp;feature=emb_logo">https://www.youtube.com/watch?v=A0IB1KJ27uo&amp;feature=emb_logo</a>.</p> <p><b>Student transitions from self-isolation to life in St. John's:</b> The RGS office would like to remind all supervisors and program coordinators of new international students, the RGS office needs to be informed when the students have a bank account for direct deposit of their stipends, which are currently directed to their MUN student accounts.</p> <p><b>Virtual graduation celebration:</b> Forty-four graduate students graduated this fall (32 Master's, 6 Diploma, and 6 PhD). A slide presentation to celebrate our students was released at the end of October in conjunction with the MUN Hats Off event, with congratulatory video contributions from Dr. Margaret Steele, Dr. Aimee Surprenant and Dr. Ann Dorward. (<a href="https://youtu.be/cbyWqFffUsk">https://youtu.be/cbyWqFffUsk</a>)</p> <p>We will continue to process theses. There were 36 master submissions since January this year and 9 PhD examinations.</p> <p><b>Faculty of Medicine - Graduate Studies Town Hall #2:</b> A second town hall took place on November 5th to bring together graduate students, supervisors and administrative leaders to answer general Q&amp;A from students. Major topics included study spaces, parking access on campus, library services, funding extensions, financial supports for virtual conferences and open access publishing, research capacity and MGSS society social event permissions. A detailed summary of the town hall is available (<a href="mailto:rgs.assistantdean@med.mun.ca">rgs.assistantdean@med.mun.ca</a>).</p> <p><b>Survey for Winter 2021 teaching (remote versus in-person):</b> A brief survey was distributed to graduate course instructors for their anticipated in-person teaching requests in Winter 2021.</p> <p><b>Gairdner Foundation Lecture</b> - Normally takes place in November; discussions underway for early Winter 2021 for a virtual lecture from a Gairdner Laureate with a plan for "remote" high school engagement activities</p>	



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	<p><b>RGS staff</b> - returned to the office 20 hours per week.</p> <p>The Dean of Graduate Studies, the Chief Risk Officer and representatives from the Graduate Student Union of the University have met to discuss how to help student societies run in-person events. They are going to have a process that will be revealed to us, hopefully next week. Student societies, like our MGSS, can request to have in-person activities that are deemed safe by those groups.</p>	
<p>Chief Operating Officer Update- Paul Tucker, COO</p>	<p>There was a newsline article that went out last week that most staff would be filtering back to campus as of November 23 on a 14-hour per week cycle and it is going to be a hybrid model where people will still have the ability to work from home but they also have to spend 14 hours in their respective faculties.</p> <p>Each faculty has its own ability to identify what hours they would like people to work. So as a faculty, we have identified that we would like 20 hours per person since our faculty is large and we have ongoing research.</p> <p>All functional and support offices have completed their business continuity plans and have established hybrid return to work plans for 20 hours per week. The disciplines will be following a similar process with staff returning by November 23. By early next week, all offices should have staff returned on a hybrid model.</p> <p>Lots of questions have come out in the town hall meeting this afternoon 2:00 to 3:30pm regarding parking and administrative-related issues but overall it is going relatively smoothly.</p> <p>HSIMS has procured an additional 250 web cams and 100 headsets (for staff in cubicles) to support meetings and teaching.</p>	
<p>Any Other Business</p>	<p>Dr. Steele noted that MUN VIP (virtual interview process) for Admissions were held the previous weekend. At a later meeting, Dr. Barton Thiessen, Assistant Dean, Admissions, will provide an update. One thing we need to address in future is having more faculty members involved in in interviewing these candidates.</p>	

<b>Topic</b>	<b>Details</b>	<b>Action Item and Person Responsible</b>
Next Meeting Date	Tuesday, December 15, 2020 at 4:30 p.m.	