

**FACULTY OF MEDICINE  
MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
MINUTES OF FACULTY COUNCIL MEETING  
April 23<sup>rd</sup>, 2019 - 4:30 p.m. in Richard Fagan Lecture Theatre 1M101**

**Present:** Stephen Bornstein, Vincent Bouvet, Daph Crane, Vernon Curran, Peter Daley, Cathy Donovan, Jules Doré, Ann Dorward, Jessica Esseltine, Laura Gillespie, Michael Grant, Virginia Middleton, Pamela Morgan, Michael Parsons, Angela Penney, Heather Power, Melissa Smith (recorder), Margaret Steele (Chair), Teri Stuckless, Reza Tabrizchi, Paul Tucker

**Regrets:** Tanis Adey, Janet Bangma, Jane Barron, Kathy Hodgkinson, Kara Laing, Linda Magnusson, Kimberley Maich, Jeremy Pridham, Kristen Romme, Jennifer Shea, Pamela Snow, Kathryn Sparrow, Katherine Stringer, Michelle Swab, Cathy Vardy, Brenda Wilson

**1. Welcome and Opening Remarks: (Dean Steele)**

Dean Steele welcomed members to the meeting and asked if anyone would like to declare a Conflict of Interest with any of the agenda items. No Conflict of Interest was declared.

**2. Approval of Minutes of March 19<sup>th</sup>, 2019 meeting: (Dean Steele)**

Dean Steele requested approval of the minutes of the March 19<sup>th</sup>, 2019 meeting as circulated.

**MOVED** by Michael Grant/**SECONDED** by Peter Daley to approve the minutes of the March 19<sup>th</sup>, 2019 meeting.

*Since quorum was not reached, an official vote could not be conducted. The vote will therefore be carried out via an email poll.*

**3. The New Aging Research Centre, ARC – NL (Dr. Stephen Bornstein)**

Dr. Stephen Bornstein provided an informative presentation on The New Aging Research Centre, ARC – NL (copy attached to file copy of minutes).

An interactive discussion occurred. If anyone has any questions or comments or would like to become involved please visit <https://www.grenfell.mun.ca/academics-and-research/Pages/Aging-Research-Centre/Contact-Us.aspx>.

Dean Steele thanked Dr. Bornstein for his presentation.

**4. Dean's Update:**

Dr. Jessica Esseltine, Dr. Curtis French and Dr. Ben Zendel received National Sciences and Engineering Research Council of Canada (NSERC) Discovery Grants for the Fall 2018 competition.

Dr. Michelle Ploughman received both an operating and pilot grant from the Multiple Sclerosis (MS) Society.

Dr. Craig Moore received an operating grant from the MS Society for the Fall 2018 competition.

Dr. Zhiwei Gao received a Canadian Institute of Health Research (CIHR) Catalyst Grant.

The Canadian Conference of Medical Education (CCME) took place in Niagara Falls during the weekend of April 12, 2019. Many staff, faculty members and students attended the conference. MUNMED3D won the Association of

Faculties of Medicine of Canada (AFMC) John Ruedy Award for Medical Education Innovation. Dr. Vernon Curran was elected as Vice-Chair on the AFMC Continuing Professional Development (CPD) Deans' Committee. The Faculty of Medicine at Memorial University was very well represented.

## 5. Updates:

- **Strategic Plan (Dean Steele)**

Dean Steele indicated that the various projects teams are continuing to work on their respective projects. She encouraged everyone to visit the Destination Excellence website at <https://www.med.mun.ca/Medicine/Leadership/Strategic-Planning.aspx>. The next Destination Excellence Implementation Steering Team meeting is scheduled for May 1<sup>st</sup>, 2019.

- **Unit Assessment ( Dean Steele)**

The President has reviewed the Unit Assessment report and is pleased with the progress thus far. Another report will be submitted to the President by October 31<sup>st</sup>, 2019.

Dr. Nick Fairbridge is currently working on analyzing the data from the Professionalism survey.

Ms. Jacinta Reddigan is continuing to work on aligning our policies with those of main campus while ensuring they align with the strategic plan.

The Student Affairs restructuring group is continuing to work on the restructuring of the Student Affairs Office.

Approval is currently being sought for the creation of a new position, Assistant Dean, Faculty Wellness, Equity, and Professionalism.

- **Budget (Dean Steele)**

The Faculty of Medicine has received a \$4.7 million stabilization payment from the Provincial Government.

Dean Steele thanked Mr. Paul Tucker, Mr. Tony Martin and the rest of the finance team for all of their work.

Budget meetings have been ongoing with two left to meet. The budget team will meet to review all budget requests and decide which ones can be funded from savings based on strategic priorities and mission critical items.

## 6. New Deadline Process – RGCS and SIRI (Dr. Reza Tabrizchi)

Dr. Reza Tabrizchi, Associate Dean of Research and Graduate Studies (Medicine) discussed a memo from the Vice President (Research) regarding adhering to grant application deadlines (copy attached to file copy of minutes). Any grant applications that require an institutional signature, must be in the Research and Graduate Office in the Faculty of Medicine two business days prior to the Research and Grant and Contract Services Office's deadline. These deadlines only apply to those applications requiring an institutional signature.

There will be training for the online portal on April 30<sup>th</sup>, 2019 from 10:00am to 11:30am in the Gronich Lecture Theatre. This training session is open to students, faculty and staff. If you cannot attend this session but would like to arrange training please contact the Research and Graduate Studies Office in the Faculty of Medicine.

**7. Other Business (Dean Steele)**

The Health Research Ethics Act (HREA) is currently in the process of being reviewed. Dr. Brenda Wilson, Associate Dean of the Division of Community Health and Humanities as well as Mr. Dave Miller of the Office of Research Grant and Contract Services both sit on this committee.

The next meeting of the Personal Health Information Act (PHIA) group is cancelled.

**Meeting Adjourned at 5:09pm**