

**FACULTY OF MEDICINE  
MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
MINUTES OF FACULTY COUNCIL MEETING  
June 18<sup>th</sup>, 2019 - 4:30 p.m. in Richard Fagan Lecture Theatre 1M101**

**Present:** Tanis Adey, Janet Bangma, Vernon Curran, Peter Daley, Norah Duggan, Chris Grant, Michael Grant, Kimberley Maich, Virginia Middleton, Pamela Morgan, Tracey Pittman, Greg Radu, Melissa Smith (recorder), Margaret Steele (Chair), Kim St. John, Teri Stuckless, Reza Tabrizchi, Paul Tucker, Cathy Vardy

**Regrets:** Jane Barron, Daph Crane, Ann Dorward, Sheila Drover, Kathy Hodgkinson, Kara Laing, Renee Lester, Linda Magnusson, Gerry Mugford, Michael Paul, Angela Penney, Katherine Stringer, Michelle Swab, Brenda Wilson

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

Dean Steele welcomed members to the final meeting of the academic year 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 May 21<sup>st</sup>, 2019 meeting: (Dean Steele)**

Dean Steele requested approval of the minutes of the May 21<sup>st</sup>, 2019 meeting as circulated.

**MOVED** by Greg Radu/**SECONDED** by Michael Grant to approve the minutes of the May 21<sup>st</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. Dean's Update: (Dean Steele)**

Dr. Michael Leitges has joined the Faculty of Medicine as a tier one Canada Research Chair in Cell Signaling and Translational Medicine. Dr. Leitges is joining Memorial from Norway's University of Oslo.

Convocation was held during the last week of May. The Honourable Frank F. Fagan, Ms. Elaine Dobbin and Dr. Norman Robert Campbell received honorary graduate degrees. Dean Steele expressed thanks to the offices of Undergraduate Medical Education, Student Affairs and Research and Graduate Studies for overseeing all of the celebratory events.

The search for the Associate Dean of Clinical Research has concluded. Dean Steele thanked the three candidates that applied for the position. It has been decided not to fill the position at this time. This will allow time to re-evaluate the needs of the position.

Several administrative terms will conclude over the next few months. Dean Steele thanked Dr. Proton Rahman for his service as Associate Dean of Clinical Research over the past 7.5 years, Dr. Wanda Parsons as Assistant Dean of Admissions intermittently over the past 25 years and Dr. Tom Laughlin as Assistant Dean, New Brunswick Faculty of Medicine over the past 4 years.

**4. Updates:**

- **Strategic Plan (Dean Steele)**

Dean Steele encouraged everyone to complete the wellness survey that was circulated via email by the Communications Office. To participate in the survey please visit [https://mun.az1.qualtrics.com/jfe/form/SV\\_3w0ARFbAzlyaU3X](https://mun.az1.qualtrics.com/jfe/form/SV_3w0ARFbAzlyaU3X).

An organizational review of the Chief Operating Officer's Office was completed by Ms. Anne Becker. Mr. Paul Tucker will present this at the September, 2019 meeting of Faculty Council.

Ms. Gerona McGrath from the Office of Professional and Education Development has now moved to become part of the Dean's Office as a full time Project Manager.

The next strategic planning day will be held on November 29<sup>th</sup>, 2019. The strategic planning day will be invitation only.

- **Unit Assessment ( Dean Steele)**

A training module regarding professionalism and mistreatment is in the process of being created. This will be an accredited, three step module. The first step will target residents, clinical faculty, and undergraduate medical students; the second step will target non clinical faculty and graduate students; and the third step will target staff.

The re-structuring of the Office of Student Affairs is still ongoing. There will be a meeting with Ms. Anne Becker on Thursday, June 20<sup>th</sup> to provide consultation regarding restructuring.

The Assistant Dean, Faculty Wellness, Equity and Professionalism position is currently with the Provosts Office for approval to recruit.

Dr. Nic Fairbridge and Ms. Jacinta Reddigan have been very helpful with the professionalism survey that was circulated. The data from this survey is continuing to be reviewed. There is a research group including Dr. Fairbridge, Jacinta Reddigan, Dr. Olga Heath, Dr. Tanis Adey and the Dean.

## **5. OPED Vision and Mission (Dr. Vernon Curran)**

Dr. Vernon Curran, Associate Dean of Educational Development presented the new vision and mission for the Office of Professional and Educational Development (OPED) for discussion and approval. (Copy attached to file copy of minutes).

**MOVED** by Peter Daley/**SECONDED** by Greg Radu to approve the updated OPED vision and mission.

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

## **6. Electives Policy (Dr. Tanis Adey)**

Dr. Tanis Adey, Associate Dean of Undergraduate Medical Education presented on the new Electives Policy (copy attached to file copy of minutes). Dr. Adey explained the policy and how it will be implemented. She indicated that students were extensively consulted during the process of creating the policy.

## **7. Other Business**

Dr. Cathy Vardy, Vice Dean and Ms. Jacinta Reddigan, Policy Analyst are working on a survey regarding Faculty Council. This survey will be distributed during the summer with the results being reported to Faculty Council during the Fall.

**Meeting Adjourned at 5:03pm**