



## Faculty Council Minutes

Tuesday, October 20, 2020

4:30pm

**Attendees:** Tanis Adey, Sohaib Al-Asaaed, Janet Bangma, Jane Barron, Michael Bautista, Tracey Bridger, Daphne Crane, Vernon Curran, Peter Daley, Paul Dancy, Russell Dawe, Ann Dorward, Sheila Drover, Norah Duggan, Jessica Esseltine, Laura Gillespie, Edward Kendall, Linda Magnusson, Kimberly Maich, Virginia Middleton, Pam Morgan, Gerald Mugford, Sean Murphy, Danielle O’Keefe, Stephen Pennell, Amrah Pirzalle, Tracey Pittman, Michelle Ploughman, Heather Power, Stephanie Reid, Suryakant Shah, Andrea Simmonds, Pamela Snow, Teri Stuckless, Michelle Swab, Reza Tabrizchi, Barton Thiessen, Paul Tucker, Laurie Twells, Anna Walsh, Margo Wilson, George Zahariadis

**Regrets:** Diana Gustafson, Kathleen Hodgkinson, Simon Kirby, Susan MacDonald, Jeffrey Patterson, Jeremy Pridham, Greg Radu, Kristen Romme, Peter Rogers, Rodney Russell, Margaret Steele

Topic	Details	Action Items and person responsible
Introduction and Welcome	The meeting was chaired by Dr. Reza Tabrizchi who welcomed and thanked everyone for joining the meeting on Webex. Participants were advised to use the “chat” functions 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>• Ann Dorward moved approval of the agenda; seconded by Michelle Ploughman</li> <li>• None noted</li> </ul>	
Review and approval of prior minutes of September 15 <sup>th</sup> , 2020	Minutes were approved with three corrections The Minutes of September 15 <sup>th</sup> , 2020 approved with the following corrections noted: <ol style="list-style-type: none"> <li>i. Kimberly Maich to be added to the attendees</li> <li>ii. Michelle Plowman corrected to Michelle Ploughman</li> </ol>	The corrections have been made to the September 15 <sup>th</sup> , 2020 minutes.

	<p>iii. Dr. Lisa Smyth promoted to Associate Professor not Clinical Associate Professor</p>	
<p>Dean's Updates</p>	<p>Dr. Tabrizchi congratulated Dr. Michael Grant for being elected as the fellow of the Canadian Academy of Health Sciences (CAHS)</p> <ul style="list-style-type: none"> <li>• He noted that Strategic Planning days is going to be 2 half days on November 20<sup>th</sup>, 9:00 a.m. to 12:00 noon and November 27<sup>th</sup>, 1:00 p.m. to 4:00 p.m.</li> <li>• The MRF Grants Cycle for this year is open, and there are going to be 4 development grants at \$20,000, each, one Cox Award at \$30,000 and an additional grant for ovarian cancer at \$20,000, for which a number of volunteers have been collecting money and that has been given to MRF and Faculty of Medicine to administer.</li> <li>• The Dean has provided funding for a new award directed at Clinical and Non Clinical Collaborative research initiative to enhance clinical research and collaborations within the Faculty of Medicine at \$30,000. This competition is now open.</li> <li>• Tomorrow, October 21<sup>st</sup>, 8:00 p.m. there will be a virtual town hall meeting with the Prime Minister, right Honourable Justin Trudeau. The host is the President/Vice Chancellor of the University Dr. Vianne Timmons and also present will be right Honourable Seamus O'Regan, a member of parliament.</li> </ul>	
<p>Budget Update – Paul Tucker, CCO</p>	<ul style="list-style-type: none"> <li>• On September 30, faculty of Medicine received an allocation of \$54,136,600 from provincial budget which was exactly what was anticipated.</li> <li>• Subsequently, we learnt that a couple of cuts made to the main Memorial operating and those will be transferred to us. One of them was about \$384,000 related to the general and operating cut and the other was \$185,000, about \$569,000 in total in additional cuts.</li> <li>• We are working with the department of Health and Community Services internally and will be reconvening our internal budget committee over the next few weeks.</li> </ul>	
	<p><b>Reports from the COVID-19 Task Force Committee</b></p>	
<p>Dr. Tanis Adey – Associate Dean, UGME</p>	<p><b>Faculty Council Update – UGME – October, 2020</b></p> <p><b>Welcomed Learners to the New Academic Year!</b>          We welcomed our new learners in the class of 2024 with a virtual orientation and the class of 2023 (2<sup>nd</sup> years) resumed studies virtually. Our phase 4 learners in the Class of 2022 (3<sup>rd</sup> years) have transitioned to their Core clinical learning experiences on 5 October, 2020 after completing 7</p>	

weeks on online learning and our Phase 4 learners in the class of 2021 have begun their elective and selectives.

#### **Academic Integrity**

We reminded learners of the importance of academic integrity. Learners will receive learning, lecture and examination materials outside the confines of the Faculty of Medicine. We remind learners to refrain from distributing learning, lecture and examination materials outside the scope of personal learning and included the link to Memorial University's academic misconduct Regulation.

#### [6.12 Academic Misconduct.](#)

#### **Remote Delivery of Academic Content**

For the Winter semester of the 2020-2021 academic year, Memorial University will continue to deliver academic sessions remotely. While Phase 2 and Phase 3 will primarily continue with remote delivery of many academic sessions the UGME is planning for in-person sessions in controlled environments for clinical skills and exploring opportunities to deliver other sessions which are difficult to facilitate remotely. As per scheduling prior to the pandemic, all program delivery and assessment will be scheduled between 9:00 a.m. and 4:00 p.m. on Mondays, Wednesdays, Thursdays and Fridays and between 9:00 a.m. and 12:00 noon on Tuesdays, **Newfoundland Time**.

#### **Remote Invigilation with Questionmark Record and Review (Proctorio)**

The class of 2023 successfully completed the inaugural Phase 3 block exam administration remotely with invigilation by Questionmark Record and Review. The HSIMS eLearning team has collected feedback about learners' challenges during the first exam and identified areas for improvement for subsequent exam deliveries. The HSIMS eLearning team is working diligently to optimize the use of Questionmark Record and Review for our learners.

#### **Remote Invigilation with WebEx**

The class of 2021 successfully completed the first remotely invigilated summative Comprehensive Clinical Sciences examination (Progress Test). There were challenges with this new strategy and we are working to identify opportunities for improvement should the need arise again next academic year.

	<p><b>Access to on-Campus Study Space</b> Learners now have access to an electronic system to reserve study space in the Health Sciences Libraries and on the first floor of the Faculty of Medicine building.</p> <p><b>Planning for 2<sup>nd</sup> wave</b> We are continuing to look at our communication strategy and contingency plans so that we will be prepared to move quickly if there is a second wave of COVID-19. We are also considering alternative educational plans for learners who are required to self-isolate after the Winter Break. We have asked that all learners who intend to leave the province during the Winter Break are in contact with a member of the UGME team so that we can begin to find alternatives.</p> <p><b>Elective and Selective Opportunities</b> The UGME Electives and Selectives team is continuing to have difficulty getting timely responses to learners regarding the availability of elective and selective placements. We are requesting that any faculty member who has the capacity to support an elective or selective learner express this to the respective Discipline APA as soon as possible. We also ask that faculty members respond to electives and selectives requests coming to them from the Discipline APAs as soon as possible to avoid further delays in responding to the learners.</p> <p><b>Extramural Electives (non-curricular)</b> As a measure to prevent the community spread of COVID-19, learners in the MD program have not been permitted to participate in physician shadowing under current Public Health restrictions. Beginning in November, Learners in Phase 3 may be permitted to participate in clinical shadowing if acceptable within the specific clinical environment in which they have been matched, with learners in Phase 2 starting in February. Phase 4 Learners must not participate in any clinical activity which is not sanctioned by the UGME Office, including shadowing, observerships or otherwise. Learner participation in extramural elective experiences is considered a professionalism infraction. Learners participating in these activities are not covered by malpractice insurance and are potentially compromising their educational registration and the registration of their preceptor with the respective provincial College of Physicians and Surgeons.</p>	
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	<p><b>Timely Provision of Lecture Materials</b>  Any faculty who are teaching in the MD curriculum need to express in writing to <a href="mailto:ugme.phasesched@med.mun.ca">ugme.phasesched@med.mun.ca</a> their teaching methodology for all scheduled sessions (live/synchronous, pre-recorded lecture, Slides with voiceover). In the event that faculty are not preparing for a live/synchronous webex session, they must provide pre-recorded lecture materials to <a href="mailto:d2l@med.mun.ca">d2l@med.mun.ca</a> minimally one week in advance of the lecture.</p> <p><b>Summative Exam Questions</b>  In response to the interim solution of open book examinations for learners in the MD program, the UGME team requires new multiple choice questions to replenish the summative question bank.  Questions that were used in open book summative exams have been retired from the summative exam question bank. The questions continue to have educational value and will be used in the formative question bank if instructors give permission to do so via email (<a href="mailto:d2l@med.mun.ca">d2l@med.mun.ca</a>). Instructors may avail of the Medical Education Scholarship Centre resources to assist with question writing.</p> <p><b>Learner Well-being</b>  We are continuing to encourage learners in distress resulting from pandemic- and education-related challenges to be in contact with the office of Learner Well-Being and Success for personal support.</p>	
<p>Dr. Sohaib Al-Asaad – Associate Dean, PGME</p>	<p>All learners matched to start their postgraduate training at Memorial are now in their respective regions/sites. PGME has continued to work on a Working Isolation process alongside our partners in Eastern Health (with other RHAs able to avail of the same process). A standard operating procedure-type document is due to be distributed to all stakeholders shortly.</p> <ul style="list-style-type: none"> <li>• PGME is also continuing to work on the CaRMS R1 Match process and increasing the visibility of the programs in light of pandemic restrictions.</li> <li>• CLSC based activities are ongoing but have been impacted by reduced access to facilities due to health and safety precautions. We are working to improve access in the near and long term.</li> </ul>	

	<ul style="list-style-type: none"> <li>• PGME has recently completed a community wide survey of Postgraduate education stakeholders regarding its performance through the pandemic to date. The results will be reviewed and actioned where appropriate.</li> </ul>	
<p>Dr. Ann Dorward – Assistant Dean, RGS</p>	<p><b>International graduate students awaiting study permit approvals:</b> International students awaiting study permit approvals have until Oct 28 to make decisions about the fall term and should be in regular contact with their supervisor/advisor and RGS.</p> <p><b>International students/ new graduate student arrivals:</b> On Oct 2, Immigration, Refugees &amp; Citizenship Canada (IRCC) announced that new international students will be allowed to enter Canada on or after Oct 20, if they have evidence of acceptance to a Designated Learning Institution (DLI) with a provincially approved quarantine plan. Although this new DLI list is not yet posted, we understand MUN is on that approved DLI list. All international students who have their study permits intending to arrive in NL on or after Oct 20, 2020 to participate in their graduate program must coordinate their arrivals with the Internationalization Office (IO). All new students will be hosted through a MUN residence, 14-day self-isolation housing plan. For new US students, IRCC has now returned to border-entry study permits, but US students must be in contact with the MUN IO in order to orchestrate their travel and hosting of the self-isolation period on campus.</p> <p><b>Returning graduate students:</b> For all Canadian students returning to NL from outside of the Atlantic Bubble and returning International students who need an exemption to enter NL, students can expect an amendment on the NL travel exemption form that will serve the purpose of notifying MUN's IO of their pending arrival, travel plans and self-isolation plans (off campus or on campus). The IO office is in charge of checking in with all returning students at the request of the province.</p> <p><b>Virtual graduation celebration:</b> Forty-four graduate students are confirmed to graduate this fall, including 6 PhD students. A slide presentation to celebrate our students will be released at the end of October, with congratulatory video contributions</p>	

	<p>from Dr. Margaret Steele, Dr. Aimee Surprenant and Dr. Ann Dorward.</p> <p><b>Faculty of Medicine - Graduate Studies Town Hall #2:</b> A second town hall is planned to bring together graduate students, supervisors and administrative leaders to answer general Q&amp;A from students. Date and time are penciled in for Thursday, Nov 5, 1:00 – 3:00 p.m. (virtual conferencing).</p>	
<p>Assessment Update: Dr. Vernon Curran &amp; Steve Pennell</p>	<p>A presentation was given by Dr. Vernon Curran and Steven Pennell, and it was stated that special accommodations was being provided for every examination, and there are six learning rooms for special accommodations and the students have to get pre-approval.</p>	
<p>Copyright Presentation – Michelle Swab</p>	<p>Michelle Swab gave a presentation on Copyright.</p>	
<p>Standing Committee report – Dr. Barton Thiessen, Assistant Dean, Admissions</p>	<p>Dr. Barton Thiessen provided a report on Medical School Admissions Committee</p>	
<p>Next Meeting Date</p>	<p>Tuesday, November 17, 2020 at 4:30pm</p>	