

Final October 10

**FACULTY OF MEDICINE  
MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
MINUTES OF FACULTY COUNCIL MEETING**

**September 17<sup>th</sup>, 2019 - 4:30 p.m. in Richard Fagan Lecture Theatre 1M101**

**Present:** Jane Barron; Dennis Dillon; Pam Morgan; Michelle Swab, Ed Randell; Reza Tabrizchi; Michael Parsons; Amanda Pendergast; Brendan Barrett; Lisa Burke; Jeremy Pridham; Peter Daly; Heather Power; Vernon Curran; Catherine Donovan; Jennifer O’Dea; Kathy Hodgkinson; Brenda Wilson; Daryl Pullman; Greg Radu; Kim St. John; Virginia Middleton; Michael Grant; Tanis Adey; Ann Dorward; Taryn Hearn; Paul Dancey; Daph Crane; William Midodzi; Jackie Vanderluit; Russell Dawe; Rod Russell; Kara Laing, Cathy Vardy; Tracey Pittman, June McGuire, Margaret Steele;

**Regrets:** Renee Lester; Michael Paul; David Jones; Jennifer Shea; Suryakant Shah; Teri Stuckless; Amanda Hall

**1. Introduction and Welcome: (Dean Steele)**

Dean Steele welcomed members to the 1st 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 June 18th, 2019 meeting: (Dean Steele)**

Dean Steele requested approval of the minutes of the June 18th, 2019 meeting as circulated.

**MOVED** by Greg Radu /**SECONDED** by Michael Grant to approve the minutes of the June 18<sup>th</sup>, 2019 meeting.

***CARRIED (Two Abstentions)***

**3. Dean’s Update: (Dean Steele)**

- Brendan Barrett won the Kidney Foundation Medal for Research Excellence award in Montreal, Quebec October 3, 2019. He has contributed significantly to the Canadian kidney research landscape for over 25 years through his work in translational research as well as contrast nephropathy. He is currently the Chief Scientific Officer of the Translational and Personalized Medicine Initiative, which is a collaboration with the Canadian Institute for Health Research (NL SUPPORT, Strategy for Patient-Oriented Research), the province of Newfoundland & Labrador, the Atlantic Canada Opportunities Agency, Memorial University, Newfoundland and Labrador Center for Health Information, the Regional Health Authorities and IBM
- AMEE
  - Dr. Norah Duggan gave an excellent presentation entitled: “Engaging Learners and Preceptors in UGME using EPAs and Mobile Devices” at the Technology and transformation of medical education symposium and received positive feedback from around the world.
  - Dr. Tanis Adey gave an oral presentation entitled: “Priorities and Insights: A professionalism Curriculum for Postgraduate Psychiatry Learners” which was well received.
  - Dr. Shabnam Asghari gave an oral presentation entitled: “Fostering Socially Accountable Rural health Research through Longitudinal Faculty Development” which was also well received.
- Dr. Kim St. John’s appointment as Clinical Chair for the Discipline of Psychiatry has been renewed for a 2<sup>nd</sup> term effective August 1, 2019.
- In July 2019, a BioMedicine Symposium was held at the Faculty of Medicine St. John’s with over 100 people attending from across the faculty and university. Trainees from all four programs of biomedical research – Neuroscience, Cancer & Development, Immunology & Infectious Disease and Cardiovascular & Renal Science plus invited trainees from other departments and schools, came together in one forum to feature graduate and post-graduate research in short oral and poster presentation formats. Guest Speakers for this symposium were Dr. Benjamin Kleinstiver, Harvard University and Dr. Roger Thompson, University of Calgary. Many thanks to the planning committee which was led by Dr. Ann Dorward for their hard work.

Final October 10

- A special event was held to honor Dr. Thomas Michalak who was a Canada Research Chair Tier One in Molecular Virology and a distinguished university professor for his significant contributions to the area of hepatitis research.
- Indigenous Physicians Association of Canada (IPAC) AGM was held at Memorial University in the Faculty of Medicine on Aug. 22<sup>nd</sup> which had record attendance. This was the first time that the AGM has been held in Newfoundland and Labrador. The theme for this year's AGM was *Sharing our knowledge through stories*.
- Wellness survey – 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.azure.qualtrics.com/jfe/form/SV\\_3w0ARFbAzlyaU3X](https://mun.azure.qualtrics.com/jfe/form/SV_3w0ARFbAzlyaU3X).
- TaMMI (Traditional and Multi-Mini Interviews) will be held at the Faculty of Medicine, Saturday November 2, 2019. The Admissions Office is looking for volunteers for this day and the contact person in Admissions Offices is Donna Marie Khalili and she can be reached at [tammi@med.mun.ca](mailto:tammi@med.mun.ca)
- October 1<sup>st</sup>, 2019 there will be a CACMS Accreditation Workshop taking place in 1M102. This workshop is offered through the Office of Professional and Educational Development and you can register through the OPED website <https://www.med.mun.ca/opd/programs/info.asp?id=4236>
- Congratulations to our Alumni Award Recipients for 2019
  - J.D. Eaton Ward – Dr. Peter Collingwood
  - Horizon Award – Dr. Boluwaji Ogunyemi

#### 4. Updates:

- **Strategic Plan (Dean Steele)**

Dean Steele indicated that the project teams are moving along

- **Research**

Dr. Reza Tabrizchi gave an update for the research team. Have been attempting to assemble information in identifying areas of strength in research and scholarship landscape in the Faculty of Medicine. They have been gathering information including a track record of publications, thematic-related external funding, and evidence of training of highly qualified personnel in the last five years. In addition they have identified some of the barriers to research and scholarly activities while seeking optional avenues to circumvent them. The research team is also involved in determining ways to enhance research and scholarship across the education continuum by engaging stakeholders.

Mentorship: The mentorship website is being finalized. The website will provide informative resources and tools to help both mentors and mentees with their mentoring journey. Additionally, this website contains a platform where mentees can search and connect with faculty mentors from the Faculty of Medicine.

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)**

- Jacinta Reddigan is working with personnel from central campus who are developing the Memorial Respectful Learning Environment policy to finalize the Faculty of Medicine Mistreatment Policy and to ensure documentation regarding mistreatment and professionalism in the Faculty of Medicine are aligned with policies and processes across campus.
- The re-structuring of the Office of Student Affairs is still ongoing. A reorganization plan has been developed with the assistance of consultant Ann Becker who conducted a review of the job duties and responsibilities of the staff within the Office of Student Affairs in June. .

Final October 10

- It is anticipated that the professionalism training module will be launch in the upcoming weeks. The module will first be launched with medical students, residents and clinical faculty. Two other modules will be developed: one for staff; and one for MUNFA faculty and graduate students.
  - A reminder that the Faculty of Medicine Professionalism and Mistreatment website is available which contains resources and contact information for faculty, staff and learners  
<https://www.med.mun.ca/Professionalism/Home.aspx>
  - Call for Assistant Dean, Faculty Wellness, Equity and Professionalism position will be going out shortly.
  - The final report to the President which will outline the Faculty of Medicine's progress with the implementation of the 39 unit assessment recommendations is due October 31, 2019.
  - Moving forward, the unit assessment working group will become a project team under the strategic plan. The name for the group will be the Culture of Excellence Project Team.
- **Faculty of Medicine Open House (Virginia Middleton)**

The 3<sup>rd</sup> Annual Open house for the Faculty of Medicine will be held Sunday November 17, 2019. The open house include the Teddy Bear check-up clinic, art work displays, and the body works exhibit. This event is open to the public and all are welcome to attend.

Anyone interested in volunteering for the open house can contact Tracey Munden [tmunden@mun.ca](mailto:tmunden@mun.ca) The open house is taking place on Sunday, November 17 from 1-4:30 p.m.

- **Centre for Bioethics (Dr. Daryl Pullman)**
  - The grand opening for the Centre for Bioethics will be held October 3, 2019 4:00-5:30 pm Main Auditorium, HSC. Dr. Josephine Johnston is the guest speaker and will be giving a talk entitled "The Case for Nuanced use of Sequencing Technology in Prenatal and Newborn Care". Reception to follow in Atrium at 5:30 pm.

#### 5. Promotion and Tenure Recognition (Dr. Cathy Vardy)

- Dr. Cathy Vardy noted that there were a number of faculty members who received promotions for the 2018-2019 Academic Year.
  - 8 Non-Bargaining (Clinical) promotions
  - 4 MUNFA faculty promotions
- These individuals will be contacted and will be presented with a Certificate of Acknowledgement at the next Faculty Council meeting

#### 6. Faculty of Medicine's Organizational Restructuring (Paul Tucker)

- Mr. Paul Tucker, Chief Operating Officer, reported that there is a new restructuring process now in place. A number of offices that previously reported to him, will now report monthly to Ms. Tracey Pittman, Manager of Academic Affairs.
  - Refresh Planning Cycle: unit managers collaborate to ensure all plans are in alignment with the strategic plan and budget.
  - HR Information sessions: hold information sessions to determine the source(s) of dysfunction between academic and functional sites.
  - Project Management Position: this position has been set up to manage or support the management of project related resources, schedules, financials and adhere to quality and control guidelines through the project development life cycle
  - Staff Achievements: - a steering committee will be established within the COO's office to implement initiatives to share the successes and progress of staff:
    - Promote staff excellence through the establishment of new awards based on the individual and unit successes and progresses of the staff
    - Organize a staff appreciation day
    - Chief Operating Officer's Power Point presentation is attached

Final October 10

**7. Annual Report – Professional Development (Dr. Vernon Curran)**

- Dr. Curran gave a brief overview of the OPED (Office of Professional and Educational Development) office. PD council-OPED vision and mission statement. This office has a variety of different courses that can be taken and registration can be done online
  - A copy of his power point presentation is available (from the Dean's Office) if anyone would like to view it

**8. Notice of Motion (Dr. Reza Tabrizchi)**

- Calendar changes: Graduate Diploma in Medicine and Education (Health Professional Education)
  - These changes were approved by the Graduate Studies Curriculum Committee and the actual modifications to calendar were appended as part of the Agenda for the September 17<sup>th</sup> meeting.
  - To be brought forward for October, 2019 Faculty Council meeting for approval.

**9. Other Business**

- Clinical Epidemiology has moved from the Discipline of Medicine to the Division of Community Health & Humanities.
- The position of Assistant Dean for Admissions is currently vacant, Dr. Cathy Vardy, Vice Dean, will be filling this position in the interim until this position is filled. Many thanks to Dr. Vardy!!
- A Genetics Workshop is being planned for January 24, 2020 facilitated by Ann Becker (the venue and further details for this workshop is to be determined)

/jmcbg

**Meeting Adjourned at 5:50pm**

**Date of next meeting: Tuesday October 15, 2019 4:30 p.m. 1M-101**