

**Faculty Board Executive
Minutes**

**Thursday, October 4 2018, 3.00 – 4.00 p.m.
Kelly Board Room, Macklem House**

ATTENDEES: Lucie Pelland (Chair), Marcia Finlayson, Michael Kawaja, Julia Kruzinga (SON), Jennifer Medves, Richard Reznick, Jonathan Cook (SOM delegate) and Kate Minor

GUESTS: Richard van Wylick (for SOMAC business), Christine Irving/Patti Evaristo to speak to item 8 if needed and Allison Leverette (committees).

REGRETS: Emily Weatherbed SRT

1. Approval of Agenda – Lucie Pelland

Motioned by Marcia Finlayson, seconded by Julia Kruzinga.

All in favour: motion carried

2. SOMAC Items

Dr. Richard van Wylick put forward some changes to Terms of Reference for School of Medicine – normally submitted to SOMAC – for approval by the Faculty Board Executive and also to various policies as listed below. ** All of these revisions will be subject to review by legal counsel.

a. Policy - UGME - Queen's Accelerated Route to Medical School (QuARMS) Admissions Policy
Document has been through the MD program executive and has been approved there. The change proposed is to extract the QuARMS student progression from the QuARMS admissions policy. QuARMS is a special route to admission, and not the usual admission stream to the undergraduate medicine program. This would mean that this is just a straight university admission process, subject to the usual admissions processes. This will clarify that the students are in an alternate admissions process to medical school. Richard Reznick motioned to approve the change in terms, Michael Kawaja seconded the motion.

All in favour: motion carried

b. Terms of Reference

MD Program Progress & Promotion Committee

Dr. van Wylick explained that there were two items behind this change, one was that these terms were in need of their regular review and also to remove any reference to the QuARMS process. Small membership changes and the QuARMS reference have been changed. The Chair of the committee should not be a Director of the School of Medicine program, just an appointed faculty member. This was also approved by the MD program executive committee.

MD Program Professionalism Advisory Committee

These are also being revised to also update them and remove any references to QuARMS. The PAC advises the Progress and Promotion Committee on professionalism matters. This was also approved by the MD program executive committee.

Richard Reznick motioned to approve the changes in term of references, Marcia Finlayson seconded the motion. ***All in favour: motion carried***

c. Policy - UGME - Student Progress and Promotion Policy

This revision is to clean language and add clarity to various promotion requirements within the Medical School. This was also approved by the MD Program Executive Committee. It was also noted that the MD PEC would like flexibility on when this policy is to be implemented as they need to seek counsel on this, and so would like the policy to be approved but with this understanding. Richard Reznick motioned to approve the changes in the policy, Marcia Finlayson seconded the motion. ***All in favour: motion carried***

d. Policy - Student Professionalism Policy

This is a guiding policy for both the Progress and Promotions Committee and the Professionalism Advisory Committee. Language has been cleaned and there have been a few changes. The MD Program Executive Committee approved the changes. It was noted again that the MD PEC would like flexibility on when this policy is to be implemented. Marcia Finlayson motioned to approve the changes in the policy, Michael Kawaja seconded the motion. ***All in favour: motion carried***

3. Approval of minutes of May 7th 2018 – Lucie Pelland

Motioned by Julia Kruzinga, Michael Kawaja.

All in favour: motion carried

4. Matters Arising

4.1 For-Credit Certificate for Global Health Proposal

Dr. Pelland confirmed that she had emailed Dr. Carpenter but had not had a response as yet. There was some discussion as to whether this was an FHS certificate or an SOM certificate as it is currently housed in DBMS. This will need to be voted on once we know where it is housed. Dr. Pelland will follow up. ***Action: Dr. Pelland***

4.2 Medical Education Advisory Committee

Michael Kawaja followed up with Dr. Sanfilippo and he couldn't remember when this committee last met. Dr. Sanfilippo didn't think that this committee was needed as matters were dealt with as they arise. Michael Kawaja motioned to put this committee into abeyance, Richard Reznick seconded the motion. ***All in favour: motion carried***

4.3 Animal Care Committee

Michael Kawaja reached out to Dr. Winterborn and he said that it doesn't need to be separate committee, it is just a delegation. We don't need a committee for this. Michael Kawaja motioned to abandon this committee, Richard Reznick seconded the motion. ***All in favour: motion carried***

5. Chair's Report – L. Pelland

5.1 Update Faculty Board Handbook

Dr. Pelland will revise the Handbook – Dr. Edge provided the word document to Dr. Pelland.

FHS Equity committee- this committee was removed.

Simulation committee – Dr. Edge reached out to SOM and SRT to find out their thoughts on this committee. This committee has not been meeting. It was out into abeyance at the last Faculty Board Executive and then Dr. Edge followed up with Dr. Lucktar-Flude and Dr. Hopkins-Rosseel about this. They had responded saying that they thought it worthwhile continuing. Richard Reznick commented that the leaders in simulation should be brought together from the 3 schools to discuss and then advise the Faculty Board Executive of next steps and offered that his office set up this meeting. This is being re-visited. **Action: Richard Reznick**

5.2 *Faculty Board Speaker for February*

Dr. Pelland commented that we need a speaker for this meeting. The date of the faculty board meeting cannot be determined until the speaker is known. Leeno Karumanchery was suggested but others countered that this may not be of interest. Jennifer Medves suggested [Steven Hoffman](#), IPPH Scientific Director. **Action: Lucie Pelland**

6. **School of Nursing, Final Degree Lists – Jennifer Medves**

A memorandum from the Undergraduate Academic Progress and Graduation Committee was distributed to the Executive. The memo states that the School of Nursing has approved the 44 students and 17 students listed with Honours whose names appear on the degree list. They are to be recommended to the Senate Committee on Academic procedures for approval to grant the degree of Bachelor of Nursing Science. Motioned by Jennifer Medves, seconded by Julia Kruzinga. **All in favour: motion carried**

7. **Proposal to convert the Department of Otolaryngology to a Division within the Department of Surgery – Richard Reznick**

Richard Reznick spoke to this item. There are only 6 faculty members within this department. The conversion was suggested about a year ago and iterative consultations have been ongoing over this time. A retreat was held and there has been due process in the decision making process. A briefing document was circulated to the Executive in advance of the meeting and this covered the points mentioned by Dr. Reznick. Richard Reznick motioned to convert the Department of Otolaryngology to a division within the Department of Surgery , seconded by Michael Kawaja. **All in favour: motion carried**

8. **Any other business**

None

9. **Adjournment**

The meeting was adjourned at 3:55 p.m.