

**Faculty Board Executive  
Minutes  
Monday, October 2, 2019 1:00 pm – 2:00 pm  
Kelly Board Room, Macklem House**

**ATTENDEES:** Erin Brennan (Chair), Marcia Finlayson, Michael Kawaja, Richard Reznick, Kate Minor, Danny Jomaa (SOM President), Nathaniel Gumapac (for Julia Kruizinga SON), Michelle Borgal (for Amiee Berard SRT), Kate Kittner (presenting for Richard Van Wylick) and Klodiana Kolomitro (OPDES).

**1. Introductions**

Erin Brennan welcomed everyone introductions were made.

**2. Approval of Agenda**

Motioned by Michael Kawaja, seconded by Richard Reznick.

*All in favour: motion carried*

**3. Approval of minutes of October 4, 2018**

Motioned by Michael Kawaja, second by Marcia Finlayson.

*All in favour: motion carried*

**4. Matters Arising**

*4.1 For-credit certificate for Global Health Proposal*

Erin Brennan reported she had been contacted Jennifer Carpenter. The proposal had had a few delays but was now hopefully to come to Faculty Board next month.

*4.2 Simulation Committee*

Erin Brennan spoke with Dan Howes and Marian Luctkar-Flude and the terms of reference were approved by the committee at the last meeting and will carry forward.

*4.3 Faculty Board Speaker*

Richard Reznick confirmed that Dr. Michael Hillmer will be the speaker at the Faculty Board meeting on February 13, 2020. Michael is the Associate Deputy Minister at the Ministry and is in charge of the file on Healthcare Transformation. He will be speaking about the Ontario Health Teams and the new agency, Ontario Health.

*4.4 Professionalism Update*

Erin Brennan reported that she met with all three schools as well as David Walker and Leslie Flynn over the summer to understand the current procedure we have to deal with professionalism breaches and how the schools approach professionalism. All three schools are happy with their current professionalism policies.

Erin Brennan reported that the one thing of note from the last meeting was a question about a professional breach in the SRT. As graduate students, misconduct within SRT is reported to the School of Graduate Studies, who are not equipped to deal with issues of breach of professionalism specific to health care workers. David Walker had suggested that if there were students within the SRT, who are appealing professionalism issues, they could come to the FHS Student Appeals Board and recommended that someone from SRT sit as a guest on the Board.

Marcia Finlayson noted that this would need to be passed by the SRT Academic Council. She suggested a broader discussion to identify the best solution. Erin Brennan reported that it has not been an issue to date, but that is not to say that it couldn't happen. Dr. Reznick suggested

taking a pause and look through the structures and processes for all three schools to review what they are all doing and see if it could be harmonized better.

## **5. Chair's Report**

Erin Brennan noted that she had reported to Senate on October 1<sup>st</sup> and there were no questions or issues. Senate had passed the implementation of the new Masters of Health Education Programs starting next summer.

## **6. School of Nursing, Final Degree List**

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 45 students and 22 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. Erna Snelgrove-Clarke confirmed for Executive that there are two graduating cohorts per year in Nursing.

Motioned by Erna Snelgrove-Clarke, seconded by Richard Reznick. ***All in favour: motion carried***

## **7. Committees**

Michael Kawaja reported there are a number of committees within the FHS and within the SOM and membership on the committees fluctuate over the years. He was seeking approval for their memberships as per the attachments.

Membership of:

- Faculty of Health Sciences Nominating and Procedures Committee
- School of Medicine Nominating Committee
- Faculty of Health Sciences Student Appeal Board Committee
- MD/PhD-MD/Master's Program Committee
- Faculty of Health Sciences Research Advisory Committee
- School of Medicine Progress and Promotion Committee

Motion by Erna Snelgrove Clark, second by Marcia Finlayson. ***All in favour: motion carried***

Membership of:

- School of Medicine Undergraduate Medical Education Admissions Committee

Motion by Richard Reznick, second by Erna Snelgrove-Clarke ***All in favour: motion carried***

## **8. FHS Student Appeal Board**

Kate Minor reported that David Walker (Chair) and the board members of the FHS Student Appeals Board, in conjunction with Lisa Newton, Queen's Legal Counsel; had revised the Terms of Reference and Appeals Process for this Board.

Ideally the Board should have more members, so that a quorum is easier to obtain. There were also revisions to permit the Board to alter its own terms, without deferring to the Faculty Board which is in line with other similar boards (whilst adhering to Queen's policies).

However, this led to much discussion regarding to which students and schools this policy should apply. Richard Reznick suggested re-evaluating among all the schools. The terms of reference need to be redrafted and be specific for what students and with clear definitions. Erin Brennan was to follow up with David Walker and Lisa Newton regarding this. **Action: Dr. Brennan**

## **9. OPDES**

Kate Kitter reported that in 2017, 4 separate offices merged together to one administrative structure with the new OPDES name. The new office still has four areas of focus (pillars); CPD Advisory, New Educational Scholarship, New Faculty Development, New Global Health.

OPDES is embarking on a strategic planning process with a new mission statement that has been drafted. The approval for the Draft mission statement, terms of reference for OPDES was motioned by Richard Reznick with provisions for edits regarding mission statement for the three schools and individual vision statements for each school, second by Marcia Finlayson.

***All in favour: motion carried***

It was noted that some of the terminology of the subsequent committess should be adjusted slightly to be more inclusive but that the essence of the following terms of reference was acceptable, with these minor adjustments.

Approval for the CPD Advisory Committee Terms of Reference was motioned by Richard Reznick with provisions for edits regarding “Mission and Vision”, second by Michael Kawaja.

***All in favour: motion carried***

Approval for New Educational Scholarship Terms of Reference was motioned by Richard Reznick with provisions for edits regarding “Mission and Vision”, second by Marcia Finlayson.

***All in favour: motion carried***

Approval for New Faculty Development Terms of Reference was motioned by Erna Snelgrove-Clarke with provisions for edits regarding “Mission and Vision”, second by Michael Kawaja.

***All in favour: motion carried***

Approval for New Global Health Terms of Reference was motioned by Richard Reznick with provisions for edits regarding “Mission and Vision”, second by Marcia Finlayson.

***All in favour: motion carried***

## **10. Any other business**

There was no other business.

## **11. Adjournment**

The meeting was adjourned at 1:40 pm.