

FACULTY BOARD, FACULTY OF HEALTH SCIENCES
Minutes of Meeting May 4, 2006
Room B143, Botterell Hall @ 5:00 P.M.

1. Call to Order and Announcements

The meeting was called to order by Dr. W. Racz at 5:07 p.m. with approximately 28 people present.

There were no announcements at this time.

2. Approval of the Agenda

Moved by Dr. S. Iscoe and **seconded** by Dr. K. Nakatsu that the agenda of May 4, 2006 be approved as circulated.

CARRIED

3. Approval of the Minutes of the last regular Meeting of April 6, 2006

Moved by Dr. K. Nakatsu and **seconded** by Dr. S. Ludwin that the minutes of April 6, 2006 be approved with the following corrections:

- **Page 6, item 10(b) – change word amended to appended.**
- **Page 3, item 6(a) – under introduction of Dr. Linda Levesque, “formally” should read “formerly”**

CARRIED

4. Introduction of New Faculty

There were no introductions at this time.

5. Business Arising from the Minutes

There was no business arising from the minutes to report.

6. Dean' s Report

a) Pandemic Planning (TOR distributed with the agenda)

Dr. D. Walker reported that the University is attempting to create a Pandemic Planning process and the Faculty of Health Sciences has put together a Pandemic Flu Planning Committee. This committee has met once and were very impressed on the student involvement. Dr. D. Walker reported that this Pandemic planning is based on student perspective and what happens to the students in the case of a pandemic.

b) University Strategic Plan

Dr. D. Walker reported that the University Strategic Plan is evolving in the Principal's office. There will be an unveiling at University Council and the Board of Trustees. The University Strategic Plan is expected to be adopted in the Fall of this year.

c) Budgets and Fees

Dr. D. Walker reported that the budget is still uncertain at this time but he will inform Faculty when it is known. Dr. D. Walker reported that there will be some challenges for Rehabilitation Therapy's budget. There will likely be some cuts overall. Dr. D. Walker reported that tuition fees will rise. Overall University fees will rise 4.1%.

7. Research Report

a) **Policy for Research Initiation Grants (RIG), Faculty of Health Sciences (FHS)**

Dr. S. Ludwin reported that currently new GFT appointees who are eligible to receive a one-time amount of money to start up their research (RIG) are to submit a proposal to the Associate Dean Research and both the Director of Research and he review the proposal. Dr. Ludwin noted that they want the intended research to be clearly identified as well as previous training and experience and that the appointee clearly intends to pursue his/her research. If this is met, then a RIG will be granted. The RIG application must be submitted to the Associate Dean Research within the first year of appointment and the funds are to be used within two years of being allocated. Dr. S. Ludwin reported that people are applying for the money and not using it and therefore it could be put to better use elsewhere such as appointees who were not eligible at the time of appointment but whose circumstances change and are able to engage in investigative work. This subsequent RIG would be funded by the Faculty office only and not the University.

It was moved by Dr. S. Ludwin and ***seconded*** by K. Nakatsu that Faculty Board accept the terms of the Research Initiation Grant Policy for Faculty of Health Sciences.

The Chair opened it up for discussion:

It was noted that this new procedure is meant to tidy up the RIG accounts.

Dr. D. Walker noted that we are trying to increase clinical research not diminish it.. Dr. Walker noted that over the years the departments have asked that a RIG be included at the time of negotiation to start up their research, however some of the money has not been used to its full capacity. This in turn causes problems when the researcher comes up for reappointment and little or no research has been done. Therefore with this new determination of who gets a RIG, it would alleviate the problem.

The Chair reported that this document does not state that the RIG application is reviewed or there is no reporting structure stated in this document.

The Chair pointed out that if this is going to be a Faculty Policy and if Faculty Board is to approve this then shouldn't these be delineated and should the policy be more exact. Dr. Ludwin responded that both he and Jim Brien currently review the proposals and if need be the department and the researcher is consulted. Dr. Ludwin also noted that a report should be submitted after 3 years on what they used their RIG money for. **It was suggested that the RIG form previously sent out by Dr. S. Ludwin to departments be appended to these minutes.**

The Chair then asked for approval. All were in favour.

CARRIED

8. Medical Education Report

Dr. L. Tomalty reported later in the meeting.

9. Report From the Schools

a) School of Medicine Report

• **AFMC**

Dr. D. Walker reported that the Association of the Faculties of Medicine of Canada (AFMC) met on the weekend past. There were major sessions on Professional Education and a session on Distributed Medical Education. The major political issue discussed was the ways in which potential litigation and Provincial Government involvement with our Postgraduate Medical Education is influencing our medical students. There is the change in the CaRMs match this year, allowing the IMG's to participate in the match. The Medical Schools are trying to convince their Provincial Governments to produce a Canada wide system that is coherent and secondly to embed a guarantee that our Canadian Medical Graduates have a continuum of Education right through to Graduation and Licensure. This continues to be a work in progress.

• **Spring Degree and Award Lists**

Dr. D. Holland reported that some students are still in the process of completing their requirements and will be added to the list upon their completion and with that said, Dr. D. Holland **moved** on behalf of the Progress and Promotions Committee, School of Medicine that the following motions be approved by Faculty Board and forwarded to Senate:

“That those students whose names appear on the degree list be granted standing and that their names be forwarded to Senate for the granting of the degree of Doctor of Medicine.”

Seconded by L. Tomalty

CARRIED

Dr. D. Holland reported that the Awards and Prize list is not available in its complete form but is currently being worked on by the Awards Committee pending completion of the various elements. With that being said Dr. D. Holland **moved** the following motion:

“That the Dean be authorized to add to the degree list and the prize list the names of additional students who complete the MD requirements prior to convocation.”

Seconded by S. Ludwin

CARRIED

Dr. D. Holland also so **moved**:

“That the Dean be authorized to add to the degree list the names of additional students who complete the MD requirements prior to the **Fall** convocation”

Seconded by L. Tomalty

CARRIED

- **Professionalism Report (distributed with the agenda)**

Dr. D. Holland reported that the Phase III Professionalism Incident Report is a tool and an assessment method designed to address issues of Professionalism within the Clerkship component of the medical curriculum. It simply allows Faculty a mechanism where they can document incidents of unprofessional behaviour, provide a mechanism of report, remediation and correction. This report is meant to be constructive for the purpose of remediation. Dr. D. Holland highlighted a few features:

- The report requires Faculty to provide specific examples of incidents of un-professionalism.
- It also requires the faculty members to provide suggestive remediation mechanisms
- It requires face-to-face feedback.
- It requires the involvement of the Clerkship Coordinator
- It requires the involvement of the Clerkship Director
- It provides an articulate process on how to move this forward.
- It allows for individuals to site un-professionalism behaviour without leaving a mark on student records that would jeopardize them at the time of residency application.

During discussion it was noted that this policy or assessment tool would only apply to the students within the School of Medicine. In the future if this rolls forward and is effective we would like it to be an assessment tool for the postgraduate portfolio and also faculty. Dr. Holland reported that currently we complete an ITER which includes a question of Professionalism but it doesn't provide for citing specific examples or does not allow for remediation.

It was **moved** by D. Holland that Faculty Board accept the Professionalism Incident Reporting policies and procedures. **Seconded** by K. Nakatsu

All were in favour.

CARRIED

b) **School of Nursing Report**

- **Spring Degree and Award Lists**

Dr. C. Baker **moved** on behalf of the Progress and Promotions Committee, School of Nursing that the following motions be approved by Faculty Board and forwarded to Senate:

“That the list of 105 fourth year students in Nursing on the pass list, including 27 students with Honours, be granted standing and that their names be forwarded to Senate for the granting of the degree of Bachelor of Nursing Science.

Seconded by S. Olney

CARRIED

“That Faculty Board authorize the Dean of Health Sciences to add to the degree list names of those students who complete their requirements for their respective degrees prior to convocation.

And

“That the Dean be authorized to add to the degree list the names of additional students who complete their requirements for their respective degrees prior to the **Fall** convocation.”

Seconded by S. Olney

CARRIED

“That the list of Awards for degree Candidates in Nursing, including the nomination for the Governor General’s Award, be approved.

Seconded by R. Wigle

CARRIED

- **School of Nursing Calendar Changes**

C. Pulling presented the following School of Nursing Calendar Changes.

It was **moved** by C. Pulling and **seconded** by C. Baker that the following changes be approved for inclusion in the School of Nursing Calendar 2006-07. **CARRIED**

1. Undergraduate Curriculum Committee

1.1 Course title/description change

Current Calendar Description:

NURS-208 - Promoting Decision-making for Health

Focuses on enhancing decision-making in relation to client situations. Introduces upstream-down-stream thinking, a health promotion framework including levels of prevention, communicable disease prevention and control, change theories related to health behaviors and health education including presenting health information. Develop an understanding of legal issues and ethical frameworks in nursing practice. Engage in problem-solving using case-based scenarios and lecturers.

Winter Term; 3 hours per week; 9 units course weight.

PREREQUISITE(s): First year B.N.Sc. Program requirements.

New title and description:

NURS 108 - Introduction to Promoting Decision-making for Health

This course provides a foundation for critical thinking and decision-making approaches used by nurses in health related client situations. Core community health concepts including health, health promotion, disease prevention, primary health care and health education are introduced. Selected legal and ethical issues and decision making frameworks are discussed.

Winter Term; 3 hours per week; 9 units course weight.

CO-REQUISITE(s): First year B.N.Sc. Program requirements or by permission.

1.2 Course title change for NURS-403.

That the course title change from
NURS 403 - Impact of Illness and Implications for Care: Major Life-Threatening Illnesses, to
NURS 403 - Concepts of Acute and Critical Illness.

1.3 Course title change for NURS-492.

That the course title change from
NURS-492 - Consolidation of Nursing Care to
NURS-492 - Integrated Practicum.

1.4 Revised Calendar description for NURS-340

That the first sentence in the course description for NURS-340 read: Provides students with an opportunity to work with individuals and families in settings which include maternal child care, and the [add "health"] care of [remove "ill"] children.

1.5 Revised Calendar description for NURS-315

That the calendar description for NURS-315 be revised to read:
Introduces the student to family orientation in nursing. Uses a systems-based conceptualization of the family to examine social, psychological and cultural influences on the family in contemporary society. Learn ways to work with families using an assessment model. Examine nursing care of the family during the normal childbearing cycle and nursing care of the family with children. Discussion includes nursing care of the family during pregnancy, labour, birth, and postpartum, as well as prevention and management of selected health alterations in children. Fall or Winter Terms; 3 hours per week; 9 units course weight.
PREREQUISITE; Second year nursing courses and PSYC-250/251 or by permission.
COREQUISITE: NURS-316, -340

1.6 Policy on Absent Time

Note Compulsory Attendance: All clinical and learning lab experiences are compulsory. Absences prevent students from obtaining the required level of learning experiences needed to meet the objectives of the program. Students are responsible for notifying their professor and their clinical area prior to the experience (as specifically instructed by the professor) if they are unable to attend. Students need to complete all clinical/lab work in order to complete the course.

2. Undergraduate Admissions Committee

That there be a minimum English grade of 75% or its equivalency for other grading systems for admission to the School of Nursing.

The above items were all approved at Academic Council, April 26, 2006

c) School of Rehabilitation Therapy Report

• **Spring Degree and Award Lists**

Dr. S. Olney *moved* on behalf of the Student Progress and Promotions Committee (Rehabilitation) that the following motions be approved:

IT IS MOVED that the list of 42 final year students in Occupational Therapy on the pass list including 26 students with Honours, be granted standing and that their names be forwarded to Senate for granting of the degree of Bachelor of Science Occupational Therapy.

Seconded by E. Culham

CARRIED

AMENDMENT: The number 26 was corrected to 19 after the meeting.

IT IS MOVED that the list of awards for degree candidates in Occupational Therapy, including the nomination for the Governor's General's Award, be approved.

Seconded by E. Culham

CARRIED

IT IS MOVED that the Faculty Board authorizes the Dean, Faculty of Health Sciences to add to the degree list names of those students who complete their requirements for the degree of Bachelor or Science Occupational Therapy prior to convocation.

Seconded by E. Culham

CARRIED

IT IS MOVED that the list of 46 final year students in Physical Therapy on the pass list, including 35 students with Honours, be granted standing and that their names be forwarded to Senate for the granting of the degree of Bachelor of Science Physical Therapy.

Seconded by E. Culham

CARRIED

IT IS MOVED that the list of Awards for degree candidates in Physical Therapy, including the nomination for the Governor General's Award, be approved.

Seconded by E. Culham

CARRIED

IT IS MOVED that the Faculty Board authorizes the Dean, Faculty of Health Sciences to add to the degree list names of those students who complete their requirements for the degree of Bachelor or Science Physical Therapy prior to convocation.

CARRIED

10. Report From the Nominating Committee

There is no report at this time.

11. New Business

1. Orientation Workshop

Dr. L. Tomalty reported that the Faculty of Health Sciences puts together an orientation workshop for new Faculty in Health Sciences where they talk about the teaching and learning philosophies in Health Sciences, but the individuals that go to this workshop is minimal. He has written to Department Heads asking for teaching mentors to link up with all new members of Faculty. Therefore Dr. L. Tomalty put forward the following:

Notice of Motion: that all newly appointed Full-time Faculty in Health Sciences be required to attend a one-day orientation workshop within two years of appointment.

Seconded by D. Holland

A motion will be brought forward to the October Faculty Board for ratification.

During discussion it was noted that all three schools would be involved and that this should be discussed at the departmental level.

2. Rules and Procedures of Faculty Board

Dr. R. Wigle, Secretary to Faculty Board put forward the following,

Notice of Motion:

- 1. Moved that the proposed changes to the Authority, Rules and Procedure of Faculty Board and its committees and delegations be approved.**
- 2. that the proposed changes to the committees of the Schools of Medicine, Nursing and Rehabilitation Therapy be approved.**

A Motion will be brought to the October meeting of Faculty Board for approval.

Dr. R. Wigle announced that:

- 1. Changes to Faculty of Health Sciences Rules and Procedures will be posted on the Faculty of Health sciences web-site over the summer for your review.**
- 2. Schools of Nursing and Rehabilitation Therapy changes if any will be posted also.**
- 3. All changes in committees structure and function will be sent to the Committee Chairs for review and comment.**

A notification via email will be sent to all members when this will be posted.

Dr. R. Wigle presented some overheads on some major changes to:

- the Rules and Procedures of Board
- the Nominating and Procedures Committee
- Student Appeal Board

- School of Medicine Academic Council including Secretary to the School of Medicine Academic Council (New)
- School of Medicine Nominating and Procedures Committee (New)

Announcement

Dr. D. Walker reminded Board members that Dr. W. Racz will be stepping down as Chair of Faculty Board as of June 30, 2006 and he thanked Dr. Racz for all his work, leadership and expertise over the years. Dr. D. Walker presented him with a small token on behalf of all Faculty and students.

Dr. C. King Van Vlack reported also that this was Dr. S. Olney's last meeting of Faculty Board as Director of the School of Rehabilitation Therapy. Dr. S. Olney has been a huge contributor to Faculty Board and Board thanks her for all her work and dedication to the School.

12. For Information

None.

There being no other business the meeting was adjourned at 6:30 p.m.

R.D. Wigle
Secretary