

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

**1. Call to Order and Announcements**

The meeting was called to order by Dr. D. Walker, Dean Faculty of Health Sciences with approximately 45 people present. Dr. Walker made the following announcements:

**a) Welcome New Faculty Board Chair**

Dr. D. Walker thanked Dr. W. Racz the former Chair and introduced Dr. Marianne Lamb as our new Chair of Board. Dr. Walker read a brief biographical sketch to Board members (to be filed with the minutes) and thanked her for taking on this important role.

**b) 2005/2006 Basmajian Award Recipients**

Dr. Walker announced that the 2005/2006 Basmajian Award Recipients are Dr. Luis G. Melo Associate Professor in the Department of Physiology & Medicine and Dr. Louise Winn, Assistant Professor in the Department of Pharmacology & Toxicology. Both recipients will be presented with the award on Tuesday, November 7, 2006 at 5:30 p.m. in room B143 Botterell Hall where they will each give a lecture of their outstanding research. Congratulations to both of them!

The Chair then asked Dr. W. Rosser to make the following tribute.

**c) Tribute to E.R. Haynes**

Dr. W. Rosser, Head Department of Family Medicine read a tribute to Dr. Ernest R. Haynes 1924-2006. The newly acclaimed building for the Department of Family Medicine has been named Haynes Hall in recognition of Dr. Ernie Haynes role as the "Father" of Family Medicine at Queen's. The tribute will be forwarded to Senate for reading at their meeting on October 19<sup>th</sup> and then forwarded to the family of Dr. Haynes on behalf of Faculty Board and the University.

**2. Approval of the Agenda**

**Moved** by Dr. K. Nakatsu and **seconded** by Dr. C. King-VanVlack that the agenda of October 5, 2006 be approved as circulated.

**CARRIED**

**3. Approval of the Minutes of the last regular Meeting of May 4, 2006**

**Moved** by R. Wigle and **seconded** by L. Tomalty that the minutes of May 4, 2006 be approved as circulated.

**CARRIED**

**4. Introduction of New Faculty**

Dr. T. Sanfilippo introduced the following new Faculty in the Department of Medicine.

- Dr. Christine White, Assistant Professor in the Division of Nephrology.
  - Dr. Lawrence Hookey, Assistant Professor in the Division of Gastroenterology.
  - Dr. Joshua Shadd, Assistant Professor in the Palliative Medicine Program.
- Their biographical sketches will be filed with the minutes.

## **5. Business Arising from the Minutes**

### **MOTIONS FOR APPROVAL**

#### **MOTION #1**

On behalf of the Faculty Development Advisory Committee Dr. L. Tomalty moved the following motion:

“that a newly appointed Full-Time Faculty in Health Sciences be required to attend a one-day orientation workshop within two years of appointment.” Seconded by L. Flynn.

The Chair asked for any amendments to the motion.

Dr. S. Ludwin moved that the following amendment be made and the following be added to the motion:

“in teaching and learning.” Seconded by J. Wee.

Dr. J. Rapin moved a friendly amendment to change “required” to “be expected.”

With approval and additions of the amendments Dr. L. Tomalty moved the amended motion for approval:

“that a newly appointed Full-Time Faculty in Health Sciences be **expected** to attend a one-day orientation workshop **in teaching and learning** within two years of appointment. **CARRIED**”

#### **MOTION #2 and 3**

On behalf of the Nominating Committee Dr. R. Wigle moved the following motions:

#### **MOTION #2 – Authority and Regulations of Faculty Board and Its Committees**

“that the proposed changes to the Authority, Rules and Regulations of Faculty Board and its committees and delegations be approved by Faculty Board and forwarded to Senate for their consideration and approval.” Seconded by Dr. W. Racz.

Dr. R. Wigle reported the following list of major changes that were made:

- The deletion of Faculty Council.
- Changing Equity Issues Committee to a Delegation

- Students to full voting members when on committees
- Creation of a Simulation Committee
- Research Advisory Committee authority to advise the Dean on research space
- Including Professional Behaviour in “Academic Matters” and hence under each School’s Progress and Promotions Committee. Non-academic discipline is under the Alma Mater Society (AMS) and the Society of Graduate and Professional Students (SGPS) and Senate.
- Deleting “Student Discipline” from Student Appeal and Discipline Board.
- Changing Nominating Committee to Nominating and Procedures Committee that it review all policies.
- School of Rehabilitation Therapy reports only on research matters, and their academic matters are now reported to the Society for Graduate Professional Students (SGPS).

The Chair reported that editorial changes will be made to the current document after approval and any substantive changes will be made as they occur. The Chair then asked for discussion.

It was noted during discussion that a list of Professional Behavior expected, would be with each Progress and Promotions Committee in each School.

A change to the reporting diagram at the beginning of the handbook was requested from a member of the School of Rehabilitation Therapy that Rehabilitation Therapy will report to Board for all matters other than education not just research. The Secretary noted that this editorial change will be made.

It was noted that all Committees and Delegations should be asked to report to Faculty Board at least annually.

A member asked, where do we properly conduct discussions of inter-professional education that involves Medical, Nursing and Rehabilitation Therapy Students? Dr. R. Wigle responded the three schools can still get together to discuss educational endeavours but if there is a huge policy change involving the School of Rehabilitation Therapy students then perhaps it needs to go to both Faculty of Health Sciences, Faculty Board and the School of Graduate Studies and Research.

The Chair then asked members of Board for their approval of the motion with the amendment that we can make any necessary editorial changes. All were favour.

**CARRIED**

**MOTION #3 – Committees of School of Medicine**

“that the proposed changes to the committees of the School of Medicine be approved by Faculty Board and forwarded to Senate for their consideration and approval.” Seconded by Dr. W. Racz.

Dr. R. Wigle reported the following changes:

- The Creation of a School of Medicine Academic Council, now all three schools will report through their Academic Councils and then to Faculty Board.
- The Creation of a SOM Nominating and Procedures Committee. Technically The School of Medicine should have its own entity whether it be a separate committee or use the representative on the current Faculty Board's Nominating and Procedures Committee.
- There should also be a Secretary to the School of Medicine, whether it be the current Secretary to the Faculty or two separate people.
- Deleting Council of Clinical Heads, Clinical Heads matters are now discussed at School of Medicine Council or a separate meeting could be called by the Dean.
- Change School of Medicine Council to School of Medicine Executive

There being no more discussion the Chair asked members of Board for their approval on Motion #3. All were favor. The motion was **CARRIED**.

The Secretary asked that an amendment also be made to the 3<sup>rd</sup> motion that editorial changes can be made to the Terms of References of the committees of the School of Medicine without bringing back to Faculty Board, but that any substantive changes would have to be approved. **CARRIED**

**It was asked that the Secretary receive any changes within the next week in order to get the document in its final form to send to the Accreditation Team.**

## **6. Dean's Report**

The Dean reported on the following:

- The Deans have received The Strategic Plan from the Principal and the Principal plans to bring forward to the Board of Trustees in December.
- University has established a committee to look at ideas for convocation, structure and where to hold this event and Dr. Wigle is our representative. If you have any ideas send to Dr. Wigle or the Dean.
- The Faculty's Pandemic Flu Committee has produced a report with recommendations. **The Dean will bring back to the next meeting.**
- The University is unclear as to what the Budget will be.
- The Justus Annex on Botterell Hall will proceed with the Universities approval. The Dean reported that some floors will be shelled in and decisions will have to be made on how to employ this new space.
- Queen's will be announcing the Capital Campaign soon. The major item is the Queen's Centre which is slated for completion in 2014.
- The Medical School did very well in collecting donations at Homecoming this year. The School of Nursing also received a substantively large donation.
- The Teaching Hospitals construction has now started. The Cancer Clinic will double in size, In-patient mental health will move to a new facility, a new

Paediatric floor, a new medical surgical floor, new operating rooms to name a few. The HDH is slated for renovations on their ambulatory clinics. The PCCC new hospital at King St. West, although approved in principle still needs full approval.

### **Priorities for the Year – Progress to Date**

The Dean attached to the agenda the Priorities for the Year. This guides his office with the major issues that needs to be dealt with.

There were no questions for the Dean at this time.

## **7. Research Report**

Dr. Ludwin reported the following:

- CIHR, NCIC and Heart & Stroke applications did very well in the last competition. There is talk that the CIHR will have only 2/3 of available money for the upcoming competitions. It is not clear what direction the Federal Government will go with research.
- They will be doing some fund-raising for research in the future.
- The CFI Leadership Fund a new branch with the CFI. and has now changed the rules to allow internal competitions. Queen's is now holding its first internal competition.
- They are in the process of establishing a Tri-hospital and University Research Institute in Kingston.

In response to a question: We should have One Ethics Board, as we do with KGH, HDH and Queen's. But PCCC has an extra step.

## **8. Medical Education Report**

It was reported that the upcoming accreditation is the main issue of concern at the moment so Dr. L. Tomalty asked that the Dean make his report.

## **9. Report From the Schools**

### **a) School of Medicine Report**

The Dean reported that the Medical School will be under accreditation at the end of January. The process is based on a self-study which is conducted upon ourselves according to the standards of accreditation. The Chair Dr. J. Drover has led this self-study with the Chairs from following committees reporting to him on the standard issues required:

Dr. E. Tsai, students  
Dr. J. McCans, governance  
Dr. J. Fisher, resources  
Dr. S. Moffat, education

Dr. S. Pang, faculty

This self-study has to be complete and the documents shipped to Washington by November 1. The Medical School will then undertake many reviews and recommendations. Accreditation will be the topic of the first School of Medicine Academic Council in the near future.

b) **School of Nursing Report**

Dr. J. deWolfe put forward the following two motions for approval:

“That a student, who has successfully completed the requirements for the Bachelor of Nursing Science Program, be placed on the Final Degree List for October 2006 Convocation for the granting of the BNSc degree.”

**Seconded** by C. King-VanVlack

**CARRIED**

“That the four students who have successfully completed the requirements for the Primary Health Care Nurse Practitioner Program, be placed on the Final Degree List for October 2006 Convocation for the granting of the Primary Health Care Nurse Practitioner Certificate.”

**Seconded** by K. Nakatsu

**CARRIED**

c) **School of Rehabilitation Therapy Report**

Dr. C. King-VanVlack reported on behalf of Dr. E. Culham (Acting Director) that a search is continuing for a new Director for the School of Rehabilitation Therapy. It was reported that Dr. S. Olney who has finished her term as Director is now on administrative leave but has been with the Faculty since 1974. In order to mark this outstanding academic career of 32 years they are planning a dinner in her honour for Friday, November 3, 2006 at the Holiday Inn at 6:00 p.m. There will be a fee of \$50.00/person and sign up is required. To honour Dr. Olney’s contribution to Queen’s they ask people to donate if they wish to the Rehab Therapy Student Experience Fund which is a fund that Dr. Olney started to help students endeavours to offset costs in their clinical placements. Also the one thing that is poignant about her retirement at this time is that this past spring was the last graduating class of the Baccalaureate program and Dr. Olney’s career spanned this whole program from start to finish.

Dr. C. King-VanVlack also reported that this fall our first Masters Occupational and Masters Physical Therapy graduate. There will be 94 MSc. O.T. and P.T. graduands, 3 MSc Rehabilitation Science and 1 PhD Rehabilitation Science will graduate at this years’ Fall convocation. Currently enrolled in their programs they have 200 students in their MSc.OT/PT program, 44 enrolled in their Rehabilitation Science program of which 22 are Masters and 22 PhD students.

**10. Report From the Nominating Committee**

There was nothing else to report at this time.

**11. Questions**

There were no questions at this time.

**12. New Business**

There was no new business.

**13. Notice of Motions**

There were none given at this time.

There being no other business the meeting was adjourned at 6:12 p.m.

R.D. Wigle  
Secretary