

Minutes
Faculty Board Executive

Tuesday, October 18, 2016, 3:00 – 4:00 p.m.
Kelly Board Room, Macklem House

PRESENT: Dana Edge (Chair), Michael Kawaja, Terry Krupa (for Marcia Finlayson), Josie Lui, Jennifer Medves, Suzanne Miranda, Gray Moonen, Alexandra Palmeri and Richard Reznick

1. Approval of Agenda – Dana Edge

2. Approval of minutes of June 9, 2016 – Dana Edge

The minutes were approved with no changes or additions.

3. Chair's Report – D. Edge

Over the summer, the Chair received a request from University Registrar John Metcalfe to attend the Faculty Board Meeting. He will attend the February 15, 2017 meeting.

A call was also put out for a Senator from the Faculty. Dr. Dan Borschneck has agreed to stand and has been appointed.

The Chair noted that a speaker has been chosen for the February 15 Faculty Board meeting – Dr. Chris Charles. Dr. Charles is a medical resident who created the 'iron lucky fish', which has had a significant impact on global iron deficiency. A 'save the date' announcement will be going out shortly, and the hope is to have good attendance at the meeting. Dr. Reznick will also give a State of the Faculty address.

Dr. Reznick noted that the Faculty Board was not well attended until about three years ago, when there was a push to increase attendance. He noted that vigilance is required to keep attendance high and that he sends out personal invitations to all faculty members. School Directors will be asked to communicate the meeting, and faculty, staff and students are all encouraged to advertise the meeting.

4. Nominating and Procedures Committee – M. Kawaja

Dr. Kawaja outlined the procedures for committee nominations and noted that additions to memberships come to the Nominating and Procedures Committee first for review and approval. A document detailing the memberships for these committees was distributed with the minutes – the Executive will be reviewing only the Faculty of Health Sciences faculty members.

Only one of these committees - the Nominating Procedures Committee – requires a motion for approval of the membership by the Executive. A motion made by Dr. Kawaja to accept the members noted within the document. It was seconded and passed with all in favour.

The names for the other committees were reviewed by the Executive. It was noted that within the membership for the Simulation Committee, there is no longer an Office of OIPEP, and so the list needs to be corrected. It was also noted that no Chair has been identified, and that regular meetings are not being held. The Executive will be in touch with the Committee members to identify a chair and arrange for regular meetings to be scheduled.

The Nominating and Procedures Committee will be going through all of the lists to review and approve them.

The Chair noted that this review process highlighted the need to review the handbook on the Faculty of Health Sciences website. She will work with Dr. Kawaja and Christine Irving to review and update it. The revised version will go to Faculty Board in February for approval.

5. Bracken Library Terms of Reference – S. Maranda

Head Health Sciences Librarian Suzanne Maranda asked to come speak about the new Terms of Reference for the Bracken Health Sciences Library Advisory Committee, which was distributed with the agenda.

The Bracken Health Sciences Library Advisory Committee was set up in 1976, and was created as a faculty and student board committee at arms-length from the library. It was intended to give library some input, but also provided a way for the library to disseminate information to constituents. The role of the committee has mainly been based around communications.

Queen's Libraries would like all advisory committees to have the same structure and Terms of Reference, and align in their goals and purpose. Ms. Maranda wants to ensure that the Advisory Committee is able to continue to communicate any concerns or issues, and that it retains some level of power.

It was noted that currently a Faculty member is the Chair, but the proposed Terms of Reference indicate that the Head Health Sciences Librarian would be the Chair. Dr. Reznick stated that he has spoken with the University Librarian, and that he would prefer to hold off on any recommendations, but focus on a fulsome discussion for this meeting.

Ms. Maranda provided details about typical meeting agenda items. She noted that students have the ability to ask questions about library operations, such as library hours, services and collections. She indicated that budget is always an issue, and that, in the past, a subset of the committee may have been tasked with prioritizing purchases and looking at efficiencies for the delivery of materials (for example, providing electronic versions of publications vs. printed publications). The committee would also be asked to evaluate any new resources or tools.

The committee currently is advisory to the Faculty Board and the Chair is appointed by the Dean, Faculty of Health Sciences (although the Chair has in the past been voted in by the committee). The new Terms of Reference document suggests that the Head Health Sciences Librarian would be the Chair and that the committee would be advisory to the University Librarian, who works in cooperation with the Dean.

There was a question as to whether an ex-officio member can chair a committee, as noted in the new Terms of Reference, and whether it is a voting or non-voting position. There was a discussion as to how critical the committee's recommendations are to the daily function of the library.

There was a discussion as to whether there should be a recommendation that the Chair be someone from the Faculty and the impact of having the Head Health Sciences Librarian as Chair. It was also noted that it likely makes sense to have this committee be advisory to the Head Librarian.

The Chair thanked Ms. Maranda for the discussion.

The Executive discussed the issue after Ms. Maranda's presentation. Dr. Reznick noted that he didn't feel that he received enough information about the criticality of the committee, and suggested conformity with the rest of the university. It was felt from former committee members that the main role of the committee was a communications role, and that agenda items were not primarily operational or contentious.

There was agreement to accept the new Terms of Reference and to bring it to Faculty Board in February. Dr. Edge will communicate with Ms. Maranda about the decision.

6. School of Nursing, Final Degree List – J. Medves

A letter from the Chair of the Progress and Graduation Committee was distributed with the Minutes. The letter states that the School of Nursing has approved 49 students and 27 students with Honours to be granted standing and submitted to Senate for the granting of the degree of Bachelor of Nursing Science. It was noted that there was a high graduation rate for this class.

The list was approved by the Executive and a motion was made by Dr. Edge to accept the letter. It was seconded and the motion passed with all in favour.

7. Other Business

The Chair also asked for any suggestions to keep faculty members engaged in the Faculty Board meeting. It was suggested that the Chair could distribute an email to all members, who would then disseminate it to their groups. An image of the event flyer will also be distributed.

The meeting was adjourned at 4:00 p.m.