

*The University of British Columbia*  
*Faculty Executive Committee*

November 20, 2018  
4:00 to 6:00 pm  
Minutes

Attendance: Dr. Dermot Kelleher (chair), Dr. Aslam Anis, Dr. Joseph Anthony, Dr. Jehannine Austin, Dr. Ed Conway, Ms. Leanne Denis, Ms. Shanda Jordan Gaetz, Dr. Martin Gleave, Dr. Cheryl Holmes, Dr. Maria Hubinette, Dr. Allan Jones, Ms. L. Kang, Dr. Mieke Koehoorn, Dr. Claudia Krebs, Dr. Brenna Lynn, Dr. D. Money, Dr. Nicholas Monfries, Dr. Edwin Moore, Dr. Alice Mui, Ms. Sue Murphy, Dr. Gurdeep Parhar, Ms. Susan Paul, Dr. Wendy Robinson, Dr. Amil Shah, Mr. Michael Shakespeare, Dr. Ravi Sidhu, Dr. Tricia Tang, Dr. Teresa Tsang, Dr. Wyeth Wasserman, Dr. Roger Wong, Dr. Bruce Wright

Regrets: Dr. Francois Benard, Dr. Joerg Gsponer, Dr. Blair Leavitt, Mr. John Liu, Dr. Paul Man, Dr. Robert McMaster, Dr. Robert McMaster, Ms. Carlie Sanford, Ms. Cindi Valensky, Ms. Katie White, Dr. Paul Winwood

Guests: Dr. Allison Eddy, Ms. Roslyn Goldner, Ms. Jennifer Golinski, Dr. Bassam Masri, Dr. Samantha Reid, and Dr. Michelle Wong

Locations: DHCC 11268 with videoconferencing to LSC 1312CMR; Jones Portable & Wright Portable

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The Dean called the meeting to order at 4:02 pm.

**1.0. CALL TO ORDER AND REVIEW OF AGENDA – DR. D. KELLEHER**

**2.0. APPROVAL OF MINUTES FROM SEP 11, 2018 – DR. D. KELLEHER**

Motion: That the Faculty Executive approve the minutes from the Sep 11, 2018 meeting.

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. C. Holmes

**CARRIED**

**3.0. BUSINESS ARISING AND REPORT OF THE DEAN – DR. D. KELLEHER**

The Dean's report was reviewed, as circulated.

**4.0. ICORD INTERNAL REVIEW REPORT & RESPONSE – DR. W. TETZLAFF**

International Collaboration of Repair Discoveries (ICORD) is a UBC research institute focused on making spinal cord injuries (SCIs) curable through studying and understanding the fundamental mechanisms of SCIs. The internal review produced recommendations in four key areas, including: 1) Leadership, 2) Space considerations, 3) Partnerships, and 4) Centre profile. Anticipated challenges were reviewed with corresponding strategies to address each element.

Motion: That the Faculty Executive receive the ICORD Internal Review Report and Response (ICORD Internal Review - Reviewers Report Final\_2018-10-23; 2018-11-01-ICORD Response to Ctr Review final.pdf)

**MOTION:** Dr. J. Austin

**SECONDED:** Dr. A. Anis

**CARRIED**

#### **5.0. BCCHRI INTERNAL REVIEW REPORT & RESPONSE – DR. W. WASSERMAN**

The BC Children’s Hospital Research Institute (BCCHRI) is an organization aiming to bridge research and care to transform child health across the globe. The institute has 4 four target research areas and brought in over \$77.8M of funding in 2017/18. The BCCHRI review and decanal review produced 12 key recommendations centred on themes of 1) leadership and reporting structure, 2) protected academic time for clinicians, 3) challenges to research spanning the continuum from gestation to adolescence, 4) partnership/collaboration, as well as 5) development of performance metrics. Strategies for all areas were presented.

Motion: That the Faculty Executive receive the BCCHRI Internal Review Report and Response (Review report\_decanal position\_BCCHRI\_2018-10-26\_revised; Review report\_decanal position\_BCCHRI\_2018\_RESPONSE\_final.pdf)

**MOTION:** Dr. J. Austin

**SECONDED:** Dr. A. Anis

**CARRIED**

#### **6.0. ORTHOPAEDICS INTERNAL REVIEW UPDATE – DR. B. MASRI**

The internal review process of the Department of Orthopaedics took place in September 2017. Recommendations were made in several areas, including leadership, strategic direction, and unit sustainability. Areas of strengths are: quality of education at all levels, research, and leadership. Identified challenges were centred on engagement of various academic and administrative groups at the department level and geographically both within Vancouver and across the province.

#### **7.0. STUDENT MISTREATMENT PROCESS – DR. C. HOLMES**

The UGME student mistreatment process was reviewed from the perspectives of the 3 drivers for change.

- AAMC/AFMC Graduation Questionnaire – Statistics of mistreatment within the FoM was shared
- Accreditation – Standards/Requirements for the learning environment was reviewed. FoM is working with clinical affiliates to address shared responsibility in this area with the intention to improve workplace culture for all (classroom & clinical environments). Clear expectations, mechanisms for reporting, and repercussions for violation are important elements for accreditation.
- CP&P office provides annual report of complaints and follow-ups. Internal monitoring system developed and is the joint responsibility of the offices of CP&P and UGME. Process map to address mistreatment was reviewed with clarification surrounding role of department Heads/School Directors, the Executive Director, Faculty Affairs, the EAD CP&P, and RADs.

Collation of survey outcomes/statistics to be overseen by the UGME office. Individual meetings with each unit lead and RAD to take place from December 2018 – January 2019.

In the ensuing discussion, there was a question regarding engagement of residents in this process. The current UGME process map will be used to model similar processes in the PGME and Health Profession student groups.

Motion: That the Faculty Executive receive and approve the process to address student mistreatment (APPENDIX A- UGME Learning Environment Process Map final 2018.pdf)

**MOTION:** Dr. T. Tang

**SECONDED:** Dr. G. Parhar

**CARRIED**

**8.0. PROCESS TO ADDRESS COMPLAINTS OF MISTREATMENT OF LEARNERS OR CONCERNS ABOUT THE LEARNING ENVIRONMENT – DR. G. PARHAR, GUEST: MS. R. GOLDNER**

The 2005 Senate-approved “Policy and Processes to Address Unprofessional Behaviour (Including Harassment, Intimidation) in the Faculty of Medicine” document no longer reflects the updated process to manage these matters. A revised document, “Process to Address Complaints of Mistreatment of Learners or Concerns about the Learning Environment”, was presented for the purpose of replacing the outdated former process. Notable revisions include: 1) inclusion of 12-month timeframe for reporting to encourage complainants to come forward, and 2) greater engagement of leadership in the overall process. The revised document represents movement towards a learning environment and institutional investigation approach to address mistreatment and learning environment issues.

The Executive Associate Dean, Clinical Partnerships and Professionalism, thanked Ms. Shanda Jordan Gaetz, Ms. Roslyn Goldner, Dr. Dermot Kelleher, Ms. Renee Miller, and Dr. Samantha Reid for their work in developing the revised document. FEX members were supportive of the elements of the updated process and its implementation within the Faculty.

In the subsequent discussion, it was clarified that with respect to confirmed perpetrators, course of action will be determined on a case-by-case basis and can range from non-disciplinary to disciplinary processes.

Motion: That the Faculty Executive approve to rescind the former process to address complaints of mistreatment of learners or concerns about the learning environment (Policy-Process to Address Unprofessional Behavior & Harassment-Intimidation -2005.pdf)

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. N. Monfries

**CARRIED**

Motion: That the Faculty Executive approve the proposed new process to address complaints of mistreatment of learners or concerns about the learning environment (Draft process for faculty staff complaints-FEX.pdf)

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. N. Monfries

**CARRIED**

## 9.0. DEAN'S TASK FORCE ON RESPECTFUL ENVIRONMENTS TERMS OF REFERENCE – DR. D. MONEY

Proposed Terms of Reference for the Dean's Task Force on Respectful Environments was reviewed as circulated. This group will focus on the prevention of issues related to respectful environments.

## 10.0. IT COMMITTEE ANNUAL REPORT – MR. M. SHAKESPEARE, GUEST: MR. A. KNEZEVIC

Presentation outlining current activities and challenges of the IT Committee:

- Developing a framework for engagement with individuals and groups
- Significant change in IT structure and leadership within Health Authorities
- Fundamental changes in IT planning and execution across UBC
- Actively recruiting for Deputy CIO, Medicine.

Motion: That the Faculty Executive receive the IT Committee Annual Report (FoM IT Committee Annual Report - 2018 – FEX.pdf)

**MOTION:** Dr. J. Austin

**SECONDED:** Dr. A. Anis

**CARRIED**

## 11.0. NOMINATING COMMITTEE ANNUAL REPORT

The Nominating Committee Annual Report was presented as circulated.

Motion: That the Faculty Executive receive the Nominating Committee Annual Report (Nominating Committee Report 2018 FINAL.pdf)

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. N. Monfries

**CARRIED**

## 12.0. POSTGRADUATE MEDICAL EDUCATION COMMITTEE ANNUAL REPORT – DR. R. SIDHU

The Postgraduate Medical Education Committee (PGME) annual report was presented as circulated. Highlights include:

- Accreditation: visit in March 2020. Various initiatives are being rolled out to help support the program with the new accreditation standards.
- IMG-BC Clinical Assessment Program: strategic review underway
- New residency program approvals: two new programs approved by the Royal College
- Resident Wellness Office: Valuable resource and first point of contact for overall health and wellness of UBC medical residents. Office has been experiencing steady growth since opening in October, 2013
- Residency Allocation Subcommittee (RAS): work is ongoing; effective relationship between stakeholders as demonstrated by recent announcement of a model increase in PGME positions
- CBME: current state for 4 initiatives were shared, including: 1) national engagement, 2) UBC engagement, 3) faculty/resident development, and 4) Advocacy. Implementation timeline and future priority actions were reviewed
- Appointments: PGME appointments were reviewed in the context of related individual discussions

Motion: That the Faculty Executive receive the Nominating Committee Annual Report (PGMECommitteeReport2018.pdf)

**MOTION:** Dr. R. Wong

**SECONDED:** Dr. G. Parhar

**CARRIED**

**13.0. PEDIATRICS INTERNAL REVIEW UPDATE – DR. A. EDDY**

The UBC Department of Paediatrics underwent an internal review in 2017. The report commended the unit on leadership and overall departmental course. Several recommendations were highlighted, including the addition of deputy/associate leadership; development of provincial distribution and engagement, as well as raising unit profile and sharing of success stories through enhanced communication. Corresponding challenges and strategies were presented and discussed.

**14.0. CURRICULUM CHANGE PROPOSALS – MS. J. GOLINSKI, DR. S. REID**

Category 2 curriculum changes pertaining to BMEG 230, 220, 550, and PhD program requirements were presented to the committee for information. These are to be tabled for approval at the FoM Full Faculty meeting on Nov 26, 2018.

**15.0. ANY OTHER BUSINESS - ALL**

None.

Motion: That the Faculty Executive adjourn the meeting.

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. E. Moore

**CARRIED**

**MEETING ADJOURNED AT 6:00 PM**