

*The University of British Columbia  
Faculty Executive Committee*

September 11, 2018  
4:00 to 6:00 pm  
Minutes

Attendance: Dr. Dermot Kelleher (chair), Dr. Aslam Anis, Dr. Joseph Anthony, Dr. Geoff Frost (on behalf of Dr. Nicholas Monfries), Dr. Joerg Gsponer, Ms. Shanda Jordan Gaetz, Dr. Cheryl Holmes, Dr. Maria Hubinette, Ms. L. Kang, Dr. Mieke Koehoorn, Dr. John Liu, Dr. Brenna Lynn, Dr. Craig Mitton, Dr. D. Money, Dr. Edwin Moore, Dr. Alice Mui, Ms. Sue Murphy, Dr. Gurdeep Parhar, Ms. Susan Paul, Ms. Carlie Sanford, Dr. Ravi Sidhu, Dr. Tricia Tang, Dr. Bruce Wright

Regrets: Dr. Jehannine Austin, Dr. Francois Benard, Dr. Ed Conway, Ms. Leanne Denis, Dr. Martin Gleave, Dr. Allan Jones, Dr. David Kim, Dr. Claudia Krebs, Dr. Blair Leavitt, Dr. Paul Man, Dr. Robert McMaster, Dr. Robert McMaster, Dr. Wendy Robinson, Dr. Amil Shah, Mr. Michael Shakespeare, Dr. Teresa Tsang, Ms. Cindi Valensky, Dr. Wyeth Wasserman, Ms. Katie White, Dr. Paul Winwood, Dr. Roger Wong, Dr. Sabrina Wong

Guests: Ms. Jennifer Golinski, Dr. Samantha Reid, and Dr. Michelle Wong

Locations: DHCC 11268 with videoconferencing to LSC 1312CMR; Jones Portable, Winwood 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 MAY 15, 2018 – DR. D. KELLEHER**

Motion: That the Faculty Executive approve the minutes from the May 15, 2018 meeting.

**MOTION:** Dr. E. Moore

**SECONDED:** Dr. T. Tang

**CARRIED**

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

The Dean's report was reviewed, as circulated.

**4.0. ANNUAL PROFESSIONALISM REPORT - DR. GURDEEP PARHAR**

The Office of Clinical Partnerships and Professionalism (CPP) presented a report on the updated criteria for professional standards for learners and faculty members that was presented to the Faculty Executive recently. This report outlined changes to the complaint process, an analysis of the concerns and complaints brought forward, well as advice regarding complaint resolution, conflict management strategies and equity planning.

In 2017, the Executive Associate Dean (EAD) of Clinical Partnerships and Professionalism dealt with 84 complaints and concerns brought forward by learners, faculty and clinical faculty. These complaints and concerns involved situations of unprofessional conduct, mistreatment of learners, and other problems within the learning environment. In 2017, all concerns brought to the EAD of CPP were resolved through either confidential consultations or informal resolution.

The Office of Clinical Partnerships and Professionalism has recently appointed Renee Miller as Professionalism Advisor, Clinical Partnerships and Professionalism, in order to assist with the prevention and resolution of complaints of Professional Standards.

Motion: That the Faculty Executive receive the Annual Report on Professionalism (Annual Report on Professionalism for 2017 -Submission to Faculty Executive September 2018 -FINAL 050918R)

**MOTION:** Dr. D. Money

**SECONDED:** Dr. A. Anis

**CARRIED**

#### **5.0. UNDERGRADUATE MEDICAL EDUCATION COMMITTEE (UGMEC) REPORT – DR. C. HOLMES**

The report was reviewed as circulated. The UGMEC was formed in January 2018, arising from the previous MD Undergraduate Education Committee (MDUEC). The report presented a summary of activities and highlights from 2017/18 as well as goals for the coming year.

The Committee saw progress and success in all goals from the past academic year, most of which were centred around continuous improvement of the overall quality of the MD Undergraduate Program, including course delivery, teaching, student environment, and student services etc.. Accordingly, several new sub-committees were struck and/or underwent structural reorganization in order to better inform and advance the goals/objectives of the UGMEC.

In addition, UGMEC has, and will continue to work towards meeting and exceeding Accreditation standards in preparation for the limited site survey in 2019. Additional areas of focus for the coming year include advancing relevant objectives of the FoM Strategic Plan and ongoing evaluation and reporting on the effectiveness of UGMEC as a Committee.

Motion: That the Faculty Executive receive the Undergraduate Medical Education Committee Annual Report (UGMEC Annual Report 2017-2018.Final)

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. E. Moore

**CARRIED**

#### **6.0. DISTRIBUTED PROGRAM PLANNING COMMITTEE (DPPC) REPORT – MS. J. GOLINSKI**

The report was reviewed as circulated. The purpose of the committee is to recommend to the Dean allocation of the collective Distributed UGME Program Budget held in trust at UBC. Chaired by Dr. Pam Ratner, Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities, DPPC met four times in the 2017/18 academic year. The committee was successful in advancing its objectives and generated productive conversation in all standing agenda items including: MD Undergraduate Program (MDUP) Expansion Budget, MDUP Financial statements, MDUP Accreditation update, and the FoM Strategic Plan Education Pillar.

Additionally, the DPPC Terms of Reference was revised in response to the Faculty governance renewal process. The committee is now functioning under the new TOR, formally approved in March 2018.

Motion: That the Faculty Executive receive the Distributed Program Planning Committee Annual Report (DPPC Annual Report - Sept 11, 2018)

**MOTION:** Dr. E. Moore

**SECONDED:** Dr. A. Anis

**CARRIED**

#### **6.0. HEALTH PROFESSIONS PROGRAMS COMMITTEE (HPPC) TOR UPDATE – DR. J. ANTHONY**

The HPPC Terms of reference was brought forward with the following revisions:

- Change of student membership and appointment process:
  - Appointment process: elected (formerly appointed)
  - Membership: two Health Professions students, graduate or undergraduate (formerly one undergraduate and two graduate students)
- Addition of Health Professions Education Coordinator as Ex officio non-voting member
- Change of meeting frequency
- Other minor changes to wording for improved alignment with governance policies

In the subsequent discussion, it was recommended and agreed upon that the responsibilities towards the learning environment be incorporated into the TORs of all Education committees.

Motion: That the Faculty Executive approve the revised HPPC Committee TOR (HPPC TOR - 2018-01-12 - Draft-v1a).

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. D. Money

**CARRIED**

Motion: That the Faculty Executive approve the amendment of the Terms of Reference of all Education-related committees to include a statement regarding responsibilities towards the student learning environment and that the committees' activities be guided by this principle henceforth.

**MOTION:** Dr. E. Moore

**SECONDED:** Dr. A. Mui

**CARRIED**

**Action:** Ms. J. Golinski to report back at a future FEX meeting once the Terms of Reference of all Education committees have been amended to include a statement regarding responsibilities towards the student learning environment.

#### **7.0. ANY OTHER BUSINESS – ALL**

None.

Motion: That the Faculty Executive adjourn the meeting.

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. D. Money

**CARRIED**

**MEETING ADJOURNED AT 5:30 PM**