

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

May 16, 2017  
4:00 to 6:00 pm  
Minutes

- Attendance: Dr. Dermot Kelleher (chair), Dr. Jehannine Austin, Mr. James Beresford, Dr. Don Brooks, Dr. Jim Christenson, Dr. Brian Christie, Dr. Valter Ciocca, Dr. Martin Dawes, Ms. Leanne Denis, Dr. Allison Eddy, Dr. Susan Forwell, Dr. Carolyn Gotay, Dr. William Honer, Dr. Maria Hubinette, Ms. Shanda Jordan Gaetz, Dr. Diane Lacaille, Dr. Harvey Lui, Dr. David Maberley, Dr. Bassam Masri, Dr. Janette McMillan, Dr. William Miller, Dr. Deborah Money, Dr. Edwin Moore, Dr. Alice Mui, Dr. Gurdeep Parhar, Ms. Susan Paul, Dr. Roanne Preston, Dr. Amil Shah, Mr. Michael Shakespeare, Ms. Katie White, Dr. Paul Winwood, Dr. Roger Wong and Dr. Bruce Wright
- Regrets: Dr. Russell Callaghan, Dr. Geoffrey Cundiff, Dr. Bruce Fleming, Dr. Bruce Forster, Dr. Leonard Foster, Dr. Martin Gleave, Dr. Martin Gleave, Dr. Darlene Hammell, Dr. Allan Jones, Dr. Paul Keown, Dr. David Kim, Dr. Christian Lovato, Ms. Daphne Lu, Dr. Brenna Lynn, Dr. Paul Man, Dr. Marco Marra, Dr. Robert McMaster, Dr. Robert McMaster, Dr. Malcolm Moore, Dr. Malcolm Moore, Ms. Sue Murphy, Dr. Christian Naus, Dr. Savvas Nicolaou, Dr. Patrick O'Connor, Dr. Heidi Oetter, Dr. Gary Redekop, Dr. Ravi Sidhu, Ms. Kelly Sutton, Dr. Andrea Townson, Dr. Teresa Tsang, Ms. Cindi Valensky, Dr. Wyeth Wasserman and Mr. Eric Zhao
- Guests: Ms. Jennifer Golinski, Dr. Samantha Reid and Dr. Michelle Wong
- Locations: DHCC 11268 with videoconferencing to LSC-CMR 1312. UVic Medical Services Building 107, Northern Health Sciences Centre 9-374 and Kelowna General Hospital CAC 228 (Kelowna).
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The Dean called the meeting to order at 4:02 pm.

**1.0. APPROVAL OF MINUTES OF THE MEETING OF MARCH 21, 2017 – DR. D. KELLEHER**

Minutes were reviewed, as circulated.

Motion: To approve the Faculty Executive Committee minutes of the March 21, 2017 meeting.

**MOTION:** Dr. H. Lui      **SECONDED:** Dr. S. Forwell      **CARRIED**

**2.0. BUSINESS ARISING FROM THE MINUTES AND REPORT OF THE DEAN – DR. D. KELLEHER**

The Dean's report was reviewed, as circulated. The Dean also extended thanks to Dr. Martin Dawes for his service as Head, Department of Family Practice; Dr. Dawes is stepping down from this role effective May 31, 2017.

### 3.0. EQUITY AND PROFESSIONALISM REPORT (2016) – DR. G. PARHAR

Dr. Parhar presented the 2016 Equity and Professionalism report, as circulated in advance of the meeting. It was noted that in 2016, the number of concerns/complaints brought to the Office of Clinical Partnerships and Professionalism was greater compared to 2014 and 2015, but was less than the number in 2013. In 2016, 68 concerns and complaints were brought forward to the Office of Clinical Partnerships and Professionalism. All of the concerns brought forward were managed through confidential consultation and informal processes. In all instances, the Executive Associate Dean provided education about the issues involved and provided a variety of solutions that resolved matters amicably. Dr. Parhar also reviewed the support provided by his office to faculty, staff and learners in 2016 regarding professionalism breaches, harassment complaints, and guidance that was provided regarding professionalism, diversity, equity and inclusion.

Following Dr. Parhar’s presentation, Dr. Parhar was thanked for excellent support that he provided to the Faculty in 2016. There was also discussion regarding UBC policy #131 (Sexual Assault and Other Sexual Misconduct).

Motion: That the Faculty Executive receive the 2016 Equity and Professionalism Report

**MOTION:** Dr. R. Preston

**SECONDED:** Dr. D. Maberley

**CARRIED**

### 4.0. REPORT OF THE EDUCATION COUNCIL (2016-2017) – DR. R. WONG

Dr. Wong presented the 2016-2017 report of the Education Council, as circulated in advance of the meeting. The council provides the forum for strategic planning and decision making, through the Executive Associate Dean (EADE), Education, across the continuum of medical, health professional and undergraduate science educational programs offered in the Faculty of Medicine. The council met three times in 2016/2017, and agreed to hold off on further meetings until the functions and terms of reference are reviewed as part of the Faculty of Medicine’s governance structure review. Matters addressed at the council meetings included Continuing Professional Development Accreditation, MD Undergraduate Program Accreditation, the Faculty of Medicine’s new strategic Plan (Building the Future), the Vancouver Summer Program and long term outcomes of the distributed medical education model.

Motion: That the Faculty Executive receive the 2016-2017 report of the Education Council

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. J. Austin

**CARRIED**

### 5.0. REPORT OF THE DISTRIBUTED PROGRAM PLANNING COMMITTEE (2016-2017) – DR. R. WONG

Dr. Wong presented the 2016-2017 report of the Distributed Program Planning Committee (DPPC), as circulated in advance of the meeting; Dr. Wong presented the report on behalf of Dr. Pam Ratner, Chair of DPPC. The committee has the authority to recommend approval of the

annual budget for the distributed MD undergraduate program to the Dean. The committee met three times in 2016/2017. Matters addressed at the committee included MDUP finances, the committee's Terms of Reference, MD Undergraduate Program accreditation and the Faculty's new strategic plan.

Following Dr. Wong's presentation, there was discussion regarding a recent provincial political party's platform commitment regarding a proposed increase to the number of seats in the MD undergraduate program. There was also a minor clarification noted to the report as circulated (re: update to the title of the previous chair of the DPPC).

Motion: That the Faculty Executive receive the 2016-2017 report of the Distributed Program Planning Committee

**MOTION:** Dr. D. Money

**SECONDED:** Dr. D. Lacaille

**CARRIED**

#### **6.0. REPORT OF THE UNDERGRADUTE MEDICAL EDUCATION EXECUTIVE (2016-2017) – DR. R. WONG**

Dr. Wong presented the 2016-2017 report of the Undergraduate Medical Education Executive, as circulated in advance of the meeting. The committee provides strategic leadership, and executive oversight for the distributed MD Undergraduate Program (MDUP), with a particular focus on resource, risk and accreditation issues as well as those issues that extend beyond the authority of any particular Associate Dean, and to bring these issues when required to the attention of Faculty Executive. The committee met 16 times in 2016/2017. Matters addressed at the committee included MD Undergraduate accreditation (including the development of an action plan following the recent accreditation review), program capacity (including staff workload and teacher recruitment), systems improvement (TTPS), the Faculty's new strategic plan, policy consultation, financial management and sub-committee reporting.

Motion: That the Faculty Executive receive the 2016-2017 report of the Undergraduate Medical Education Executive

**MOTION:** Dr. G. Parhar

**SECONDED:** Dr. D. Maberley

**CARRIED**

#### **7.0. REPORT OF THE CLINICAL FACULTY AFFAIRS COMMITTEE – MS. S. PAUL**

Ms. Paul presented the 2016-2017 report of the Clinical Faculty Affairs Committee. Ms. Paul started her presentation by highlighting the structure of the Clinical Faculty Affairs Office and the services provided by the office, which include assisting clinical faculty to navigate the Faculty of Medicine and UBC, fostering recognition, facilitating communication and promoting clinical faculty development. The committee advises on the academic policy concerns of the clinical faculty as they relate to appointment and promotion, recognition and remuneration, faculty educational development, Faculty of Medicine representation and other issues of this nature. Ms. Paul also highlighted the results of a recent Doctor's of BC Survey which outlined common challenges faced by FoM clinical faculty who are physicians, generally revolving around

balancing patient care and time for quality teaching, concerns with financial compensation for teaching, and feeling valued for the work they do. Ms. Paul noted that a health disciplines-specific clinical faculty survey is in progress under the leadership of Dr. Bill Miller, Associate Dean, Health Professions. Ms. Paul shared the priorities of the Clinical Faculty Affairs Committee and Clinical Faculty Affairs Office for 2017/2018, which include further review and revision of the clinical faculty compensation terms, development of the mentoring program pilot, participating in the advancement of the strategic plan (Building the Future), and ongoing engagement and awareness of clinical faculty priorities.

Motion: That the Faculty Executive receive the 2016-2017 report of the Clinical Faculty Affairs Committee

**MOTION:** Dr. B. Masri

**SECONDED:** Dr. S. Forwell

**CARRIED**

Following Ms. Paul's presentation, there was review and discussion of the proposed the Policy on Clinical Faculty Appointments, the Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs and the Clinical Faculty Compensation Terms for Standing Committees and Search Committees for Senior Leadership, as circulated in advance of the meeting.

#### 7.1. Policy on Clinical Faculty Appointments:

- Discussion regarding appointment-related issues where appointees require departmental appointments to teach in the distributed sites, and assignment of teaching  
**Action:** The Office of the Executive Associate Dean, Clinical Partnerships and Professionalism to assist in facilitating dialogue with sites and departments regarding faculty appointments, and as appropriate, issues pertaining to the assignment of teaching.
- Criteria regarding emeritus status also discussed, with a disparity regarding the emeritus requirements for clinical faculty in contrast to tenure or tenure track faculty.
- Discussion regarding potential supports, recognition and resources for health professions clinical faculty.  
**Action:** The Office of the Executive Associate Dean, Clinical Partnerships and Professionalism and the Office of Clinical Affairs meet to assess and consider matters pertaining to health professions clinical faculty, and develop recommendations.
- Discussion regarding clinical teaching at the distributed sites, and the evaluation of teaching and the communication path for the results of evaluation of teaching (i.e. sharing teaching evaluations of clinical faculty at distributed sites with Department Heads).
- Discussion regarding the composition of clinical faculty promotions committees; as a result of discussion, the Policy of Clinical Faculty Appointments was revised. The agreed amendments were to have the clinical faculty appointments committee include 4-8 clinical faculty members elected by clinical faculty for a 3 year renewable term (note: ranks were removed, and number of committee members adjusted).
- Discussion regarding research as a valued feature of promotion; as a result of discussion, decision to add a reference to 3d (re: research) to the Associate and Clinical Professor ranks.

Motion: That the Faculty Executive approve the Policy on Clinical Faculty Appointments as circulated, with the agreed amendments.

**MOTION:** Dr. M. Dawes                      **SECONDED:** Dr. S. Forwell                      **CARRIED**

7.2. Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs:

- Discussion regarding funding for clinical faculty compensation for teaching, and constraints pertaining to the respective funding envelope.
- Discussion regarding possible areas for amendments in future years. It was noted that the Doctors of BC have reviewed the terms as circulated.

Motion: That the Faculty Executive approve the Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs be approved as circulated.

**MOTION:** Dr. G. Parhar                      **SECONDED:** Dr. D. Money                      **CARRIED**

7.3. Clinical Faculty Compensation Terms for Standing Committees and Search Committees for Senior Leadership:

- Brief discussion regarding the proposed terms, and alignment with ongoing committee activity.

Motion: That the Faculty Executive approve the Clinical Faculty Compensation Terms for Standing Committees and Search Committees for Senior Leadership be approved as circulated.

**MOTION:** Dr. H. Lui                      **SECONDED:** Dr. R. Wong                      **CARRIED**

**8.0. ANY OTHER BUSINESS – DR. D. KELLEHER**

None.

Motion: That the Faculty Executive adjourn the meeting.

**MOTION:** Dr. H. Lui                      **SECONDED:** Dr. R. Wong                      **CARRIED**

**MEETING AJOURNED AT 5:58 PM**