

*The University of British Columbia
Faculty Executive Committee*

September 26, 2017

4:00 to 6:00 pm

Minutes

- Attendance: Dr. Dermot Kelleher (chair), Dr. Don Brooks, Dr. Jim Christenson, Ms. Leanne Denis, Dr. Allison Eddy, Dr. Bruce Forster, Dr. Susan Forwell, Dr. Leonard Fostser, Dr. Martin Gleave, Dr. Joerg Gsponer, Dr. Darlene Hammell, Dr. William Honer, Dr. Maria Hubinette, Ms. Shanda Jordan Gaetz, Dr. David Kim, Dr. Mieke Koehoorn, Dr. Diane Lacaille, Dr. Chris Lovato, Dr. David Maberley, Ms. Kelsey Martin, Dr. Bassam Masri, Dr. Robert McMaster, Dr. Janette McMillan, Dr. William Miller, Dr. Deborah Money, Dr. Edwin Moore, Dr. Alice Mui, Ms. Sue Murphy, Dr. Louise Nasmith, Dr. Gurdeep Parhar, Ms. Susan Paul, Dr. Gary Redekop, Dr. Ian Scott, Dr. Amil Shah, Mr. Michael Shakespeare, Dr. Ravi Sidhu, Dr. Tricia Tang, Ms. Katie White, Dr. Paul Winwood, Dr. Roger Wong, Dr. Bruce Wright, and Dr. David Fedida (on behalf of Dr. Roanne Preston).
- Regrets : Dr. Jehannine Austin, Dr. Geoffrey Cundiff, Dr. Jan Dutz, Dr. Carolyn Gotay, Dr. Allan Jones, Ms. Laura Kim, Dr. Claudia Krebs, Dr. Blair Leavitt, Ms. Daphne Lu, Dr. Brenna Lynn, Dr. Paul Man, Dr. Marco Marra, Dr. Malcolm Moore, Dr. Christie Newton, Dr. Savvas Nicolaou, Dr. Patrick O'Connor, Dr. Heidi Oetter, Dr. Roanne Preston, Dr. Morgan Price, Dr. Jeff Small, Dr. Andrea Townson, Dr. Teresa Tsang, Ms. Cindi Valensky, Dr. Wyeth Wasserman, Dr. Sabrina Wong, and Dr. Peter Zandstra
- Guests: Ms. Jennifer Golinski, Dr. Samantha Reid, Mr. Gabriel Rose, and Dr. Michelle Wong
- Locations: DHCC 2263 with videoconferencing to UBC Life Sciences Centre CMR 1312. UVic Medical Services Building 210, UNBC Northern Health Sciences Centre 9-370, and Kelowna General Hospital CAC 235.
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The Dean called the meeting to order at 4:05 pm.

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

Agenda was reviewed, noting two changes:

- Moved the MD student graduation item to the end of the agenda.
- Added a third Category Two change proposal from the Bachelor of Medical Laboratory Sciences (BMLSc) program.

2.0 APPROVAL OF MINUTES OF THE MEETING OF May 16, 2017 – DR. D. KELLEHER

Minutes were reviewed, as circulated. One correction was noted to add the word “meet” on an action item on page 4 so that it reads, “The Office of the Executive Associate Dean, Clinical partnerships and Professionalism and the Office of Clinical Faculty Affairs **meet** to assess and consider matters pertaining to Health Professions.”

Motion: That the Faculty Executive approve the minutes of the May 16, 2017 meeting.

MOTION: Dr. B. Forster

SECONDED: Dr. S. Forwell

CARRIED

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

There was no business arising from the minutes. There are two action items in the minutes, which relate to clinical faculty. It was indicated that discussions related to the clinical faculty appointments process and Health Professions clinical faculty are ongoing.

After agenda item 5.0, the Dean's report was reviewed, as circulated.

4.0. BLMSc CATEGORY TWO CHANGE PROPOSALS – DR. W. MILLER ON BEHALF OF DR. A. BRADLEY

A presentation was delivered outlining the three proposed Category Two changes.

Program leadership consulted broadly with Chemistry course and lab instructors, course coordinators, alumni, current students, and students who applied and declined their admissions offer in order to develop targeted solutions to some challenges the program is experiencing.

The proposal involves three Category Two changes, as circulated:

1. Admissions requirements
 - Change CHEM 211 from an admissions requirement to a strongly recommended prerequisite. Students entering the program without CHEM 211 will have to complete that course in their 3rd year.
 - Change calendar language from RT to MLT.
2. Degree requirements
 - Change CHEM 311 from required to optional.
 - Reduce credits of PATH 327 (Medical Microbiology) from 6 to 4.
 - Change calendar language from Registered Technologist (RT) to Medical Laboratory Technologist (MLT).
3. PATH 303 calendar update
 - Update title and description of PATH 303 course to include molecular genetics in the name and updating the description to more contemporary aspects of the course.

Motion: That the Faculty Executive approve the proposed Category Two change to the BLMSc program admissions requirements.

MOTION: Dr. B. Masri

SECONDED: Dr. R. Wong

CARRIED

Discussion followed, including these points:

- A question was asked about whether any stakeholders who would employ graduates were consulted, with the response being that they discussed this with alumni but not employers.
- A question was asked about whether there was another course recommended to replace CHEM 311, with the response being that they have had students apply to the

program without CHEM 211 and 311, and the GPA does not substantially change for those applying and being subsequently admitted.

- A question was asked about how this compares to other similar programs, with the response being that the only other program is the one offered through BCIT, which is more hands-on and technical. There are no other similar programs in BC.
- A department head and professor of chemistry noted that the CHEM 311 course was added when the program was started. At that time, there was no other program in the country like it and that likely remains the case. He also noted that CHEM 311 goes into a lot of areas that are a lot more arcane than the health sector uses or needs, which is a reason to change it from required to recommended. These changes are not a disservice to the graduates or their future employers.

Motion: That the Faculty Executive approve the proposed Category Two change to the BMLSc program degree requirements.

MOTION: Dr. R. Wong

SECONDED: Dr. B. Masri

CARRIED

Motion: That the Faculty Executive approve the proposed Category Two change to the BMLSc PATH 303 course title and description.

MOTION: Dr. R. Wong

SECONDED: Dr. B. Forster

CARRIED

5.0 FACULTY OF MEDICINE GOVERNANCE RENEWAL – DR. D. MONEY

A presentation was delivered summarizing the proposed renewed governance committee structure as well as the structure design process that was followed. The slide deck presentation summarized the documents that were circulated for review in advance of the meeting.

Three documents were circulated:

1. FoM Governance Renewal report for approval
2. FoM Governance Renewal – Revised terms of reference for approval
3. FoM Governance Renewal – Subcommittee detail for information

The focus of the governance renewal initiative is to advance the strategic plan objective to clarify governance accountabilities and simplify processes to enable decision making. It is focused on the committee structure, and we recognize that success of the structure relies on supporting people to work within the structure.

The design was developed through a consultative process. We are now in the approval process with FEX in September, Full Faculty in November, and Senate in December. If approved, implementation can occur starting in 2018.

The presentation summarized the recommendations contained in the reports:

- Adopt the proposed glossary of terms.
- Adopt the proposed bicameral structure with connected academic and administrative structures reporting up to Full Faculty and the Dean respectively.

- Adopt the proposed changes to the academic standing committees and the proposed renewed academic governance committee structure. Following is a summary of proposed changes to the academic side of the structure:
 - Full Faculty: no proposed changes.
 - Faculty Executive: reduce membership, focus on core academic mandate.
 - Department Heads and School Directors: formalize role in both academic and administrative structures and empower to make recommendations to the Dean and to Faculty Executive.
 - Research: change from a council to a committee and expand mandate beyond discussion to include formal recommendations to FEX.
 - Education: eliminate council and embed the functions in the five education committees reporting directly to FEX.
 - Graduate and Postdoctoral Education: remove graduate-level health professions programs and add requirement for consultation and endorsement at FEX for major items.
 - Health Professions Programs: create a new committee focused on the graduate and undergraduate health professions programs to meet a current need.
 - UGME: combine the functions of Undergraduate Medical Education Executive (UMEX) and the MD Undergraduate Education Committee (MDUEC) into a single Undergraduate Medical Education (UGME) Committee.
 - PGME: change name from Faculty Residency Committee to the Postgraduate Medical Education (PGME) Committee and aligning language with new accreditation requirements.
 - Professional Education: expand mandate of current Faculty Professional development Committee to encompass oversight of formal, non-degree professional education activities coming from Continuing Professional Development, Faculty Development, Centre for Health Education Scholarship, and Office of Education Innovation.
- Adopt the proposed changes to the administrative standing committees and the proposed renewed administrative governance committee structure. Following is a summary of proposed changes to the administrative side of the structure:
 - Dean's Executive: formalize as an advisory group.
 - Department Heads and School Directors: formalized in both academic and administrative structures.
 - Faculty Appointments, Reappointments, Promotion, and Tenure Committee: update to align with TOR template.
 - Clinical Faculty Appointments and Promotion Appeals Committee: update to align with TOR template.
 - Nominating Committee: update to align with TOR template.
 - Student Appeals: update to align with TOR template.
 - Conflict of Interest/Conflict of Commitment: update to align with TOR template.
 - Distributed Program Planning Committee: update purpose, membership, format, and dispute resolution mechanism.
 - Planning and priorities: eliminate.
 - Clinical Faculty Affairs: update to an advisory council to the Dean.
 - Finance: update to align with TOR template.
 - IT: update to align with TOR template.
 - Facilities and Capital Planning: create new committee to fill a gap.

- Joint Occupational Health and Safety Committee: create new committee to meet WorkSafeBC requirements.
- Organizational Development: create new committee to fill a gap.
- Update criteria for standing committees.
- Update responsibilities for standing committees.
- Adopt proposed standardized committee chair roles.
- Provide orientation and training to committee chairs and other selected stakeholders.
- Update and adopt the proposed standardized committee member expectations.

A few minor amendments were added since the package was circulated:

- Some committees reporting to FEX did not have direct representation to FEX, so proposed to add chairs of Graduate and Postdoctoral Education Committee and Professional Education Committee so chairs of all six committees that report to FEX are members of FEX.
- Add back two junior faculty and two intermediate faculty positions to the Research Committee to ensure sufficient mix of membership.

Motion: That the Faculty Executive approve the recommendations contained in the FoM Governance Renewal report (version Draft-v1c, dated September 15, 2017), with minor amendments (see above).

MOTION: Dr. D. Money

SECONDED: Dr. W. Miller

CARRIED

Discussion followed, including the following points:

- It was asked if the team was confident that this new structure will address accreditation concerns, with the response being that yes, accreditation requirements have been at the forefront of the design process and that changes were deliberately proposed to address accreditation feedback. In addition, a conference call was held with representatives from CACMS who, while they could not give any formal approval, indicated that it seemed we were on an appropriate track.
- A question was raised about the Faculty Appointment, Reappointment, Promotion, and Tenure Committee on pages 47 and 48, noting that the committee is to be comprised of clinicians and scientists. It was asked whether the mix was proper and whether these categories capture the skills necessary to be effective on the committee. The response was that the intent of that committee's membership is to provide balance, and that a member's ability to perform well on the committee is based on their experience and understanding criteria for promotion and tenure. It helps to have a mix of people from different domains around the table.
 - It was added that the intention behind having a mix of basic scientists and academic clinicians is to ensure that there is an understanding around the table, and a breadth of experience to be able to speak to the differences between training graduate students and training medical students, residents, and trainees.
 - It was noted that the process has been much improved by having department heads present and available for questions, and that although you cannot have every skillset on the committee, the dialogue helps.

- It was also added that the committee does encounter the occasional scenario where something less familiar comes forward, and in those cases, they are provided the information needed to understand that track.
- It was noted that behavioural scientists are historically underrepresented on these committees. In thinking about major categories, behavioural scientists should not be left out.
- Appreciation was expressed for expanding representation on FEX to include all education committees that report to FEX.
- Appreciation was expressed for the opportunity for students and residents to sit on these committees, and noticed that with the changes, there is no reduction in membership offered to students and residents.

Motion: That the Faculty Executive approve the revised committee terms of reference contained in the FoM Governance Renewal – Revised ToR report (version Draft-v1c, dated September 15, 2017), with minor amendments (see above).

MOTION: Dr. R. Wong SECONDED: Dr. R. McMaster CARRIED

6.0. ANY OTHER BUSINESS – DR. D. KELLEHER

None.

7.0 MD STUDENT GRADUATION – DR. A. SHAH

As per University regulations, students absented themselves for this item of business.

It was indicated that a year four student in the MD undergraduate program did not complete requirements for graduation in May of this year due to a short medical leave of absence. She has now completed the requirements as of August 27, 2017, so requesting approval for her graduation at the fall congregation.

Motion: That the candidate for the MD degree who has satisfactorily met the requirements be approved and recommended to Senate, and that the Dean, in consultation with the Registrar, be empowered to make any necessary changes.

MOTION: Dr. A. Shah SECONDED: Dr. R. Wong CARRIED

Motion: That the Faculty Executive adjourn the meeting.

MOTION: Dr. W. Miller SECONDED: Dr. B. Forster CARRIED

MEETING AJOURNED AT 5:03 PM