

*The University of British Columbia  
Faculty Executive Committee*

March 17, 2020  
4:00 to 6:00 pm (Virtual Meeting)  
Minutes

Attendance: Dr. Deborah Money (Acting Chair), Dr. Mike Allard, Dr. Aslam Anis, Dr. Joseph Anthony, Dr. Sarah Brears, Dr. Ed Conway, Ms. Alexis Davis, Dr. Allison Eddy, Dr. Alana Fleet, Dr. Bruce Forster, Dr. Martin Gleave, Dr. Joerg Gsponer, Ms. Kazuko Hiroe, Dr. Cheryl Holmes, Dr. Maria Hubinette, Dr. Michael Hunt, Dr. Cecilia Jevitt, Dr. Dermot Kelleher, Dr. Darryl Knight, Dr. Mieke Koehoorn, Dr. Claudia Krebs, Dr. Brenna Lynn, Dr. Robert McMaster, Dr. Edwin Moore, Dr. Alice Mui, Ms. Sue Murphy, Ms. Cristina Rubino, Mr. Zach Sagorin, Dr. Amil Shah, Dr. Tricia Tang, Dr. Paul Winwood, Dr. Roger Wong, Dr. Bruce Wright

Regrets: Dr. Francois Benard, Ms. Leanne Denis, Ms. Shanda Jordan-Gaetz, Dr. Ravi Sidhu, Ms. Cindi Valensky, Dr. Wyeth Wasserman, Ms. Katie White, Dr. Michelle Wong,

Guests: Mr. James Beresford, Mr. Paul Gill, Ms. Jenn Golinski, Ms. Linda Herbert, Ms. Roslyn Goldner, Ms. Jennifer Xenakis

Locations: Desktop VC; Phone; RADs Portables

Note: Electronic voting was conducted in real time using the FIPPA-compliant UBC survey tool – Qualtrics.

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The Executive Vice-Dean called the virtual meeting to order at 4:02 PM.

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

Dr. Deborah Money, Acting Chair of FEX, acknowledged the extraordinary format of the meeting and outlined the real time electronic voting process that will be used during the meeting to vote on motions.

**2.0. APPROVAL OF MINUTES FROM FEBRUARY 18, 2020 – DR. D. MONEY**

**MOTION:** That the Faculty Executive approve the minutes of the Feb 18, 2020 meeting

**MOTION:** Dr. A. Eddy

**SECONDED:** Dr. A. Anis

Revision made to update attendance. Minutes accepted with this minor revision.

**MOTION CARRIED**

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

The Dean's report was reviewed, as circulated.

#### 4.0. CURRICULUM CHANGE PROPOSALS – VARIOUS PRESENTERS

The following curriculum changes were presented to the Faculty Executive for approval:

- Category 1
  - 4.1 BMEG 321, 374, 400, 455, 490 new courses

**Motion:** That the Faculty Executive approve the BMEG Category 1 curriculum changes

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

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

- Category 2
  - 4.2 BMEG 101, 102, 257, 230, 320, 330, 470, 401, 456, 556 changes to existing courses
  - 4.3 Medical Genetics changes to research and admissions requirements

**Motion:** That the Faculty Executive approve the Category 2 curriculum changes in aggregate

**MOTION:** Dr. R. Wong                      **SECONDED:** Dr. M. Allard

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

#### 5.0. DEAN'S TASK FORCE ON RESPECTFUL ENVIRONMENTS (DTFRE) REPORT – DR. D. MONEY

The Dean's Task Force on Respectful Environments (DTFRE) Report was presented as circulated. Some highlights were:

- The purpose of the DTFRE is to recommend to the Dean and to the Faculty Executive Committee specific activities and initiatives that the Faculty of Medicine can undertake to actively create and maintain respectful learning and working environments for learners, staff, and faculty.
- 26 recommendations emerged from the work of the Task Force. Overarching themes include:
  - Policies, procedures, and tools;
  - Expectations and commitment;
  - Education and training;
  - Wellness;
  - Equity, diversity, and inclusion;
  - Data gathering & reporting; and
  - Collaboration with partners.
- Next steps include communicating FEX-approved recommendations broadly and to develop an implementation plan, the latter of which will be coordinated primarily through the Office of Professionalism and actioned by targeted working groups.

**Motion:** That the Faculty Executive approve the Dean’s Task Force on Respectful Environments Recommendations Report as presented

**MOTION:** Dr. B. Lynn                      **SECONDED:** Dr. S. Brears

It was clarified in the ensuing discussion that the implementation plan will be coordinated primarily through the Office of Professionalism and actioned by targeted working groups. The Office of Continuing Professional Development (CPD) looks forward to being more engaged on Clinical Faculty-related DTFRE action items in the coming months. It was suggested that CPD and the Office of Faculty Development work collaboratively on these activities for a more harmonized approach.

**MOTION CARRIED UNANIMOUSLY**

#### **6.0. MISTREATMENT REPORTING PROCESS DOCUMENT – MS. R. GOLDNER**

Office of Professionalism will become the hub for coordination of respectful environment-related activities emerging from recommendations of the DTFRE. Both proactive & reactive approaches have been fine-tuned to better support those responsible for the Faculty’s learning & working environment and Faculty culture at large. Work-to-date has been focused on educational program but will be expanding to include faculty and staff.

The updated Mistreatment Reporting Process document:

- Describes the process for response to reports of learner mistreatment or unprofessional conduct that can negatively affect learners and the learning environment;
- Sets up expectations that are aligned between the University and Faculty of Medicine. It also establishes a standardized/consistent process across all units within the FoM; and
- Increases transparency about how complaints are managed, who is notified and how they are resolved.

Goal is to have the Office of Professionalism provide support and guidance to the unit with jurisdiction over the individual(s) in question. The Faculty is working closely with health authority (HA) partners to develop collaborative approaches for complaints that originate in HA learning environments.

**Motion:** That the Faculty Executive approve the rescindment of the historical mistreatment process policy document (*“Process to Address Complaints of Mistreatment of Learners or Concerns about the Learning Environment.pdf”*)

**MOTION:** Dr. C. Holmes                      **SECONDED:** Dr. M. Allard

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**Motion:** That the Faculty Executive approve the Mistreatment Reporting Process document as presented

**MOTION:** Dr. C. Holmes                      **SECONDED:** Dr. M. Allard

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**7.0. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC) ANNUAL REPORT – MR. P. GILL, MS. L. HERBERT & MS. J. XENAKIS**

Two documents were presented to the Faculty:

The Joint Occupational Health and Safety Committee (JOHSC) Annual Report:

- Overarching goal is to assist UBC Safety and Conduct Policy 1 - Health and Safety Policy;
- In 2019, there was an eight percent increase in overall effectiveness score compared with previous year; and
- Top priorities for 2020 include prevention of Incidents/Accidents and the implementation and enhancement of Faculty of Medicine Workplace Inspection Program.

The Joint Occupational Health and Safety Committee Terms of Reference was presented for approval:

- Typographical changes to the existing terms of reference and enhancement of representation;
- Alignment with the anniversary dates to be consistent with the Faculty of Medicine Governance structure; and
- Links updated and include the new University Safety Policy.

**Motion:** That the Faculty Executive receive the Joint Occupational Health and Safety Committee 2018/2019 annual report

**MOTION:** Dr. B. Lynn                      **SECONDED:** Dr. C. Krebs

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**Motion:** That the Faculty Executive approve the revised Joint Occupational Health and Safety Committee Terms of Reference as presented

**MOTION:** Dr. B. Lynn                      **SECONDED:** Dr. C. Krebs

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**8.0. PROFESSIONAL EDUCATION COMMITTEE (PEC) ANNUAL REPORT – DR. B. LYNN & DR. K. VEERAPEN**

The Professional Education Committee (PEC) Annual Report was presented as circulated. Some highlights were:

- All membership positions were filled and quorum was met at all 2019 meetings; and
- An environmental scan was conducted in 2019 to identify strengths and gaps of current professional development opportunities available to FoM Faculty. Outcomes will be

incorporated into goals for the coming year. Some potential themes include: Engaging Clinical Faculty, Improving the Learning Environment, and Professionalism.

**Motion:** That the Faculty Executive receive the Professional Education Committee 2018/2019 annual report

**MOTION:** Dr. B. Lynn

**SECONDED:** Dr. C. Krebs

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

#### **9.0. HEALTH PROFESSIONS PROGRAMS COMMITTEE (HPPC) ANNUAL REPORT – DR. J. ANTHONY**

The presentation of the Health Professions Programs Committee (HPPC) Annual Report was deferred to the May FEX meeting.

#### **10.0. COVID-19 RESPONSE – ALL**

A discussion took place surrounding COVID-19. Some highlights include:

- Education:
  - The University has directed that there is to be no congregation in person of any nature and that all educational programs are to take place online or be postponed. This is consistent with the approach taken by the FoM. Majority of FoM educational programs have either already made or will be making the transition to online effective March 18<sup>th</sup>;
  - A question was raised regarding clinical experience for Health Professions students. It was clarified that this has been on hold as of March 16<sup>th</sup> with a reassessment scheduled to take place in 10 days. In order to address academic continuity, several options are being considered which include finding replacement opportunities, reorganizing curriculum delivery etc.;
  - The UGME COVID-19 Task Force and its key principles was presented and discussed.
    - Most up-to-date information & key messages will be posted on <https://facdev.med.ubc.ca/covid-and-faculty-development-support/>; and
    - Status for medical students within each year level were presented.
- Research:
  - Frequently Asked Questions on research are available on the Faculty of Medicine Website and the VPRI website; centralized website in progress;
  - Non-essential research is to be shut down. Those that need to be on campus for essential research should adhere to social distancing guidelines;
  - Unified messaging by the Faculty, University, and Health Authorities around clinical trials is important, particular with respect to “if, when and how” clinical trials should be conducted in the current environment; and
  - Many research agencies are delaying deadline for grants & funding applications.
- The Dean and the Executive Vice-Dean acknowledged the extraordinary efforts of faculty members and staff across the Faculty of Medicine in navigating the current challenges

**Action:** Dr. Claudia Krebs to seek Senate guidance on: 1) financial aid for students, 2) feasibility of extending health professions classwork into late May or June to cover required material

**11.0. ANY OTHER BUSINESS – ALL**

**Motion:** That the Faculty Executive adjourn the meeting.

**MOTION:** Dr. R. Wong                      **SECONDED:** Dr. M. Allard

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**MEETING ADJOURNED AT 6:00PM**