

*The University of British Columbia  
Faculty Executive Committee*

May 12, 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, Ms. Shanda Jordan-Gaetz, 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. Michelle Wong, Dr. Roger Wong, Dr. Bruce Wright

Regrets: Dr. Francois Benard, Ms. Leanne Denis, Dr. Ravi Sidhu, Ms. Cindi Valensky, Dr. Wyeth Wasserman, Ms. Katie White

Guests: Mr. James Beresford, Ms. Jenn Golinski, Ms. Roslyn Goldner

Locations: Virtual via Zoom

Note: Electronic voting was conducted in real time using 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**

**2.0. APPROVAL OF MINUTES FROM MARCH 17, 2020 – DR. D. MONEY**

**MOTION:** That the Faculty Executive approve the minutes of the Mar 17, 2020 meeting

**MOTION:** Dr. J. Anthony

**SECONDED:** Dr. M. Allard

**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:

- New Program
  - 4.1 Certificate in Biomedical Visualization

**Motion:** That the Faculty Executive approve the Certificate in Biomedical Visualization new program

**MOTION:** Dr. R. Wong

**SECONDED:** Dr. E. Moore

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

- Category 2
  - 4.2 MEDG 419

**Motion:** That the Faculty Executive approve the MEDG 419 Category 2 curriculum change.

**MOTION:** Dr. R. Wong

**SECONDED:** Dr. J. Anthony

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

## **5.0. COVID-19 MD ADMISSIONS POLICY ADAPTATIONS – DR. S. SHIRZAD**

UBC Faculty of Medicine MD program admissions policy adaptations were brought forward in response to the impact of COVID-19. Proposed adaptations were approved at the Undergraduate Medical Education Committee (UGMEC) and MD Admissions Sub-committee. Adaptations include:

Current Application Cycle 2019 – 2020 (one-time changes):

- Final post-secondary transcripts for students currently enrolled in a program of study must be received by July 30, 2020;
- Applicants who, as of December 2019, were on track to complete 90 graded credits of university-level study (excluding pass/fail credits) by April 30, 2020, whose course evaluation has been altered due to COVID-19 from graded credit to pass/fail credit, will be deemed to have met the 90 graded credits criteria for the 2019-2020 admissions cycle, if they pass all remaining courses (up to or surpassing 90 credits) in the spring of 2020. Final transcripts demonstrating completion of 90 credits will be required by the extended deadline of July 30, 2020;
- Deadline to submit proof of completion of the English prerequisite requirement is extended to July 30. Applicants who receive an offer of admission but who cannot meet the extended deadline due to the effects of COVID-19, should contact the MD Admissions Office;
  - Inability to meet the extended deadline: applicants receiving an offer of admission who cannot meet the extended deadline due to the effects of COVID-19, will be deferred for one year during which the applicant must complete the prerequisite requirement.
- Graduate students who, as of February 2020, were on track to complete their graduate program, including successful defense and submission of an approved thesis in final form to the Faculty of Graduate and Postdoctoral Studies, and/or all required courses, projects, exams, and practica, but whose studies were disrupted by the COVID-19 pandemic, will be allowed to matriculate in August 2020 provided they are at the final stages of program completion (e.g. thesis defense and

final submission); as confirmed by their thesis supervisor and/or program director (as applicable); and are supported by their thesis supervisor and/or program director (as applicable) to begin their MD studies. Graduate students requiring more time to complete courses, practica, and/or research due to the disruption in their studies caused by the COVID-19 pandemic, will be granted a deferral to August 2021. Their thesis supervisor and/or program director (as applicable) must provide confirmation that their studies were disrupted by the pandemic. Graduate students are required to submit proof of program status by July 30, 2020.

#### Future Application Cycles:

- Overall academic average: based on all university-transferable courses attempted (excluding Term 2 of the 2019-2020 academic year (or equivalent term) courses and courses taken in the summer of the year of application);
- Adjusted academic average: In the adjusted academic average, the academic year up to 30 credits with the lowest academic average will be dropped. If more than 30 credits are presented in the worst academic year, the 30 credits with the lowest grades will be removed, provided 90 graded credits remain. Due to the COVID-19 pandemic Term 2 of the 2019-2020 academic year (or equivalent term) courses do not count toward the APGA or the calculation of 90 graded credits, nor do courses taken after June 1 of the year of application;
- Application cycles 2020-21 to 2022-23 ONLY: Term 2 of the 2019-2020 academic year (or equivalent term) credits will count towards minimum credit requirement in the 2020-2021, 2021-2022, and 2022-2023 application cycles even if assigned pass/fail grades. Grades from Term 2 of the 2019-2020 academic year (or equivalent term) will not be included in the calculation of GPA;
- December 1, 2020 noon Pacific Time: Deadline for receipt of MCAT scores via MCAT Score Reporting System. Valid test dates: April 1, 2015-last possible test date that ensures UBC MD Admissions receives the test scores by December 1, 2020;
- Applicants must submit ONE set of official transcripts from the Registrar(s) of each post-secondary institutions attended, to the MD Undergraduate Admissions Office by the application deadline. Applicants must submit official transcripts from ALL post-secondary institutions attended;
- 2020-2021 Application Cycle: Applicants who attended post-secondary institutions (including on exchange or study abroad) outside of North America must have their foreign transcripts assessed by either ICES, the International Credential Evaluation Service or WES, World Education Services, unless the foreign institution was attended for only one term, or 6 credits or fewer were taken in an academic year. Applicants must arrange to have official transcripts from their foreign institution and the WES or ICES reports if required submitted to our office; WES or ICES reports are due by October 1 and official transcripts from the post-secondary institutions are due by December 1, 2020. If an applicant is not required to submit a WES or ICES evaluation), UBC MD Admissions will accept a certified copy of the transcript from the applicant's home institution by the application deadline, and must receive the original transcript from the international institution by December 1, 2020.

**Motion:** That the Faculty Executive approve the COVID-19 UBC MD admissions proposed policy adaptations for the current and future admission cycles as circulated

**MOTION:** Dr. C. Krebs

**SECONDED:** Dr. R. Wong

It was clarified in the ensuing discussion that the proposed policy adaptations are intended to address immediate needs as well as best predictions possible for the future. Further amendments may be necessary as the situation evolves. It is not anticipated that the adaptations will negatively impact any applicant sub-groups.

**MOTION CARRIED UNANIMOUSLY**

#### **6.0. HEALTH PROFESSIONS PROGRAMS COMMITTEE ANNUAL REPORT – DR. J. ANTHONY**

Purpose and scope of the Health Professions Programs Committee (HPPC) was reviewed.

The HPPC had four main goals in 2019. Most are complete or in the final stages. Development for a core set of technical standards for health professions programs is being undertaken by UBC Health with engagement from the Office of HP.

The Committee shared five goals for the coming year as outlined in the report.

**Motion:** That the Faculty Executive receive the Health Professions Programs Committee annual report as circulated

**MOTION:** Dr. R. Wong

**SECONDED:** Dr. E. Moore

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

#### **7.0. OFFICE OF PROFESSIONALISM ANNUAL REPORT – MS. R. GOLDNER, DR. M. ALLARD**

The Office of Professionalism was formalized in summer 2019. Under the Directorship of Roslyn Goldner and informed by the recommendation of the Dean's Task Force on Respectful Environments, the work of this Office includes the development of policies and processes, clear and effective interventions, and education initiatives to ensure professional and respectful work and learning environments are present and consistent throughout the Faculty.

The Office has, and will continue to engage in more collaboration & consultation with units within the FoM as well as Health Authority partners to change culture and meet the recommendations of the DTFRE both proactively and reactively.

**Motion:** That the Faculty Executive receive the Office of Professionalism annual report as circulated

**MOTION:** Dr. E. Moore

**SECONDED:** Dr. J. Anthony

In the ensuing discussion, it was noted that reporting is taking place at an expected, consistent rate but is anticipated to increase later on as the COVID-19 situation unfolds. Development and dissemination of professionalism-related training modules is a work in progress.

**MOTION CARRIED UNANIMOUSLY**

## 8.0. FACILITIES AND CAPITAL PLANNING COMMITTEE ANNUAL REPORT – DR. D MONEY

The Facilities and Capital Planning Committee Annual Report was presented as circulated. Key highlights included:

- Achievements to date: In 2019, the Committee sponsored a project to review and update the existing FoM academic space policies, culminating in the new Academic Administrative Space Policy and Academic Research Space Policy in February 2020. These renewed policies were informed by widespread stakeholder consultations at the Faculty, University, and external partner levels;
- Initiatives for the coming year include:
  - **Space & Facilities Master Plan** – strategic approach to supporting the transformational changes envisioned by the Faculty in how its facilities and spaces are occupied & leveraged;
  - **Advancing Faculty of Medicine Room Booking Policies** – to update the policies governing the booking of FoM academic learning spaces across BC using a three-phase stakeholder engagement process; new policies will be brought forward for approval in December 2020.

**Motion:** That the Faculty Executive receive the Facilities and Capital Planning Committee annual report as circulated

**MOTION:** Dr. B. Lynn

**SECONDED:** Dr. M. Allard

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

## 9.0. ORGANIZATIONAL DEVELOPMENT COMMITTEE ANNUAL REPORT – MS. S. JORDAN-GAETZ

The Organizational Development Committee Annual Report was presented as circulated. Two major initiatives were highlighted for presentation:

- **Emerging Leaders Program (ELP) framework** – The ELP is intended to build on current skills and mindset of faculty members in preparation for future leadership roles. Both personal and professional learning and growth will be developed in the program;
- The program is made up of six modules. Application process and selection process are in progress;
- **Indigenous Cultural Safety (ICS) Program** – An indigenous-led 18-month pilot program, the ICS was developed for faculty and staff training within an academic and research context. The Program has three levels with strategic spacing in between to support self-reflection and the practice of humility. Initiative will be launched in fall 2020, followed by evaluation and revision/expansion after the first cycle.

**Motion:** That the Faculty Executive receive the Organizational Development Committee annual report as circulated

**MOTION:** Dr. C. Krebs

**SECONDED:** Ms. A. Davis

No discussion arising.

## **MOTION CARRIED UNANIMOUSLY**

### **10.0. COVID-19 RESPONSE – ALL**

A discussion took place surrounding COVID-19. Key highlights included:

- Education:
  - The current focus is to support programs with transition to online. In addition to resources available through CTLC, the FoM Office of Education created the Virtual Educational Resource Hub to support delivery of high-quality remote instruction. More information will be shared via email in the near future;
  - It was noted that the Faculty's plan to reinstate clinical learning experiences is well-aligned with the provincial reopening plan; Reinstatement of clinical activities in the UGME program is anticipated in early July; Health Professions programs as early as July. Physical distancing & health monitoring measures will be in place. Students will not be reintroduced to high risk areas such as long-term care homes;
  - Reinstatement of clinical learning in smaller communities will operate on a case-by-case basis using a tailored approach specific to the area;
  - Programs will be asked to submit requests for any on-site (in-person) education activities (under the guidance of UBC FoM principles and education criteria for prioritization), to be submitted to the Office of the Vice Dean, Education for review and recommendation for approval;
  - The Provost's Office has struck several working groups to develop global recommendations for in-person educational activities.
  
- Research:
  - BC COVID 19 Research Coordination Initiative – aims to provide a structure for collective feedback to prioritize and coordinate COVID-related translational research and related activities;
  - COVID-19 research funding opportunities were outlined;
  - UBC announced plans for phased resumption of on campus research activities – Faculties are asked to submit plans in accordance to best practice principles around COVID-19. Within the Faculty, each site is asked to develop individualized plans for reintroduction of research; Overlying these plans will be corresponding hospital/Health Authority priorities. Faculty of Medicine will be responsible for the Point Grey campus plan. Template with criteria to be sent out on May 18th;
  - Research Staff & Trainee Emergency Fund – approximately \$3M has been set aside by the University for this;
  - Only research for which on site access is deemed critical are being considered at present.
  
- Operations:
  - Faculties & units to submit modelling around scenarios to support universal planning on resumption of on-site activities;
  - Re-entry planning expected to take place gradually.

**11.0. ANY OTHER BUSINESS – ALL**

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

**MOTION:** Dr. C. Krebs

**SECONDED:** Dr. M. Hubinette

No discussion arising.

**MOTION CARRIED UNANIMOUSLY**

**MEETING ADJOURNED AT 6:00PM**