

## Minutes of June 22, 2017

### Meeting of the Faculty of Health Professions' Council

*Approved September 28, 2017*

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- Present:** Alice Aiken (Dean), Cheryl Kozey (Associate Dean-Research), Judy MacDonald (Director Rep – SW), Carol Gillis (Director Rep - HSci), Majid Taghavi (HAdmin), Ann Barrett (HS Library ), Cathy Sheffer (NURS), Matt Numer (HHP), Pat Cleave (HCD), Emily Black (PHAR), Jan Gilby (HSci), Derek Rutherford (PT), Joan Versnel (OT), Majed Alshamman (Non ETP Grad Stu Rep), Cheryl Brown (Assistant to the Dean)
- Regrets:** Brenda Merritt (Associate Dean-Academic), Brenda Beagan (OT), Marion Brown (SW), Kathleen MacMillan & Kristen Hemming (UG Student Reps), Pamela Coulter and Nila Joshi (ETP Grad program Stu Reps)
- Guests:** Beth Weir (Dean's Office), Laura Hynes Jenkins (Dean's Office)
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**17.06.01** Review and Modify Agenda – No changes or additions.

**17.06.02** Approval of the Minutes of May 25, 2017

It was moved that:

“the FHP Faculty Council approve the Faculty Council minutes from the May 25, 2017 meeting as circulated.”

C. Kozey/Emily B.

All approved

MOTION CARRIED

**17.06.03** Matters Arising

3.1 – Search Committee for CRC in Physical Activity Mobility and Healthy Aging CRC Tier 2

Dr. Sara Kirk, SD HPI and HHP, Dr. Derek Rutherford, PT, Dr. Marilyn MacDonald, Nursing and Catherine MacPherson, Shannex Inc. (external rep) have agreed to participate. Kevin Hewitt has been contacted regarding a diversity position. When all members have been confirmed, an email will be circulated to Faculty Council for voting and approval.

3.2 – Workload Review Working Group Nominees for September Start

Group will be a rapid action task force – start September, finish November (3 meetings). Representative from each school; recommendations to go to Tenure and Promotion for implementation. T&P committee will bring recommendations to Faculty Council for approval of a go-forward plan.

Names already elected by schools: Derek Kimmerley (HAHP), Rob Gilbert (HSci), Gail Dechman (PT)

Cheryl B. will follow up early July for remainder of names and circulate to Faculty Council.

Committee to be composed of representative from each school, Cathie Smith Gillis will provide guidance regarding the collective agreement.

### 3.3 – Approval Pharmacy Proposal

Covered in ARC report, later in agenda.

#### **17.06.04 Procedural Guidelines for Unit-level Reappointment (*Beth Weir*)**

The guidelines have been gone through by Beth Weir and reorganized. No information was changed or added; the purpose of the reorganization was to make the document more logical to use. Document attached as Appendix I.

#### **It was moved that:**

**“the FHP Faculty Council approve the changes to the “Procedural Guidelines for Unit-level Reappointment, Tenure and Promotion Committee” be accepted as presented.**

**J. MacDonald/D. Rutherford All Approved**

**MOTION CARRIED**

Discussion around the T&P committee raised the question of whether someone serving on the University appeals committee could serve on faculty or unit T&P committees. Beth Weir will clarify that point and communicate it to Faculty Council.

#### **17.06.05 New Business**

### 5.1 – Faculty Council Terms of Membership

Membership terms according to the Terms of Reference are as follows:

- Director term – 1 year, renewable for 1 year
- Faculty – 2 years, renewable for 2 years
- Student – 1 year, renewable for 1 year

Current Faculty Council member list contains several representatives who have served for many years. Faculty Council was asked to go back to their units and discuss. Faculty Council representatives must be elected, and should serve no more than two consecutive terms. A list of schools that require new representatives was provided. Cheryl B. will email in July to remind schools to provide new reps. For September.

The Faculty Council terms of reference will be reviewed at the September meeting.

### 5.2 – FGS Faculty Council

Faculty of Health Professions has a standing member on the FGS Faculty Council, the Coordinator of the PhD in Health program, currently Shaun Boe. FGS are seeking additional bodies to sit on the Killam Predoc, Killam Postdoc and Appeals committee. Alice A. would like to see an additional member sitting on the FGS FC.

FGS Faculty Council terms are 3 years, which doesn't match with the FHP FC term of 2. This will be discussed further in September.

#### **17.06.06 Dean's Report (*Alice Aiken*)**

##### Process Mapping:

An MBA student has been hired to carry out business process mapping in the Dean's Office over the summer. She is looking at current procedures and developing maps that will guide in eliminating inefficiencies and making improvements. In September, the MBA program, through Business Without Borders, will be taking on the project, moving to the school level, all as a part of the curriculum of two students, with the benefit to FH.

It was also noted that the Dean's Office is working hard to achieve a near paperless model, scanning and digitalizing HR paperwork, as well as other historic documents.

##### 6.1 – Associate Dean (Academic) Position Review

The committee, consisting of Anne Fenety, Grace Warner and Matt Numer, will be providing a recommendation to the Dean shortly.

##### 6.2 – Director Search Updates

Health Administration – the candidate has withdrawn; Tanya Packer, former Director of OT, has agreed to act as Interim Director for a period of 1 year, beginning July 1, 2017.

Health & Human Performance – both candidates have made their presentations and been interviewed. It is expected that a recommendation will be made next week; an announcement will follow.

##### 6.3 – Senate Business Update

Nothing to report as far as business is concerned. The last meeting included presentations from two individuals regarding diversity.

#### **17.06.07 Academic Review Committee (*Pat Cleave*)**

See attached report – Appendix II.

##### PHAR – Tier 1 – Certificate – Pharmacy Residency Program – IWK

**It was moved that:**

**“the FHP Faculty Council approve the Certificate for the Pharmacy Residency Program within the IWK via the College of Pharmacy.”**

**P. Cleave/D. Rutherford**

**Approved**

**MOTION CARRIED**

Certificate in Interdisciplinary Health Studies

Discussion regarding the suspension of the Certificate in Interdisciplinary Health Studies was not discussed at the faculty level; there is concern that this initiative has gone from a college to being suspended. Alice A. pointed out that the Dean’s Office will be working with the school to overcome the issues that have caused the certificate to be suspended. The suspension is on registration only, it will not affect current students. A communication will be sent to the SAPRC today. Alice will work with Matt N. to communicate the news to the School of HAHP.

**It was moved that:**

**“the FHP Faculty Council approve the suspension of the Certificate in Interdisciplinary Health Studies administered through the School of Health and Human Performance for a period of 1 year, effective July 1, 2017, due to financial reasons.”**

**P. Cleave/D. Rutherford**

**Approved**

**MOTION CARRIED**

**17.06.08 Associate Dean (Research) Report (Cheryl Kozey)**

See attached report – Appendix III.

After sharing good news from the report, Cheryl K. asked the FC members to please share all good news relating to research not only with Laura Hynes Jenkins for the web site, but also with Cheryl K. and Suzie Officer for the Research newsletter.

**17.06.09 200<sup>th</sup> Anniversary Celebration Events Update (Laura Hynes Jenkins)**

See attached report.

Kudos offered to Laura and Trudi regarding the Mosaic newsletter.

**17.06.10 Other (Alice Aiken)**

Alice A. thanked Pat Cleave and Judy MacDonald for their contributions to the Faculty Council. Both are starting sabbatical leave on July 1, 2017. She also thanked Majed Alshamman, who will not be returning next year.

**17.06.11 Adjournment**

The meeting adjourned at 11:42am

Respectfully submitted by,  
Cheryl Brown, Assistant to the Dean

OFFICE OF THE DEAN



APPENDIX I - PROCEDURAL GUIDELINES FOR UNIT-LEVEL REAPPOINTMENT

(.pdf – will attach in final submission)

APPENDIX II – ARC REPORT

.pdf file to be attached

APPENDIX III – ASSOCIATE DEAN RESEARCH REPORT

.pdf report to attac