

**FACULTY COUNCIL MINUTES**

Thursday, January 25, 2018 - 10:00 a.m. - 12:00 p.m.

Room C313, CHEB

**Minutes Amended and Approved March 1, 2018**

<b>1</b>	<p><b>In attendance (quorum established):</b></p> <p><u>Guests:</u> Eleanor Fulford, Heather MacFadyen – Health Sciences Library</p> <p>Catherine Gunn, School of Health Sciences          Mohammad Hajizadeh, School of Health Administration          Ann Barratt, Health Sciences Library          Justine Dol, Non-ETP Graduate Program Representative          Caroline Straub, Undergraduate Student Representative          Cheryl Kozey, Associate Dean Research          Cathy Sheffer, School of Nursing          Derek Rutherford, School of Physiotherapy          Matt Numer, School of Health and Human Performance          Brenda Beagan, School of Occupational Therapy          Susan Mansour, Director, College of Pharmacy          Emily Black, College of Pharmacy          Lynn Shaw, Director, School of Occupational Therapy          Erna Snelgrove-Clarke, Associate Dean Academic (Acting)          Jian Wang, School of Human Communication Disorders          Brenda Merritt, Dean (Acting) - Chair          Cheryl Brown, Faculty Administration</p>
<b>2</b>	<p><b>ARC Report – Erna Snelgrove-Clarke</b></p> <p>1. <u><i>Social Work - Mental Health &amp; Addictions Certificate - Admissions Modification - Prior Learning Assessment tool</i></u></p> <ul style="list-style-type: none"> <li>• Assessment tool came from Health Admin – used successfully</li> <li>• This certificate was originally offered by NSCC, but is no longer</li> <li>• Depending on background – different GPAs and different experiences – this tool helped to combine these to determine eligibility</li> <li>• ARC would like to bump the GPA down to make the program more accessible             <ul style="list-style-type: none"> <li>○ Better access to the program is good for the faculty</li> <li>○ Program will be more inclusive</li> </ul> </li> <li>• Part of the implementation of this is to identify who can do the assessment properly</li> <li>• Need resources to support individuals accepted for the program who are not familiar with formal education</li> </ul>

- Concerns that the certificate is a Graduate level – does this set up a person to enter a graduate program if they get this credit? Benefits to the community outweigh the risk of underqualified people getting into Graduate programs using these credits
- Need a mechanism to evaluate the success of the program and the individuals in the program – **ACTION: Erna to take back to ARC to ask Social Work**

**MOTION: That Faculty Council approves the addition of a Prior Learning Assessment Tool for the Certificate in Mental Health and Addictions as amended (add to B.2: 5 years work experience).**

Moved: Committee

Seconded: not required

Motion carried.

## 2. Modifications to the ARC Terms of Reference

- a) Modified terms regarding agenda items and how they are brought forward. Proposing that agenda items from Tier 3 and 4 (Minor) come in 2-3 weeks prior to meetings; higher priority items must be sent in with more lead time. During exams and other heavy workload times, only minor modifications will be accepted for handling at ARC. This change is acceptable to Faculty Council.
- b) Under membership, the chair is currently appointed by the Dean for a three-year term. Does the FC want this to remain the status quo or should the chair be nominated and chosen? Originally the ADA chaired the committee because of the workload associated with the position. It's a good position for leadership, but the workload is significant.  
Further discussion required regarding whether it is appropriate for the ADA to be the Chair – should it be a faculty member?  
ARC is not a decision-making committee; it reports to Faculty Council for the decision.  
**Action: Erna will do more work on this with the committee and bring to the next meeting for discussion.**

**MOTION: That Faculty Council approves the amendment to the ARC Terms of Reference as presented regarding: agenda items/timeline; how Chair is appointed remains the same.**

Moved: Committee

Seconded: not required

Motion carried.

3	<p><b>Approval of Agenda</b></p> <p><b>MOTION: That the agenda for the January 25, 2018 meeting of the Faculty of Health Faculty Council be accepted as presented.</b>  Moved: Catherine Gunn  Seconded: Derek Rutherford  Motion carried.</p>
4	<p><b>Approval of Minutes – November 23, 2017</b></p> <p><b>MOTION: That the minutes from the November 23, 2017 meeting of the Faculty of Health Faculty Council be accepted as presented.</b>  Moved: Derek Rutherford  Seconded: Catherine Gunn  Motion carried.</p>
5	<p><b>Faculty of Health Teaching Quality Policy</b></p> <p><u>Feedback:</u></p> <ul style="list-style-type: none"> <li>• Send to faculty members for feedback; also DFA</li> <li>• Concern that too much reliance on SRIs for indicators of teaching quality</li> <li>• Building dossier – timing and suggestions on feedback</li> <li>• Concern that the feedback put into the files be constructive for use in T&amp;P</li> <li>• Add encouragement to directors to set up mentoring for faculty struggling with SRIs</li> <li>• There are inconsistent practices in units regarding teaching quality – this document helps to standardize</li> <li>• Annual meetings are inconsistent – don't always happen in every unit</li> <li>• Good process to provide feedback to accreditation bodies</li> <li>• Director or designate– who plays the role of the designate – different in each school; it may be that the information can only go to the Director and the evaluation can only come from the Director. The designate/delegate should only be brought in at the stage where changes are made to improve the situation.</li> <li>• What are the roles of associate directors, division heads, program directors, etc.</li> <li>• Tool is meant to be positive, not punitive.</li> </ul> <p><b>ACTION:</b>  <b>Dean’s Office will circulate word document to Faculty Council Members with some parameters around feedback (no wordsmithing required); units should circulate for feedback to be provided at their unit faculty meeting.</b></p> <p><u>Key questions:</u>  <b>What is the intent behind the guidelines – what do you see as the intent?</b>  <b>What should be included in the faculty member's file?</b></p>

	<p><b>Timing and process – more clearly set out</b>  <b>Preface with why we're doing this</b>  <b>Matt Numer will take to the DFA for feedback, as a DFA member.</b></p> <p><b>DRAFT Instructor Reappointment Guidelines:</b>          Dean will send out the guidelines – asking FC to take to their units for feedback on the guidelines (similar to the Teaching Quality Policy).</p>
6	<p><b>Dalhousie Libraries Journal Review</b></p> <p>Eleanor Colford          Ann Barratt          Heather MacFadyen</p> <ul style="list-style-type: none"> <li>• Reviewing the journals that are purchased for the library. The library is going through a process to review how they develop the holdings, taking in feedback from the faculties, students, etc. Big packages from publishers of library journals are very expensive and are becoming unsustainable; library is developing a plan that will provide the ultimate platform for use in Health Sciences. Prices of packages are increasing by approximately 5 per cent per year; no longer sustainable.</li> <li>• Faculty council asked to provide feedback on priorities</li> <li>• Heather will be sending information out to all schools</li> <li>• Online database survey will be provided for faculty/schools to rank journals</li> <li>• Consultation timing – until end of May to complete feedback</li> <li>• Open Houses will be held in March for Q&amp;A</li> <li>• <i>A copy of the slides used in the presentation is attached here for reference.</i></li> </ul>
7	<p><b>HLHL Conference Update</b>          September 2018 – 19-21<sup>st</sup></p> <ul style="list-style-type: none"> <li>• Two sets of abstract calls are out – scientific and community presentations (best practices, etc.)</li> <li>• Interest is good in the non-research side.</li> <li>• A call will be sent out for student Health Innovation submissions. Competition to be held with judges, students can pitch their health innovations and there will be awards.</li> <li>• There will also be a teaching health innovation award</li> <li>• Keynote speakers are lined up, one at the beginning, two at the end. Moderated discussion at end on Turning Health Upside Down</li> <li>• Sponsorship received for Friday's breakfast – bringing our Minister of Health in panel discussion on provincial health</li> <li>• Honourary Chair has been offered to Lynn Irving (through Brian Thompson)</li> <li>• Sponsorship committee currently working to ensure there is enough to make the conference successful</li> </ul>

- Looking for reviewers for abstracts, including PhD students.
- Fee is \$150 for students; \$600 for full conference; working on a daily rate – sponsorship will allow us to lower the rate
- Submissions have been received from Europe and across Canada
- Shaun T community workout will be held on Saturday – there will also be a community health expo (exhibitors)
- Sponsored by SportChek/Canadian Tire – JumpStart program
- Expecting to sell 1,000 tickets
- Registration will be combined with the HLHL Conference
- Every school will have a table for the conference and also for the Shaun T showcase event

**ACTION: Send abstract poster to Faculty Council Members (Cheryl B.)**

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**Dean's Report:**

- Strategic Plan Update - All groups are meeting. Hope to purchase the software to track the metrics of the SP very soon. Email was sent out to Faculty for involvement in SP – more responses were received from students than from Faculty/Staff. Encourage schools to get faculty/staff involved.  
**ACTION: Brenda will send some links as to what's going on with the different groups in the Strategic Plan as well as the link sent to ask for participation in the committees.**
- Dean's Office: Beth has been seconded to Health Administration for six months; Cathie Smith-Gillis position has change to be Director of Operations. **ACTION: Send out Dean's Office org chart**
- Senate Update – Jacquie Gahagan is unable to fulfill her commitment to Senate for the next 5 meetings; we are able to appoint someone 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month. Matt Numer volunteered. **ACTION: Send email to Kim Thompson/Andrea Power to let them know Matt will be interim rep in place of Jacqueline Gahagan (Cheryl B.).**
- ARC Representative from Faculty Council Needed - Brenda Beagan volunteered to step in. **ACTION: Cheryl B. to let Julie know Brenda will fill the position on ARC as Faculty Council representative in Marion Brown's absence.**

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**Associate Dean (Research) report**

Cheryl will send out a written report.

Highlights:

- VPR matching policy for research – requested that FC members let faculty know that they need to follow the criteria; not come directly to Cheryl's office
- Sara Lavender will be starting as the interim Manager of Research at the Dean's Office starting on March 29<sup>th</sup>, for a period of 2 years.
- Jamie Cormier is a joint position with Faculty of Medicine, working on CHEB strategy/Health Research strategy.

	<ul style="list-style-type: none"> <li>Looking for Reviewers for Killam Masters and Doctoral awards – fundamental that we have Health reviewers on these committees – please ask faculty – time-sensitive, need someone by tomorrow; Erna volunteered for the Masters committee. Need a volunteer for the Doctoral committee. Cheryl will check on the workload.</li> </ul>
10	<p><b>Associate Dean (Academic) report</b></p> <ul style="list-style-type: none"> <li>AIO is experiencing issues around inconsistencies in how academic integrity is handled in each school. Erna will be writing some guidelines so that these are addressed. Faculty of Management document will be adapted.</li> <li>Announcement today about Teaching Awards – short timeline. Nomination will be sent out today.</li> </ul>
11	<p>Other</p> <p><b>Motion to adjourn – Susan Mansour.</b></p>

**Strategic Plan Pillars:**

- I Engage in Transformational Teaching and Learning**
- II Grow the Research Enterprise**
- III Foster Citizenship**
- IV Cultivate Partnerships**
- V Mobilize Supports for Innovation**