

# Faculty Council

September 23, 2021 – via Microsoft Teams

***Minutes approved as presented October 28, 2021***

**Present:** (quorum confirmed)

Brenda Merritt, Dean, Chair

Marion Brown, Associate Dean Academic

Shaun Boe, Associate Dean Research

Melissa Helwig, Health Sciences Librarian

Michael Kieft, Director, School of Communication Sciences and Disorders

Niki Kiepek, School of Occupational Therapy

Pat Cleave, School of Communication Sciences and Disorders

Matt Numer, School of Health and Human Performance

Raluca Bejan, School of Social Work

David Persaud, School of Health Administration

Pollen Yeung, College of Pharmacy

Rebecca Moyer, School of Physiotherapy

Helen Wong, Student Representative, PhD in Health

## MEETING MINUTES

The Dean welcomed all members of Faculty Council, new and returning, and discussed the role of Faculty Council member and expectations of the role.

There was discussion regarding virtual meetings versus face-to-face and the impact that virtual meeting has on participation. There was a suggestion that a hybrid model be sought in order to help facilitate closer discussion. A room with good capacity and ample equipment to allow for an effective hybrid meeting is being sought.

**Action Item:** Information dissemination – meeting minutes will be made available on Brightspace in Word format for Faculty Council members within 1-2 days of the Faculty Council meetings. These can be used to build a report for school council meetings. A template will be provided for this purpose.

## DECISION

### 1. **Agenda:**

Moved item under DECISION item #4: Teaching Awards Terms of Reference to DISCUSSION.

**Motion: That the agenda for the September 23, 2021, meeting of the Faculty of Health Faculty Council be approved as amended.**

Moved: Brenda Merritt; Seconded: Marion Brown; approved, unanimous

### 2. **Consent Agenda:**

All items approved as presented.

3. **Matters Arising from June 24, 2021, Meeting:**

- a. **Academic Review Committee** – A Faculty Council Representative is needed as a member of ARC. Marion Brown provided an overview of the role of committee members and an idea of the time that will be involved in being part of the committee. Ruth Martin Misener, Director of the School of Nursing, previously volunteered to participate if there no other FC members able to commit. Members were asked to contact Cheryl, Marion or Brenda if they are interested; a timeline of a week was given.
- b. Certificate in Long-term Care in Health Administration was approved in June and has launched.

## **DISCUSSION**

4. **Teaching Awards Terms of Reference:**

Action Item: Marion Brown will send the revised terms of reference for the Teaching Awards, with changes highlighted, to Cheryl after today's meeting. Cheryl will forward this document to FC members along with the minutes from the meeting. Faculty Council members are asked to discuss the proposed changes with school councils and provide feedback to Marion Brown prior to the next Faculty Council meeting in order to facilitate a discussion at the October FC meeting. The call for nominations for this year will be going out very soon.

Marion provided an overview of reasoning behind the proposed changes. She encouraged FC members to provide feedback from their schools, including additional suggestions.

5. **What's New for 2021:**

Workload Guidelines – Dr. Teri Balsler, an Adjunct of the Faculty of Health, is supporting this initiative. Brenda Merritt is seeking her input and hopes to have a report for the next FC meeting. A working group is being put together regarding faculty member annual review meetings with Directors in order to support positive career development (8-months to 1-year process).

6. **Faculty Council Governance:**

Working group has been developing a new model for FC; the group will be bringing the document to Faculty Council in either October or November for a full discussion.

7. **Research Ethics Board Membership:**

Shaun Boe provided an update on the REB, noting that in the ADR report there is information regarding the needs of this board going forward. We currently have 8 members on two Research Ethics Boards in the University. There has been a need identified to increase the number of members on these boards, particularly the Health Services REB because of the significant increase in proposals that are being submitted for review. Shaun noted that there is a will on the board to welcome post-graduate students onto the Board; there is currently a PhD student sitting on the board.

Action Item: Faculty Council members are asked to take the materials provided by Shaun Boe back to their school councils to encourage faculty members to consider sitting on REBs in order to increase Health's presence and contribution.

**8. Committee Memberships – Faculty Council Standing Committees:**

a. Tenure and Promotion Committee:

We are in need of one full member (2-year term) and one alternate (1-year term) for Tenure and Promotion for the coming year. Faculty Council members are asked to take this need to their school councils and ask for volunteers, emphasizing the importance of a full committee to allowing this Faculty to meet its commitment to faculty members seeking promotion.

**Motion to adjourn: Shaun Boe, 10:54 AM**

## **ACTION ITEMS FOR FACULTY MEMBERS:**

**Academic Review Committee:**

Faculty Council members are asked to consider committing to a two-year term as Faculty Council Representative on the Academic Review Committee. More information can be sought from Marion Brown. Members are asked to contact Marion Brown or Cheryl Brown within one week of this Faculty Council meeting (no later than September 30, 2021) to confirm their commitment.

**Faculty Council Member Reports to School Councils:**

Information dissemination – meeting minutes will be made available on Brightspace in Word format for Faculty Council members within 1-2 days of the Faculty Council meetings. These can be used to build a report for school council meetings. A template will be provided for this purpose.

**Faculty Teaching Awards Terms of Reference:**

Marion Brown will send the revised terms of reference for the Teaching Awards, with changes highlighted, to Cheryl after today's meeting. Cheryl will forward this document to FC members along with the minutes from the meeting. Faculty Council members are asked to discuss the proposed changes with school councils and provide feedback to Marion Brown prior to the next Faculty Council meeting in order to facilitate a discussion at the October FC meeting. The call for nominations for this year will be going out very soon.

**Research Ethics Boards:**

Faculty Council members are asked to take the materials provided by Shaun Boe back to their school councils to encourage faculty members to consider sitting on REBs in order to increase Health's presence and contribution to the REBs, particularly in Health Sciences. They are targeting people with expertise in indigenous and Afri-centric health. Faculty members can contact Shaun Boe if they have

questions or if they would like to commit. Shaun will send out a chart that shows the numbers on the Boards sorted by Schools.

**Committee Memberships:**

We are in need of one full member (2-year term) and one alternate (1-year term) for Tenure and Promotion for the coming year. Faculty Council members are asked to take this need to their school councils and ask for volunteers, emphasizing the importance of a full committee to allowing this Faculty to meet its commitment to faculty members seeking promotion. A full list of all committee needs for Faculty Council standing committees will be provided.