

FACULTY COUNCIL

October 26, 2023, via Microsoft Teams

Approved by Faculty Council on November 30, 2023

Attending:

Brenda Merritt, Dean, Chair
Kelly Lackie, School of Nursing
Niki Kiepek, School of Occupational Therapy
Marion Brown, Associate Dean Academic
Shaun Boe, Associate Dean Research
Laurene Rehman, Director, School of Health and Human Performance
Matthew Numer, School of Health and Human Performance
Rebecca Affoo, School of Communication Sciences and Disorders
Caitlin McArthur, School of Physiotherapy
Janet Pothier, School of Social Work
Jamie Eliasson, School of Health Sciences
Heidi Framp, College of Pharmacy
Jeanna Parsons Leigh, School of Health Administration
Catherine Gunn, Director, School of Health Sciences
Melissa Helwig, Health Sciences Library

MEETING MINUTES

DECISION

1. Agenda:

Motion: That the Faculty of Health Faculty Council approve the agenda for the October 26, 2023, meeting, as presented.

Moved: Marion Brown, Seconded: Kelly Lackie; Motion carried.

2. **Consent Agenda:** There were no changes requested to the consent agenda. The minutes from the September meeting of Faculty Council were approved by consent.

3. Other Decision Items:

3.1 Academic Review Committee Report for October 2023 (Jamie Eliasson)

Interprofessional Education - update of course descriptions and requirements for IPHE 5900

Diane MacKenzie, Faculty of Health Interprofessional Education Coordinator, submitted a proposal to update the course descriptions and requirements for IPHE 4900 and IPHE 5900.

This is the first revision since the inception of IPHE in 2010. The objective of the proposal is to clarify expectations and for completion of IPE activities across the Faculty.

It was moved: to recommend approval to Faculty Council the updated course descriptions and requirements for IPHE 5900.

(Sheri Price / Kyle Wilby) 5 in favour 1 abstain MOTION CARRIED

The Faculty of Health Faculty Council voted unanimously to approve the recommendation from the Academic Review Committee.

3.2 School of Health Administration Director Search Committee Nominations

3.3 School of Communication Sciences and Disorders Director Reappointment Committee Nominations

To ensure confidentiality in voting, the names for each of the committee members nominated in the above-noted (3.2 and 3.3) decision items were emailed to Faculty Council members with the request that they complete the forms and return to the Faculty Council Administrative Support person, Cheryl Brown, who will compile the votes, inform Faculty Council and the appropriate committee support person.

DISCUSSION

4. Committee representative recruiting (Brenda Merritt)

Owing to an increased difficulty in recruiting faculty members to serve on Faculty Council standing committees, particularly the Faculty-level Tenure and Promotion Committee, Brenda Merritt and Cheryl Brown have held discussions with committee supports and Deans Executive for feedback and brought the question to Faculty Council. There was some discussion at the Director level of work loading committee work that was key, such as T&P, but it is agreed that faculty members should have their voices heard to maintain collegial governance. It isn't clear as to why faculty members are not engaging. The process for the past 10 years or more has been to provide Faculty Council members a list of committee members for the subsequent year at its January meeting. It is the expectation that Council member take this list back to their unit and share it through their usual channels. Over the past few years, it is evident that this is not working, perhaps because the message isn't getting through or because there is a perception of workload excesses.

It was agreed that the proposed Faculty Council Governance document, to be discussed today, should include information on how to recruit for committees, making the process clearer and expectations clear. If word of mouth and the current process, which will now include copying unit directors with the list of needed committee members for their workload discussions, we will explore the creation of a nominations committee to be a permanent part of Faculty Council. For Tenure and Promotion specifically, suggestions include creating an ongoing roster of newly tenured professors who will be encouraged to serve on the committee in the years following

their tenure. Another option is to have school-level tenure and promotion committee members (who are tenured) serve on the Faculty committee after they have served on the unit-level committee. It should be noted that, should either “rostered” approach be used, there would be sufficient committee members participating that it would be necessary to serve only once or twice in one’s career.

For the coming year, Cheryl Brown will prepare a full committee list to include current membership, needs for 2024-2025, basic information on the committee work. This will be distributed to Faculty Council and Directors, as per the usual annual process, but also included with each agenda from January through to the end of June, as a reminder. In addition, a folder will be set up in the Teams site for Faculty Council to house information about the committees and the list will reside there.

5. Faculty Council Governance – review of feedback (Brenda Merritt)

Rebecca’s comments will be incorporated with track changes.

Other comments/feedback –

Add committee recruitment piece

Should there be a process regarding coming to consensus in cases of conflict/disagreement (Heidi will get more details from Pharmacy)

Preamble regarding collegial governance (role of FC).

Cheryl Brown and Brenda Merritt (with additional input from others) will revise the document and bring to the November meeting for approval.

6. Faculty Guidelines for Tenure and Promotion re: Service (Kelly Lackie)

Chair of school committee brought forward under service and asked that service be made more explicit across all the criteria, not just as #3 on its own.

Service is difficult to articulate when applying for tenure or promotion.

Question is how does the service component get complied or articulated in these criteria?

A clearer understanding of what the group is looking for would facilitate a more fulsome discussion.

Capture contributions – scholarship, colleagues, international.

It is sometimes difficult to understand the context of someone’s service contributions, particularly when it comes to certain groups of professionals. Work has been done on the guidelines to make them more inclusive and to help those applying for tenure or promotion better articulate their contributions.

Marion Brown suggested that the approved guidelines should be reviewed again with the lens added for holistic review of teaching and universal design.

Rather than incorporating service into each of the areas, is there perhaps a need for a category just for service, with clear guidelines.

Ask school committees to provide feedback on this year's process against the current guidelines; collect feedback also from the faculty-level committee after this year's files have been reviewed.

Next steps – Kelly Lackie will get examples from the originators of the question and bring back for discussion. Possibly bring together a working group (coalition of the willing) to discuss the suggestions and bring together thoughts for change.

INFORMATION

After the publication and distribution of the agenda, a written report from the Associate Dean Research was added to the materials on the Teams site. All other information items are also on the Teams site (Senate, Associate Dean Academic report).

Marion highlighted in her report information regarding artificial intelligence use in learning. She asked everyone to discuss this with their units; it is appearing in academic integrity cases and in other situations. Marion would like to have a discussion with Faculty Council so that the information can be incorporated into syllabi; she is not available in November and feels that December may be too late for the discussion to be used productively in syllabi for January, so suggested that an extraordinary Faculty Council meeting be held earlier. It was suggested that a mini-forum or workshop could be held to answer questions for the broader teaching community. OT is discussing creating an on-line module for orientation; they would be open to it being at a Faculty-level to make it consistent for students across the board and that could also be used as information for faculty members. Marion will investigate the options for modules and workshop.

MOTION TO ADJOURN: Shaun Boe, 11:10 a.m.

Items of Note/Action Items:

SHA/SCSD Director Search and Reappointment Committees: To ensure confidentiality in voting, the names for each of the committee members nominated in the above-noted (3.2 and 3.3) decision items were emailed to Faculty Council members with the request that they

complete the forms and return to the Faculty Council Administrative Support person, Cheryl Brown, who will compile the votes, inform Faculty Council and Human Resources.

Committee Membership: For this coming year, Cheryl Brown will prepare a full Faculty Council committee list to include current membership, needs for 2024-2025, basic information on the committee's work. This will be distributed to Faculty Council and Directors, as per the usual annual process, but also included with each meeting folder from January through to the end of June, as a reminder. In addition, a folder will be set up in the Teams site for Faculty Council to house information about the committees and the list will reside there.