

FACULTY COUNCIL MINUTES

Thursday, March 1, 2018 - 9:00 a.m. - 11:00 p.m.

Minutes Approved March 22, 2018

1	<p>In attendance (quorum): Mohammad Hajizadeh, School of Health Administration Matt Numer, School of Health and Human Performance Jan Gilby, School of Health Sciences Jian Wang, School of Communication Sciences & Disorders Cathy Sheffer, School of Nursing Brenda Beagan, School of Occupational Therapy Susan Mansour, Director, College of Pharmacy Emily Black, College of Pharmacy Cheryl Kozey, Associate Dean Research Brenda Merritt, Dean (Acting) - Chair Cheryl Brown, Faculty Secretary</p>
2	<p>Approval of Agenda Removed from circulated agenda were the Faculty of Health Teaching Quality Policy and the Instructor Reappointment Guidelines. Insufficient feedback was received. Deferred to next meeting.</p>
3	<p>Approval of Minutes – January 25, 2018</p> <p>ARC report: Paragraph # Change "low priority items" to "minor modifications".</p> <p>MOTION: That the minutes of the Faculty of Health Faculty Council for January 25, 2018 be approved as amended. Moved: Matthew Numer Seconded: Emily Black</p> <p>Follow up on Teaching Quality Policy: more feedback is required to ensure that this is a collaborative/engaging process. DFA feedback has not been received as yet, Matt will follow up. The Instructor Reappointment Guidelines will also be reviewed at the next Faculty Council meeting, so additional feedback is required. The documents will be sent out to Faculty Council members again for redistribution to schools for feedback. We will gather the feedback and the Strategic Plan direction team will review.</p>

4

ARC Report – Brenda Beagan**1. HSci – Tier 2 – UG – Termination of the Diagnostic Cytology program**

The School of Health Sciences brought forward a proposal to terminate the Diagnostic Cytology program. This program has been suspended for years and all the students have graduated from the program.

MOTION from ARC:

The Academic Review Committee recommends that the Faculty of Health Faculty Council approve the termination of the Diagnostic Cytology program within the School of Health Sciences.

(H. Deal / C. Simms) All approved

MOTION CARRIED (ARC)

MOTION CARRIED (Faculty Council)

2. OT – Tier 2 – Graduate – Modification of Type for 3 Certificates

The School of Occupational Therapy brought forward a proposal to change the category of certificate for their three existing certificates (Chronic Condition Management, Aging and Continuing Care, and Diversity and Inclusion). These Certificates are a subset of already existing courses offered online as part of the MSc(OT—PP) program.

In 2013, the certificates were incorrectly categorized as Type C. Members agreed that these certificates should be categorized as Types B rather than Types C. The motion to recommend approval of changes to these certificates to Types B to the Faculty of Health Faculty Council was approved on condition that more information was provided regarding eligibility and some missing information under program characteristics.

MOTION from ARC:

The Academic Review Committee recommends that the Faculty of Health Faculty Council approve the modification of type for the 3 certificates in Occupational Therapy (Chronic Condition Management, Aging and Continuing Care, and Diversity and Inclusion) from Types C to Types B with the edits as communicated to the School.

(B. Beagan / G. Dechman) All approved

MOTION CARRIED (ARC)

MOTION CARRIED (Faculty Council)

3. NURS – Tier 1 – UG – Four New Certificates

The School of Nursing brought forward a proposal for the additional of four new certificates. The SON has implemented a new, integrated curriculum that requires all students to choose at least 2 nursing electives. This requirement affords the student an opportunity to cluster existing online nursing electives they need to take as a degree requirement, in various areas of nursing, and obtain a focused certificate in the specific areas of Oncology Nursing; Acute and Critical Care Nursing; Mental Health Nursing; or Public Health Nursing (12 credit hours) (once per degree).

The ARC members reviewed the proposals, discussed necessary modifications to the documentation, and overall was supportive of this initiative. The motion to recommend approval of these FOUR new certificates, to the Faculty of Health Faculty Council was approved on condition that edits were made to the proposal as communicated to the School.

MOTION from ARC

That the Academic Review Committee recommends that the Faculty of Health Faculty Council approve the addition of four new Nursing certificates (Oncology Nursing, Acute and Critical Care Nursing, Mental Health Nursing, and Public Health Nursing) within the School of Nursing with the amendments as communicated to the School.

(G. Dechman / B. Beagan) All approved

MOTION CARRIED (ARC)

MOTION CARRIED (Faculty Council)

ARC is still discussing the Chair position; work has been too heavy to address. It will be brought to a future meeting.

5 Dean's Report

MacEachern Institute:

Met with Kevin Quigley from MacEachern Institute, which is a policy institute. They are requesting Faculty of Health participation. The Dean will sit on the governing board and they are seeking two faculty members to sit on a research committee. The original intent of the Institute was to develop health policy, and the Faculty was not previously invited – they are rectifying that situation. They will be holding panel discussions regarding policy. There is a call for Founding Fellows of the Institute (4). Brenda has sent the information to the school Directors, who will disseminate it among the Faculty.

	<p>Strategic Plan Software: Contract is in legal currently, expecting it to be approved and executed in the next few weeks. The software is basically a dashboard that helps us track and collate all initiatives for ongoing progress of the strategic plan. Data will be input to the system and it will provide us with graphs, charts and progress reports. Brenda will send out a link for Faculty Council to look at what the software will do.</p> <p>General: <u>Dean's Office Org Chart</u> – clarification around Janet MacDonald's role as regards Grant Investigator Checklists – confirmed that these should still come to the Dean's Office for handling, not to Janet. <u>UNIWEB</u> – sessions held this week, but Dalhousie has still not adopted it. Faculty of Health has committed to using it so that it can help with annual reports, etc. <u>Code of Conduct</u> – being created by Cathie Smith Gillis; code is to be in line with our strategic plan. When it is drafted, it will be brought to Faculty Council for review. Suggestion made that the name be reconsidered – Code of Conduct is negative.</p>
6	<p>Associate Dean Research Report Written report will be provided to Faculty Secretary, who will distribute to Faculty members.</p>
7	<p>Draft Senate Policy for Faculty Reviews of Academic Programs Guests: Fiona Black, Provost & VP Academic; Andrea Power, Associate Secretary of Senate; Courtney Sutton, Academic Quality Assurance Manager Pilot for policy being done by Faculty of Science (non-accredited program); suggested that accreditation in Faculty of Health, if coming up, would be helpful in measuring its success. Something new needs to be embedded regarding research. This policy is being adapted by FGS for its graduate program reviews. Next steps – timelines – approval and roll-out in Fall 2018. Brenda will work with Fiona's office on upcoming accreditations to assist with evaluation.</p>
8	<p>Follow-up Meeting: Senate Guest: Kevin Hewitt Following up on last year's visits to all Faculty Councils regarding Senate's role in the University. Feedback:</p> <ul style="list-style-type: none"> • Senate increasing to 97 members in September. • Senate policies to become more efficient, for example, some approval processes are being streamlined to save steps and time. • Senate structure has chair elected from the membership; majority of universities in Canada have the President as the chair of their senate. There is a trend that it is a "best practice" to have the chair elected, rather than the position falling to the

President. Suggestion that this could be adopted by Faculties, rather than the role defaulting to the Dean.

- Participation on council – increase diversity if possible. Senate will be issuing new election guidelines to faculties to increase diversity.
- Student representation is key; senate representation will increase to 11 in September.
- Communication between faculties and senate – FASS provides their agendas and minutes to the Senate office. It provides Senate with knowledge of what's happening in the faculty.
- Make sure Senate report is on the standing agenda for FC.
- Principles and Values – incorporated in the Senate constitution several years ago and referred to often. Encouraged FC to incorporate them as well.
- Setting up meetings between Dean and Faculty Senator/s regularly to discuss upcoming issues and Faculty needs.
- College of Continuing Education is proposing that a meeting be held with chairs from other Faculties to work with CCE to develop their structure as they develop their own Faculty Council.
- FASS has suggested more integration, for example, Faculty Council members being involved on Senate sub-committees. FoH should think about having one of its Senate members be a Faculty Council member for reporting/connection purposes.

All suggestions will be compiled into a memo after Kevin has visited all faculties.

Suggested that the Faculty's governance structure is working – school through Faculty level – to make sure that all voices are being heard.

Meeting adjourned at 11:04 a.m.

Submitted by: Cheryl Brown, Faculty Secretary

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**