

FACULTY COUNCIL MEETING MINUTES

Thursday, March 22, 2018 – 10:00 – 12:00

Minutes Approved May 24, 2018

	<p><u>Attendance:</u> Jan Gilby, Health Sciences Brenda Beagan, Occupational Therapy Matt Numer, Health and Human Performance Erna Snelgrove-Clarke, Associate Dean (Academic) Derek Rutherford, Physiotherapy Lynn Shaw, Director, Occupational Therapy Jian Wang, Communications Science and Disorders Cheryl Kozey, Associate Dean (Research) Catherine Sheffer, Nursing Emily Black, Pharmacy Susan Mansour, Director, Pharmacy Justine Dol, PhD Health, Graduate Student Brenda Merritt, Dean Mohammad Hajizadeh, Health Administration Cheryl Brown, Faculty Secretary</p>
2	<p><u>Approval of Agenda</u></p> <p>MOTION: That the agenda for the Faculty of Health Faculty Council meeting on March 22, 2018 be accepted as presented. Moved: Lynn Shaw Seconded: Derek Rutherford Motion carried.</p>
3	<p><u>Approval of Minutes – March 1, 2018</u></p> <p>MOTION: That the minutes of the Faculty of Health Faculty Council meeting on March 1, 2018, be accepted as presented. Moved: Catherine Sheffer Seconded: Susan Mansour Motion carried.</p> <p>Follow-up – MacEachern Institute is currently working on voting the Dean of Health onto their Board. This should prove to be a valuable position with a group developing good policy in future.</p>
4	<p><u>Faculty of Health Teaching Quality Policy</u> Brenda thanked the members of Faculty Council for their work in securing feedback from the Faculty and for their thoughtful comments on the document. In reviewing the</p>

comments and suggested, edits, it appeared that this document was raising some fears or suspicions amongst faculty members, which was not the intent. Rather than bring the edited document back to Faculty Council for approval and pushing forward, Brenda suggested that this document could be adapted to be more of a process or guidelines document and that further work is called for to develop a policy that would help to standardize how all schools within the Faculty of Health handle annual workload/annual report/reviews. There was much discussion on why the document is perceived as punitive and what could be done to dispel that.

Discussion:

Accredited programs within the faculty need program evaluation included; those schools tend to have something already set up, but it isn't used consistently. There is a perceived trust issue in some schools, as well as discomfort for teaching staff that may not have tenure or be on the tenure track. There are strong benefits for having a process set up and a policy in place to ensure it is followed; including the tenure and promotion perspective. If you are given feedback each year, beyond student feedback, you have already had an opportunity to build change into your career, before you have to provide proof in a T&P binder.

Moving forward:

Some steps that will be taken:

1. There is opportunity to discuss workload and items outside workload that affect tenure within the Workload Task Force, which will shortly be reconvened after it's hiatus during the DFA negotiations.
2. Erna is willing to set up and conduct peer feedback workshops/lunch and learn sessions to help faculty accept and seek feedback other than student reviews.
3. Ask directors to share their annual review processes. Look at best practices – not just for accreditation – good for unit reviews for all non-accredited programs as well
4. Develop a one page "white paper" of what an annual review could look like. To be developed by Faculty Council group:
 - What does Faculty as a whole need
 - What do Directors need
 - What do Faculty members need

Working group -

Lynn Shaw as Director
 Erna Snelgrove-Clark - ADA
 Cathy Sheffer – Nursing – Cathy will set up meetings

5 **Instructor Reappointment Guidelines**
 Feedback has gone back to Cathie to be reviewed by Group 5 of the Strategic Plan team. Once they have reviewed, we will bring back to FC for approval at June meeting.

6 **ARC Report** - No report.

Dean's Report**ADR Search – still need 2 x faculty members – getting urgent**

Should there be a PhD student on committee? Requires changing Terms of Reference but it would be a valuable committee for the student, and provide good context to the committee.

ACTION: Change Terms and send out for e-vote ASAP.

Senate Members 2018-2019

Call for senators just came from Senate, later than usual because their process has been updated. Two of the current FoH Senators are eligible to renew for a second term; we need two new members as well. It is understood that workloads are already finalized in some units, so Senate would be an "extra".

ACTIONS:

- The Dean's Office will send out a call for nominations in the next week, attaching the relevant documents and asking for nominations to be sent to Cheryl Brown.
- Cheryl will set up an Opinion poll for voting and send the link to each of the Units to be distributed to eligible voters. This will include the short "bio" for each candidate.
- Cheryl and Brenda will draft the call for nominations email to faculty to strongly encourage people to participate – voices need to be heard.

Faculty Council membership 2018-2019

FC members elected by school.

There was some discussion on balancing Faculty Council in terms of succession planning so that there are always at least half the members with some experience.

ACTION: Cheryl will send the FC membership history to the FC members so that they can actively seek members that have not participated recently.

T&P Committee Membership 2018-2019

Two-year term, one position open plus need one alternate (faculty).

Also need external member – asked for suggestions. Check cross-appointment list for external member.

ACTION: Cheryl will send the membership history to FC

ACTION: Cheryl will move the calls for all committee positions earlier in the year - Jan/Feb to accommodate workload preparation.

Associate Dean (Research) report

Renewal of HPI Scientific Director process has begun. Shared the process. Sara Kirk's term ends July and she is interested in renewing. Cheryl provided the new process (attached here). It is an internal appointment, with workload allotted. Feedback is welcome. Process has not started yet – send suggestions to Cheryl.

Research Space Town Hall was held. 52 people attended, quite evenly distributed between Medicine and Health. Discussed research space in the CHEB – 4th and 5th floors

	<p>as well as the human resource component. Collaborative health solutions research space is the goal. There will be a report coming out regarding the provincial health strategy and what Dalhousie can do to mobilize research across tri-faculties within that strategy.</p> <p><u>CRC Chair</u> – meeting today, moving forward with that soon.</p> <p><u>Research Celebration</u> – April 24th - 5-7 p.m. Invitation will come out soon.</p> <p>Sustainability plan is being developed for <u>PhD Health</u> around student funding. Dal has a high proportion of doctoral and masters students that are support solely by Faculty research grants, as compared to other universities. Shaun Boe and Niki Power have developed a partnership model plan. It needs to be reviewed. The plan is not ready to share yet, it needs financial review of assumptions and figures. The final plan will be shared with Faculty Council.</p>
9	<p><u>Associate Dean (Academic) report</u></p> <p><u>Killam Review Committee</u> – Erna volunteered to sit on this committee. 77 applicants; winners will be announced in the next week or so – 20 to 25. Suggested that we, as a Faculty, use the metrics from these scholarship decision tools with our students, which will help them develop the skills to win. Suggested a lunch and learn on how to write letters of support.</p> <p><u>Workload Committee</u> – Erna will put out a recall for the committee.</p> <p>Developing an <u>Academic Forum</u> as an opportunity for faculty to meet and discuss and build trust.</p>
	<p><u>Dean Search</u> – Feedback from Schools of Social Work and Occupational Therapy In camera, without Dean or Faculty Secretary. MOTION to close regular meeting, 11:45 a.m. Carried.</p> <p>Next meeting: April 26, 2018 – 10am-12 noon – FORREST, 322</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