FACULTY COUNCIL MEETING MINUTES
October 26, 2019
Approved – November 28, 2019

Present:
Rachel Ollivier, PhD Nursing, Non-ETP Student Representative
Pat Cleave, Communication Science and Disorders
Brenda Beagan, Occupational Therapy
Cathy Sheffer, Nursing
Jennifer Williams, Health Sciences
Melanie Keats, Health and Human Performance
Katherine Harman, Physiotherapy
Laurene Rehman, Director Representative, Health and Human Performance
Jennifer Isenor, Alternate, Pharmacy
Chris Simms, Alternate, Health Administration
Judy MacDonald, Director Representative, Social Work
Shaun Boe, Associate Dean Research
Brenda Merritt, Dean
Cheryl Brown, Faculty Secretary

Regrets:
Muhammad Hajizadeh, Primary, Health Administration
Pollen Yeung, Primary, Pharmacy
Ann Barrett, Health Sciences Librarian
Marjorie Johnstone, Social Work

1. Agenda
1.1. Add – Discussion re: the best way of disseminating materials to Faculty Council members.
Some Faculty Council members were unable to find the meeting documents, which were attached to the calendar invitation through Outlook. If a meeting is declined, the invitation disappears, as do the materials. Cheryl Brown will continue to attach to Outlook for those who prefer this method and will explore adding a Brightspace option.

1.2. Add as 6.5 – Equity and Inclusion Committee Report – Brenda Beagan

2. Consent Agenda
2.1. Approval of Draft Minutes of September 26, 2019 Faculty Council Meeting

3. Matters Arising from the September 26, 2019 Meeting Minutes
Approved Procedure regarding committee overload for designated groups – this has been sent to Central Human Resources to check that we are in line with collective agreements, etc. They are also sending to Legal. Very pleased that we had taken the lead on this issue. The Faculty of Health Equity and Inclusion Committee has suggested that there be training for Directors on how to handle. Judy
will follow up on that with Deans Executive. Judy also noted that Directors are now calling her for advice.

**Associate Dean Academic Search committee** has been struck based on voting by Faculty Council on September 26, 2019 – shared names.

4. **ARC – Academic Review Committee**

**Health Administration – MHA Major Modifications – Documents attached**

The School of Health Administration submitted a proposal to make major modifications to their Master of Health Administration program to respond to market demands and remain competitive. Currently, the program is comprised of 20 three-credit courses complete over 20 months. The proposed modification reduces the program to 15 3-credit courses completed and over 15 months. The health administration residency remains in the summer between the second and third semesters.

The committee recommends several revisions for clarity and comprehensiveness detailed in a memo sent to the School of Health Administration. Revisions will return to the ARC Chair.

The School of Health Administration awaits a letter of financial approval from Ken Moors.

**It was moved that:**

“the ARC recommends to Faculty Council the approval of the proposal for modifications to the Master of Health Administration program pending the requested revisions and documented financial approval”.

**Faculty Council feedback:**
Admissions policy is “aspirational”; currently equitable admissions is assessed on a case-by-case basis.

**VOTE by Faculty Council to accept ARC recommendation – Yes; Unanimous. Carried.**

**Nursing – NEW – Certificate Proposal - Perinatal and Pediatric Nursing – Documents attached**

The School of Nursing brought forward the proposal for a new Undergraduate Certificate in Perinatal and Pediatric Nursing. This certificate allows students to focus their learning in the area of Perinatal and Pediatric Nursing beyond the level of the generalist Registered Nurse. The Certificate consists of 12 credit hours and one clinical practicum in the area of perinatal and pediatric nursing.

The School of Health Administration awaits a letter of financial approval from Ken Moors.

**It was moved that:**

“the ARC recommends to Faculty Council the approval of the proposal for a new undergraduate certificate in perinatal and pediatric nursing pending documented financial approval.”
Faculty Council Feedback:
Error in motion from ARC noted (should be “The School of Nursing” awaits a letter of financial approval from Ken Moors).

VOTE by Faculty Council to accept ARC recommendation – Yes; Unanimous. Carried.

5. Faculty Council Terms of Reference – Review

There are differing models of Faculty Councils around campus – the Dean is open to suggestions for change, particularly around who chairs the meeting.

1. Functions:
   Change first sentence to read:
   *Faculty Council is the decision-making body of the academic arm of the Faculty of Health, on behalf of Full Faculty.*
   Use the current sentences as examples.

2. Equity and Inclusion
   Suggestion that a paragraph/preamble be added regarding the Faculty view on equity and possibly add preamble to section. Concern was expressed around adding this to the Terms of Reference without having a process in place. It is important to have individuals who are vested and experienced, as well as offering opportunities to new and diverse individuals. Include a seat for Inclusion and Equity Committee Chair or designate? Voting member.

3. Chair
   Discussion around steps involved to move the current model to one that would have a faculty member chairing the meetings.
   Bring forward to Faculty Council in January/February with the view to starting the new model in September of 2020. Anyone interested in filling the position would need to work with their Director regarding workload.
   Research on other Faculties and how workload is assigned is needed.
   A voting formula was suggested as well, weighting faculty/management.
   **ACTION – Cheryl Brown will seek input from other Faculties as to how they are chairing their meetings and their processes.**

4. Meetings
   Add section on e-voting (good wording in DFA documentation)
   No proxy voting – you must be there to vote.
   Add connect via technology.

5. Agenda
   Take out the second sentence referencing non-member submissions.
   Change agenda prepared by Dean to Chair.
   Add consent agenda explanation.

   **ACTION: Cheryl Brown will incorporate the suggested changes and bring to Faculty Council on November 28, 2019 for further review.**
6. Reports

6.1. Dean’s Report – Brenda Merritt
Report attached.
Question re: grade distribution discussion at last meeting – each of the Directors have been sent files regarding grade distribution. It is up to the academic units as to how they will handle. On behalf of Senate, Kevin Hewitt has requested a meeting with Dean Merritt to discuss. When Directors provide information about the Faculty schools and programs, Dean Merritt will submit a report to the registrar. It needs to be noted that there is a distinction between undergraduate and graduate grading.

6.2. Associate Dean Research Report – Shaun Boe
Report attached.
Research awards – discussed in a school faculty meeting that some find process too onerous. Last year the request for submission was aligned with President’s Award so the package could be used twice. Suggestion that a small working group could be struck to discuss future years.

6.3. Report from ADAC – Laurene Rehman
Report attached.
ACTION - Curricular Framework – Laurene asked to share with Faculty Council to give context to the report.

6.4. Senate Report – Katherine Harman
EDI Forum invitation shared (attached). Live streaming and recording for those unable to attend.

6.5. Equity and Inclusion Committee Report – Brenda Beagan:
Units should have been informed by committee representatives that the committee is conducting an audit of how Equity/Diversity/Inclusion is being taken up in curricula across the Faculty. A survey link will be sent to faculty members. Faculty Council members are asked to encourage faculty members to fill out the survey.
Equity and Inclusion Committee Report will be added to the agenda as a standing item.