

FACULTY COUNCIL MINUTES

June 28, 2018

As approved October 25, 2018

1. Attendance:

Ann Barrett, Health Sciences Librarian
Lynn Shaw, Director Representative, School of Occupational Therapy
Justine Dol, Student Representative, ETP Graduate Program
Erna Snelgrove-Clarke, Associate Dean Academic (Acting)
Cathy Sheffer, School of Nursing
Matt Numer, School of Health and Human Performance
Brenda Beagan, School of Occupational Therapy
Mohammad Hajizadeh, School of Health Administration
Janet Ingles, School of Communication Sciences Disorders
Emily Black, College of Pharmacy
Susan Mansour, Director Representative, College of Pharmacy
Shaun Boe, Associate Dean Research (Acting)
Cheryl Kozey, Dean (Acting)
Cheryl Brown, Faculty Secretary

2. PEC (Practice Education Committee) Terms of Reference – Approval of Changes:

Committee is made up of staff/faculty who are charged with managing field placements. They liaise with outside organizations, when there is a need.

MOTION: That Faculty Council accept the proposed updates to the PEC Committee Terms of Reference, as presented.

Moved: Cathy Sheffer

Seconded: Lynn Shaw

Motion carried.

3. Approval of Agenda:

MOTION: That Faculty Council approve the Agenda for the June 26, 2018, meeting of the Faculty of Health Faculty Council, as proposed.

Moved: Erna Snelgrove-Clarke

Seconded: Susan Mansour

Motion carried.

4. Approval of Minutes:

Change: Spelling of Sara Kirk's name (remove "h")

MOTION: That Faculty Council approve the minutes from the May 24, 2018, meeting of the Faculty of Health Faculty Council, as amended.

Moved: Cathy Sheffer

Seconded: Brenda Beagan

Motion carried (two abstentions due to not being present at last meeting)

5. Academic Review Committee Report: (Brenda Beagan)

- The original intent of the MSc (OT-Post-Professional) program was to provide a post-professional MSc degree for practicing occupational therapists who have a bachelor's degree. The need for the program has declined as the number of practicing Occupational Therapists with a bachelor's degree has dwindled. The program currently admits on average 3-4 part time students. The School of Occupational Therapy met with the Faculty of Health Director of Finance, Ken Moors, on Friday May 4th regarding revenue loss if the program is suspended. This meeting concluded that the suspension in admissions will result in an estimated ERBA loss of \$4,137 (4 Part Time students) in 2020/2021 and \$9,653 (7 Part Time students) for 2021/2022. The Director of Finance will be following up as to whether some of this loss in revenue may be offset by students who enroll in courses outside of a program as a Special Status Graduate Student.
- The suspension of admissions to the Post-Professional MSc program will allow the School to phase out the existing program while creating a new MSc program in consultation with Faculty of Health and Faculty of Graduate Studies. At the School of Occupational Therapy, we regularly have inquiries from students who wish to pursue occupation-focused research questions, and/or who wish to work with specific faculty members, but who have other educational backgrounds such as biology, neuroscience, psychology, sociology, planning, or architecture. The new MSc program will be open to this broader pool of students, and not limited to practicing Occupational Therapists.
- To plan for the transition the Post-Professional Committee has examined and revised the program goal and objectives, and individual course objectives and descriptions to broaden the wording so it is applicable to Non-Occupational Therapists. Representatives from the School of Occupational Therapy have met with individuals from FGS and FH to identify what further work needs to be completed. Along with required consultations, there will be further revisions to course content resulting in new course numbers. In the next year the Committee plans to complete the concept paper for the new program. Once the concept paper is approved the formal approval process for that program will be initiated.
- There are currently 30 students in the program (part-time, going over many years).

MOTION: That Faculty Council approve the School of Occupational Therapy's request to to suspend admission to their Post-Professional MSc program starting January 2019.

Moved and approved by ARC; no seconder required.

Motion carried, unanimous.

6. Instructor Reappointment Guidelines: (Lynn Shaw and Susan Mansour)

- All feedback received to the last draft has been cross-checked; alignment with the DFA agreement has also been checked. The Document clarifies for continuing instructors what they need in their dossier to effect reappointment. This document is for the first two steps in that career path, it does not include the Fellow level, which will be considered for incorporation next.
- The DFA contact Matt Numer, after he had shared the document with them, and noted the following: according to item 12.12a of the DFA Agreement, the Faculty of Health does not have the authority to create the criteria review, as stated in the document. It was suggested that each school can be offered the guidelines, without the criteria review, leaving them to develop their own to accommodate their own instructor roles. It was also suggested that the document reflect the fact that, in order to supervise Masters students, instructors must apply to the Faculty of Graduate Studies with their CV to prove they have the credentials to be able to do so.

7. Dean's Report: (Cheryl Kozey)

- It's business as usual in the Dean's Office and the Faculty.
- Continuing with the strategic plan; full faculty was updated with progress at the Full Faculty meeting earlier in June. All leads and volunteers are in place; software to track progress is set up and training has started.
- Deans Executive has met and are setting up a Rapid Task Force to examine the Decanal search process in order to be able to communicate to faculty and staff what the University policy and process is and how it is progressing, also to determine if there are ways in which the Faculty can influence the process and how it affects the Faculty. A draft Terms of Reference was provided with the committee make-up and the basic goals for the task force. Tanya Packer and Derek Rutherford have agreed to sit as the Director reps. Brenda Beagan volunteered to act as Faculty Council representative.
- The values document was shared with the Council. In discussion, it was pointed out that each unit has their own values and commitments statements from their strategic plans. The Faculty Values document has been drawn from the Faculty Strategic Plan and should only be shared as a basis from which each unit can develop or align their own. Faculty Council members will take the document back to their units and get feedback, which they will email to Cheryl Brown; there are still some minor concerns around the wording.

8. Associate Dean (Research) Report: (Shaun Boe)

- DRAC is looking at the university conflict of interest policy, which was last revised in 2014. Last year, there were no declarations made, which is not reflective of what's truly happening. DRAC is looking for input on how to better get information on conflict of interest reporting out to researchers and have asked Faculty Council to provide input on how to raise awareness. Conflicts are reported to the Dean in each Faculty and the Dean reports to the Vice President of Research. Faculty Council members will ask their units to discuss the best way to communicate the policy and report feedback to Shaun.
- Two people are needed to participate on research ethics boards for Health Sciences and Social Sciences. Sara Lavender will be sending out the notice to the schools. These committees have a workload component associated with participation.
- Tier 2 CRC – starting the search committee soon. Will need an e-vote from Council over the summer to approve the committee composition.
- Collaborative Health Solutions initiative – town halls have been held to look at ideas/priorities that the Faculty should be concentrating on. The NS Health Integration Strategy is in place, designed in an effort to solve problems in health care around the province. There will be a five-year phased approach toward a network of health solutions. CHEB 4/5 floors have been approved for use in this initiative. Over the summer, ADR will be collecting h-indices, citation metrics, etc., to develop a response to the IHRIS asset-mapping work. The IHRIS pilot will concentrate on the Faculty of Health.
- The ADR will be working to re-engage faculty on the importance of Uniweb. The contract for Uniweb will be signed by the University soon for all DFA faculty, to include annual workload and report documents.

9. Associate Dean (Academic) Report: (Erna Snelgrove-Clarke)

- Cheryl Kozey thanked Erna for agreeing to commit another year to the position of Acting ADA.
- Student Appeal Policy – policy was developed but appears to have stalled at Faculty Council last

year. Erna will be checking with Legal to see where it stands in the approval process. If approved by legal, it will be brought back to Faculty Council for final approval.

- PEC – Erna will be meeting with equity services to provide support to students in placements with regards to issues around racism/sexism, etc., in relation to patient care. She will also be meeting with the acting VP of Student Affairs in regards to this. PEC would like to have something included in their handbooks to aid students dealing with these issues.

10. Motion to Adjourn: Matt Numer, 11:30 a.m.

Next meeting: September 27, 2018

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