

Faculty of Medicine Equity Committee (FOMEC)

Thursday, October 25, 2018, 13h30-15h00
2001 McGill College, suite 1310 | Montréal

MINUTES

Members present: Saleem Razack (Chair, SACE Director, non-voting), Sameer Zuberi (Secretary, SACE Manager, non-voting), Jasmine Alami (Nursing student rep), Veronica Amberg (SEDE), Elizabeth Hillier (Graduate student rep), Nicole Li-Jessen (WPC Chair), Craig Mandato (Basic Sciences Chair), Leah Moss (Associate Director, Educational Units, corresponding member, non-voting), Seeta Ramdass (Community, via Zoom), Patricia Tonin (Faculty), Kent Saylor (IHPP), Sara Saunders (APP rep), Michael Shevell (Clinical Department Chair, via Zoom)

Invited guests in attendance: Bobbi Bidochka (Research Officer, Pharmacology and Therapeutics)

Regrets: Melissa Park (Faculty), Maria Protopoulos (Medical student rep), Hiba Zafran (Faculty)

Meeting chaired by S. Razack; minutes by S. Zuberi. Quorum reached.

AGENDA ITEM	RESPONSIBLE	ACTION
1. Introduction of Members Meeting opened at 13h10.	S. Razack	
2. Approval of agenda S. Ramdass and M. Shevell drop off Zoom link, due to sound quality. Quorum maintained.		
3. Approval of April 3, 2018 minutes Approval moved by C. Mandato, seconded by S. Saunders. Minutes approved without modification. Approval of May 17, 2018 minutes Approval moved by P. Tonin, seconded by V. Amburg.		

<p>Minutes approved without modification.</p>		
<p>4. Win4Science Report</p> <p>Win4Science report entitled “The State of Women in the Life Sciences at McGill: A Summary of the Win4Science Forum”, which was held on May 24, 2018, was presented by E. Hillier.</p> <p>Actionable items from the themes discussed.</p> <p>Discussion of existing resources for parents at major conferences and on campus.</p> <p>FOMEC will work with Faculty Development Office to develop a faculty development approach to equity (modules on the web, Chairs series, search committee training and support, initiatives aimed at greater faculty such as workshops).</p> <p>Items to discuss with (Vice-Dean Academic Affairs Lesley Fellows): merit and promotions.</p>	<p>E. Hillier</p>	<p>Final report will be posted on SACE website</p> <p>Resources for parents to be posted on SACE website</p> <p>Meeting to be arranged between SACE, Assistant Dean Academic Affairs Lesley Fellows and Win4Science</p>
<p>5. Social Accountability Statement</p> <p>S. Razack reports that Social Accountability Statement has been approved at C-MEG and at Deanery.</p> <p>Statement is on the SACE website.</p>	<p>S. Zuberi</p>	<p>SZ to bring copies to the next FOMEC meeting.</p>
<p>6. Workflow document (for information)</p> <p>Document discussed and workflow addressed up in point 7.</p>		
<p>7. Equity issues at the Faculty level:</p> <p>a. Best practices scan – see action item</p>	<p>S. Razack</p>	<p>SZ will conduct an environmental scan of equity groups/offices across CAD.</p>

<ul style="list-style-type: none"> b. Work environment – Survey? – Discussed in the meeting to be brought to Academic Affairs c. Equity lens on promotions – to be discussed with L. Fellows. d. Equity training of search committees – request to committee for volunteers (must be academics, or Faculty) 2-3 Faculty members from FOMECE should be sought to: 1) redesign teaching modules, and 2) teach the modules. e. Equity modules for capacity building: envisioned as a ‘case of the month’ that could be interactive. 		<p>(Equity training of search committees.) Email will be sent to FOMECE as a call for volunteers.</p> <p>Invitation to FOMECE members to participate in developing cases – a meeting to be scheduled with Drs. Boillat and Juras (Faculty Development Office/ Department of Family Medicine)</p>
<p>8. Demographic surveys</p> <ul style="list-style-type: none"> a. Graduate (April 2019) b. Faculty (January 2019) c. PGME survey: data analyst will be working on this in the next month d. Staff equity: tabled until next meeting <p>In order not to duplicate work a list will be compiled of what surveys are currently disseminated in order to ensure there is no overlap or burn out.</p>	<p>S. Razack</p>	<p>Elizabeth Hillier will champion Graduate survey</p> <p>Patricia Tonin will champion Faculty survey Meetings with SR and champions will be set up in November 2018</p> <p>LM will collect all titles of diversity/equity surveys to share with FOMECE</p>
<p>9. Varia</p>		

Meeting adjourned at 14:30h.