

DEANERY EXECUTIVE COMMITTEE (Deanery) Meeting Minutes

Present: D. Eidelman, A. Aalamian, A. Gagnon, R. Kearney, A. Majnemer, M. Shevell, M. Pell, S. Baum, M. Ludwig, D. Colby, S. Benaroya, M. Boillat, L. Snider, P. Gros, S. Razack D. Kafantaris (secretary)

Regrets: E. Davis, L. Lalla, P. Mongrain, P. Allison, B. Cummings **Guest:**

TOPICS	SUMMARY OF DISCUSSION	ACTIONS	TIMELINE
1. Review: Agenda; Minutes of November 20, 2017	The Agenda was approved without change. The Minutes were approved without change.		
2. Dean's updates	<p>Faculty Space Planning: The Dean informed Deanery of the creation of a Powell Project Planning Committee.</p> <p>Law 130: S. Benaroya gave a brief update on the impacts this law will have on physician obligations and expectations both for clinical care and teaching responsibilities. The DPSs of each major healthcare partner are developing templates for the individual contracts that will be issued to each physician. S. Benaroya and M. Ludwig will be working with the DPSs to ensure that academic responsibilities are clearly defined and aligned with Faculty of Medicine requirements.</p> <p>Standing Committee on Research (SCoR) Terms of Reference: P. Gros presented an updated version of the SCoR Terms of Reference. After some discussion, Deanery members agreed that some additional clarity regarding education research should be included in the Terms of Reference, namely, mention that education research will be a major component of a separate Education Strategic Plan.</p>	Terms of Reference were approved conditional on the changes P. Gros will incorporate.	
3. Internal Audit	The Dean informed Deanery of the results of a recent internal audit of the Faculty of Medicine. Several topics were identified as exposing the Faculty to risk and need to be addressed. High Risk: 1) Financial oversight of the Medical Sponsored Residency Program, 2) Space and Facilities, and 3) Code of Conduct. Of lesser risk: 4) Policy and Procedures Framework, 5) Succession Planning, 6) Mandate of the Accreditation Office, and 7) Formal Risk Management Process. The Dean specifically highlighted the issue regarding the Accreditation Office mandate. After some discussion, it was agreed that the lines of authority of the Accreditation Office need to be reviewed. An ad hoc committee was struck to address this issue and recommend a course of action to help meet the needs of each school. Chaired by M. Boillat, committee membership	M. Boillat will chair an <i>ad hoc</i> committee to review the Mandate of the Accreditation Office and bring recommendations to Deanery.	Feb. 28

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	includes A. Aalamian and L. Snider. C. Millar from the Accreditation Office will be invited to participate. The committee is expected to present their recommendations to Deanery on Feb. 28, 2018.		
4. Administrative Stipends Remuneration & Support of Program Directors	A. Aalamian presented an overview of the remuneration situation in Post Graduate Medical Education, commenting on the high turnover rate amongst the 65 current Program Directors. The major issue relates to remuneration. Many Program Directors feel their monetary support is not in line with the complexity of the role and responsibilities. A review of the stipends is warranted and will require a Faculty-wide approach given the broad impact any changes will bring. Deanery members agreed on the merit of considering stipend increases based on competitive rates within Quebec at sister medical schools. Sources of funding will need to be determined. The Chair of Pediatrics mentioned that the PGME stipends for pediatric Program Directors are being supplemented by their practice plan. Deanery recommended that, as a first step, application of the current policy (e.g. hours of work) should be reviewed to ensure appropriate compensation for actual commitments.	A. Aalamian will review application of the current remuneration policy.	
5. Widening Participation Committee (WPC), Terms of Reference (for approval)	<p>S. Razack presented the revised Terms of Reference for the WPC (circulated to Deanery members in advance of the meeting). Several changes were suggested regarding membership. Deanery approved the following changes:</p> <ul style="list-style-type: none"> • The addition of 1 representative from the Indigenous Health Professions Program (IHPP). • The addition (by election) of 1 student from <u>each</u> health professional School (i.e. not only Medicine). • Seeking recommendation of members-at-large by the Nominating Committee of the Faculty Council. • Removal of the mention of professionalism given that an updated Code of Conduct policy will have the requirement of professionalism applied to all committees. <p>After a brief discussion regarding the role of the WPC compared to work undertaken by the IHPP, it was concluded that the WPC acts in a complementary fashion to the efforts led by IHPP.</p>	S. Razack will communicate the requested membership changes to the WPC.	Jan. 2018

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<p>6. Research</p>	<p>S. Baum presented the Terms of Reference for the Committee for the Oversight of Shared Research Resource Facilities, providing an overview of the committee’s mandate and membership. In response to a question regarding how this committee relates to the Standing Committee on Research (SCoR) and to the Strategic Research Plan (SRP), S. Baum and P. Gros explained that this committee represents an operational function of the SRP and is intended to help guide distribution/allocation of funds. SCoR similarly acts in an operational capacity. Both of these committees report to the Dean, and are co-chaired by the Vice Dean Life Sciences and the Associate Dean, Research. The establishment of these committees is in line with the recommendations outlined in the implementation plan of the SRP. After some discussion about funds and how they are allocated as a component of the Faculty budget, it was suggested that some mention be made of the budget as well as the distribution process. With respect to membership, Deanery agreed that committee members should be named by the Vice Dean Life Sciences and Associate Dean Research. With the adoption of the above suggested changes, the Terms of Reference were approved.</p>	<p>Terms of Reference are approved. S. Baum will incorporate the suggested changes.</p>	
<p>7. Round table</p>	<p>With this being the last Deanery meeting of 2017, the Dean took the opportunity to wish everyone Happy Holidays, thanking his Deanery colleagues for their support and hard work. S. Benaroya also took the opportunity to thank the Dean for his leadership during a very challenging year and concluded the meeting by thanking all of his Deanery colleagues for their collegiality and team spirit. Wishes for a great and productive New Year were shared by all.</p>		

Meeting ended at 14:00.