

DEANERY EXECUTIVE COMMITTEE (Deanery) Meeting Minutes

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

Regrets: D. Colby, P. Allison, L. Lalla, D. Boudreau, J. Leebosh, M. Pell

Guest: D. Dalton

TOPICS	SUMMARY OF DISCUSSION	ACTIONS TO TAKE	TIMELINE
1. Review of agenda; Minutes of February 20, 2017	The Agenda was approved with the addition of: Gatineau Retreat. The Minutes were approved without change.		
2. Business Arising from the Minutes / Dean's updates	<p>Business Arising:</p> <ul style="list-style-type: none"> MDCM and Nursing accreditation site visits: The site visit reports were received and presented very positive results. Integration of health care: The MUHC consultation-vision document was made public. The MUHC has presented a clear preference for a RUIS-based leadership role. The Dean has mandated J. Martin to lead a committee to explore options and opportunities for health care integration from an academic point of view. A special meeting will be organized to focus on this issue. Faculty of Medicine Equity Committee (FOMEC) draft Terms of Reference: Dr. Razack presented the revised Terms of Reference which included changes suggested at a previous meeting. The revised Terms of Reference were APPROVED. Lab Space Guidelines Policy: Dr. Baum gave a brief overview of the revised Lab Space Guidelines. They were APPROVED and will be broadly distributed once endorsed by the Faculty Council. 	<p>A special meeting will be organized.</p> <p>FOMEC Terms of Reference will be presented to Faculty Council.</p> <p>Lab Space Guidelines will be presented to Faculty Council.</p>	<p>June 2017</p> <p>June 2017</p> <p>June 2017</p>
3. Overview of May 29 Deanery Strategic Planning session	The May 29 Deanery Executive Committee meeting will be dedicated to updates on strategic plans from various units, including: UGME, PGME, NURSING, SPOT, SCSD, Basic Sciences, etc. This annual meeting will allow each unit to present their strategic directions for shared discussion and analysis of alignments or misalignments, as well as opportunities for cross fertilization. Dr. Orłowski has accepted to Chair a committee mandated to look at the basic sciences structure as well as review the teaching mission.	Deanery members to prepare strategic plan reports.	May 29, 2017

DEANERY EXECUTIVE COMMITTEE (Deanery) Meeting Minutes

TOPICS	SUMMARY OF DISCUSSION	ACTIONS TO TAKE	TIMELINE
4. Faculty Policy Infrastructure	D. Kafantaris presented a proposal to launch a policy infrastructure initiative to address the absence of clear process to access, communicate, track and update policies. Members agreed that policies with faculty-wide impact and application must come to the Deanery for discussion and approval. A key first step to this initiative is the creation of an inventory of policies for the Faculty. D. Kafantaris will lead this initiative with D. Colby. Deanery APPROVED this initiative.	D. Kafantaris and D. Colby will launch Policy initiative.	March 2017
5. MEES funding of McGill affiliated teaching sites	Dr. Benaroya presented an overview of the MEES (Ministère de l'Éducation et de l'Enseignement supérieur) funding and explained the formula by which the funds from the Ministry of Education for resident training are distributed (based on <i>mois-stages</i> of students and residents) to teaching sites in Quebec (documents were distributed in advance). The MUHC receives 60% of the total funding. This distribution formula will be maintained. In light of the increasing competition between funding support for clinical activities vs teaching activities at the various teaching sites, a more rigorous process for the use of the MEES funds will be adopted. This decision was endorsed by the Associate Deans of UGME and PGME. Dr. Benaroya proposed a new set of priorities for the Faculty regarding where the money should be spent and how accountability will be ensured for this spending. Funding support for the other health professions will also need to be assessed. Deanery APPROVED this approach in principle.		
6. UGME Accreditation Committee Draft Terms of Reference (for approval)	Dr. Dalton presented the revised Terms of Reference. Membership was adjusted to reflect recommendations made by the Deanery at a previous meeting. Student membership will be 1-2 based on feedback from the MSS. The Committee reports to the Director of Accreditation, who reports to the Dean. Deanery suggested the addition of a column showing how members are appointed (e.g. all members-at-large will be recommended by the Nominating Committee. It was further suggested that Deanery should have a discussion about Cyclical Reviews at a future date. A similar committee may need to be structured for the other health professional schools. Deanery APPROVED the Terms of Reference.	The Dean will discuss cyclical reviews with Dr. Phil Smith.	March 2017
7. Gatineau Retreat	The second annual, full-day retreat is set for Tuesday, May 16. One major topic will be Academic Governance, as well as an update on the evolution of the Gatineau Campus project. A strong presence by clinical leadership is important, including Departmental Vice Chairs of Education.		

Meeting ended at 13:30.