



Minutes of the first meeting of the Faculty Council Steering Committee held on September 7, 2016 at 4:00 p.m. in the Dean's Conference meeting room (Room 103, 3605 de la Montagne)

PRESENT

Brown, Karen	Colby, Diana	Dhaliwal, Kiesha
Eidelman, David (Chair)	Filion, Françoise	Gilbert, Lucy
Hosatte-Ducassy, Caroline	Kafantaris, Demetra	Liu, Xin Mei
Robaire, Bernard		

REGRETS: Kornisch, Myriam

1. Review of the April 6 Steering Committee Minutes

The Dean began by welcoming everyone to the second meeting of the Steering Committee. The agenda was reviewed and adopted without change.

2. Review of the Minutes from the Faculty Council meeting of June 1, 2016

The minutes were approved without change.

- a. Update on MDCM accreditation: Dean Eidelman confirmed that an update is warranted given the amount of work and progress completed since the last Faculty Council meeting of June 1. The limited site visit is set for February 2017 and the requisite document will be submitted on September 23. Two mock accreditation visits are planned before February to help us prepare. Accreditations are upcoming for the School of Nursing and Occupational Therapy program of the School of Physical & Occupational Therapy's.

ACTION: Demetra to obtain the accreditation schedules from Catherine Millar for next FC meeting.

b. Updates from Faculty Council Committees (work groups)

a. *Communications & Consultation Committee*

- i. Dr. Robaire contacted 9 Basic Science departments, with 5 specific questions, to which they each responded within one week. Responses raised some issues.

1. Newsletters: Dr. Robaire noted that Departments with newsletters expressed greater communication satisfaction. Quarterly newsletters were suggested, or at least yearly. Funding support by the Faculty is needed. About 50% of the departments stopped their newsletter due to budget cuts.

2. Frequency of Departmental staff meetings- Dr. Robaire indicated that dissatisfaction was expressed by Departments where Chairs held 1-2 meetings per year. The Dean wondered whether the Faculty's Communications Office could provide any support.
 - ii. Dr. Brown spoke about the Clinical Science subcommittee that was launched in summer 2016. On July 25, she circulated her report of McGill Anesthesia to members of her Department. Clinicians are expressing similar concerns. The suggestion was made to add a box for McGill comments/updates in Department newsletters as they remain effective communication vehicles. Dr. Brown commented that the link to the Faculty Council website is hard to find.
- b. *Nominating Committee*- Demetra named the members: Dean Eidelman, Behrang Sharif, Stephen Liben, Francoise Filion, Xin Mei Liu, April Shamy, Sara Saunders, Elize Cucca, and herself as secretary. A first meeting is scheduled for September 8. Dr. Robaire asked whether a Basic Sciences person had been named to the Nominating Committee, for which Demetra confirmed there had not been. Dr. Robaire suggested Carlos Morales who is also a member of Faculty Council.

ACTION: Demetra to add a Basic Sciences rep on the Nominating Committee.

- c. *Policy Infrastructure Committee*- Dean Eidelman explained that this committee would allow for the periodic review of policies. Demetra presented a draft policy template. The questions of how to constitute this committee and how often to meet were raised.
 - i. Dr. Robaire stated there are two issues: 1) review of existing policies (6 months to 1 year) and 2) maintenance. Dean Eidelman suggested that a norm should be established on the frequency of policy review. For instance, someone from each of the Schools should advise the committee if they have policies that need review. This committee should not take on an overarching role, but rather allow all existing schools/units to carryout yearly reviews.
 - ii. Such a committee would help guide those departments that do not have policies and remind others for review.
 - iii. Caroline Hosatte-Ducassy indicated that there already is a policy process that applies to the Residents, but that they do not have much power to change internal rules. The Dean stated that student associations should tell the committee what they need. Student reps should be named to the committee.
- d. *Project Renaissance Planning Committee*- Demetra reminded everyone that two Faculty Council members came forward to participate in the strategic planning initiative related to development of a vision for a Health Sciences campus.

3. Faculty Governance – communication strategy

Governance committees of the Faculty will be transparent, properly communicated, with minutes and documents posted on the website. Dr. Brown noted difficulty in finding the governance documents on our website. Diana Colby confirmed that governance would soon have its own tab on the website. Dr. Brown offered that perhaps a link from the newsletters to this particular tab would

be useful, everyone agreed. All Steering Committee agenda items were discussed for inclusion on the next FC agenda.

4. Request submitted: Michel Tremblay to present ACFAS 2017 meeting

Dr. Michel Tremblay submitted a request for permission to present on ACFAS 2017 at the next Faculty Council meeting. As McGill is the host and Dr. Tremblay is leading the effort to get large McGill participation, it was approved as a topic with an allocation of 10 minutes.

5. Topic submitted: UGME – Governance documents; request for members-at-large

UGME would like to bring governance documents to Faculty Council and make a formal request for members-at-large. Dean Eidelman suggested the latter request go to the Nominating Committee and given that the governance documents had already been approved by Deanery Executive Committee, they could be part of a consent agenda. The Dean explained that a consent agenda allows documents preapproved by other committees to be approved by Faculty Council without discussion. Dr. Robaire supported the idea of a consent agenda, but asked for caution on what is included.

The Steering Committee will be responsible for deciding on topics for the consent agenda. Documents must then be circulated with enough lead time to Faculty Council members for thorough reading. The suggested timeframe was within 2-4 weeks ahead of the Faculty Council meeting. Anything requiring substantive discussion would be added to the full agenda.

It was decided that UGME governance documents could be presented at Faculty Council for 5-10 minutes. The PGME Promotions Policy would be a first item to go on a consent agenda, once the use of a consent agenda is approved at FC. Each consent agenda must clearly indicate what the issue was for change, the specific changes made and who approved the changes. All were in agreement.

6. When do we review Faculty Council ToR

Dr. Lucy Gilbert indicated that the Faculty Council was still too new. Dr. Robaire concurred that we needed a full year (until Summer 2017) to do a proper job before undertaking a review.

7. Input from Faculty Council before next meeting

Diana stated that we need better input from Faculty Council in terms of topics for discussion. This item will be placed clearly on the FC agenda. Furthermore, in future, emails to Faculty Council members will have a link to the website.

The Dean recommended that each FC agenda have an item on: Education, Research, and learners.

C. Hosatte-Ducassy mentioned that colleagues and doctors alike are worried about the potential merger of the MUHC and network, in light of the complexity of patient referrals. Dean Eidelman invited Caroline to speak to this topic at the next Faculty Council meeting. The topic was accepted.

For the research topic, Dr. Robaire proposed CFREF, with Anne McKinney as speaker.

For the education topic, the Dean suggested an update from Dr. Majnemer on the strategic education plan survey results.

<p>ACTION: Demetra to invite Dr. McKinney & Dr. Majnemer to present topics at next FC meeting.</p>
