



**UNIVERSITY OF TORONTO**  
**DALLA LANA SCHOOL OF PUBLIC HEALTH**

**School Council Meeting Minutes**  
**3:30-5:00 pm/March 30, 2016**  
**Room 574, Health Sciences Building**

Present: Adalsteinn Brown, Andrea Cortinois, Andrea Sass-Kortsak, Ann Fox, Anthony Miller, Arun Chockalingam, Cameron Norman, Carol Strike, Charlotte Lombardo, Charna Gord, Dan Sellen, Dionne Gesink, Donald Cole, Ellen Sokoloff, France Gagnon, Gabrielle Guidolin, Howard Hu, Jan Barnsley, Janet Smylie, Jennifer Brooks, Jeremy Scott, Lauren Della Mora, Lisa Forman, Mavic Galicia (Secretary), Naima Salemohamed, Navita Singh, Neil Romanosky, Paul Bozek, Raisa Deber, Rhonda Cockerill, Robert Schwartz, Sandra Ka Hon Chu (guest), Sarah Wang, Shafi Bhuiyan, Stephen Narod, Susan Bondy, Ted Myers, Vanessa Anievas  
By phone: Theresa Lee

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1. The meeting was called to order by Donald Cole, Chair of School Council. In the interest of time, introduction was skipped.
2. With a motion by Shafi Bhuiyan and seconded by Ann Fox, the agenda was approved.
3. Minutes of SC meeting of Nov 25, 2015 were approved with a motion from Arun Chockalingam and seconded by Jeremy Scott.

4. Business Arising

1). Update on Governance and Procedure. Donald Cole reported about a meeting he, Jan Barnsley and Paul Bozek had with the Vice Provost's office to clarify questions on academic planning and governance. One of the documents that was shared by the Vice Provost's office is available online which Donald invited the council members to read. <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Task+Force+on+Governance/2010-2011+Documentation/principles.pdf> (see attached).

Donald Cole shared that he met other faculty School Council chairs from various faculties and found out that each faculty school council varies in structure and how each one utilizes the "time and space" of their respective councils. He noted that the DLSPH School Council accepts for questions on academic programs which the SC discusses and votes on; and that the SC is advisory to the administration of the School. It does not have, however, the decision-making power in the intimate management of the school in that the Council does not see finances, except as they are shared for discussion by the Dean. The SC is a delegated governance organization.



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Donald requested Paul Bozek and Jan Barnsley to share information from the same meeting particularly on the Education Committee's role on review of academic programs quality assurance. Paul shared the difference of governance process versus a detailed look at an individual program or course study to determine whether a program should move forward for approval by the School Council. The Education Committee reviews broadly for relevance or benefits of a certain program, workload of the faculty assigned to teach, space, TA and general administrative resources. In some faculty school councils, the Education Committee reviews the program more in detail where they have expertise on the subject matter. Jan Barnsley agreed and added that the Education Committee is not the first step in the review process but that the Education Committee needs to review and approve a program, course, or changes therein and make sure the document is ready to proceed to the next level of approval, as appropriate.

Donald Cole noted further that School Council is a key part of the Quality Assurance structure of the University.

Paul Bozek, added that the academic rationale must be read in detail- programs needed, ask the question "why?" Jan further said that the review also checks for duplication or if other courses are offered outside of DLSPH that students can access.

There was discussion on whether or not the Education Committee is the right place to look at gaps/duplication in the curriculum; review overall curriculum needs of the School.

Paul Bozek confirmed that such an item was appropriate for the Education Committee singly or along with the School Council, depending on the level of detail that needs discussed, as part of the review process.

Dan Sellen added that this is both a clear challenge and an opportunity to address gaps and overlaps which will come out more clearly as the "scan of the landscape" is going on for the current self-study.

2). Academic Review Narrative. Howard Hu began by saying that the circulation of the Academic Review Narrative is an action item from the last SC meeting of Nov 25, 2015. He noted that this report is prepared yearly to inform the Provost of where the School is in terms of budget planning. He also stated that there was previous deliberation in the Dean Team on whether there was anything sensitive and if there was a need to redact the document; it was decided that the whole document be shared.

A short exchange following questions on whether or not there is an opportunity to shape what goes in to the report by having prior conversations. Howard clarified that the report is meant to reflect the ongoing discussions on academic programs throughout the School- on enrollment expansion, aims and how to achieve them. The information is not new and if they seem new, then enhancing discussions might be necessary. Steini Brown also provided clarification on a question regarding part time students.



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**ACTION ITEM:** It was suggested/agreed that the Academic Review Narrative will be made available for the School Council's fall meeting.

3). Addressing Diversity. Howard updated on a request from the School Council regarding addressing diversity in the School. He cited the student-led conference on Race Matters in the fall of 2015 which led to conversations on the matter of diversity. From a quick self-assessment exercise prior to the conference, 19% of core faculty come from visible minority groups. This led to more discussions at the Dean Team meetings. A result of this discussion was a resolution to create a diversity initiative, building off of some the tools developed by the Faculty of Medicine such as their 2011 Diversity Statement that identifies certain groups as being high priority to improve representation of minority groups; Faculty of Medicine also recently hired a Diversity Officer. DLSPH on the other hand developed Terms of Reference for the Diversity Committee that will look at these issues and come up with solutions/strategies/programs such as the Summer Mentorship program to attract minority students. Suggestions are welcome, those interested in volunteering for the diversity committee to contact the Dean's Office.

4). Strategic Planning Update. Dan Sellen provided an overview of the strategic planning work to date where there has been external consultation, development and review of 6 sub-committee reports and DLSPH-community review. He mentioned that they are in the writing phase, working with a professional writer to draft the Strategic Plan, about 2/3 of the way through, in presenting the key pieces that are drafted for that plan for each of the divisions and institutes. The Strategy Development involved 1) Environmental Scan, 2) sub-committee reports, 3) The Strategic Retreat attended by more than 150 registered participants that produced 16 pages of minutes, 18 pages of facilitator report; 4) Synthesis of inputs from which several key mobilizing strategic priorities emerged. Updates have also been provided at the divisional level and anyone who missed these meeting updates is encouraged to contact their division heads.

Dan flagged the top three strategic priorities:

- 1) Improve the student experience and create new programs of education and capacity development.
- 2) Ensure global leadership in public health and health systems research.
- 3) Enhance management and partnerships of the DLSPH.

There was a brief discussion following Dan Sellen's presentation on an opportunity to have a combined mentorship program for students within the professional and research streams, bridging something with or build upon existing programs such as the one coordinated by Julie Foisy for PHS to assist students with employment. Other comments on student experience were brought to the table.

### 5. Dean's Report



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Howard Hu's report focused on issues and updates that have taken place in the last month. Updates were taken from the Dean's State of the School Address in the General Faculty Meeting of March 2016. <https://play.library.utoronto.ca/41DoMOeQe7qJ>

6. Education Committee matters- For the information of the Council, Paul Bozek mentioned that all the 7 courses with minor modifications listed in the agenda have been approved. He reiterated the other point discussed in the Education Committee is along the lines of governance, as earlier discussed.

### 7. Other Business

1). Statement to Implement Needle and Syringe Programs in Prisons. Carol Strike and guest Sandra Ka Hon Chu made the presentation and requested the School Council's recommendation for Howard Hu as dean to endorse the program.

Some Public Health schools in Canada e.g. UBC, Ottawa U have signed on as have some organizations. DLSPH's signing on will be a significant endorsement to demonstrate a broader coalition supporting the program.

A robust discussion on policy as to signing as individuals or as a community ensued.

Dean Hu noted that he does not consider this item a political decision, but a policy recommendation.

While this is precedent setting, DLSPH can lend a voice to live up to responsibility to engage policy type decisions if it meets certain levels of relevance and significance for populations in Canada, meets DLSPH mission and values.

An open forum to discuss/debate the quality of the evidence was suggested.

Dean Hu thanked the Council for the discussion and for the "teachable moment". He proposed a *solution*—we could not afford silence. He requested that active participants in the discussion (Janet Smylie, Rob Schwartz, Stephen Narod, Carol Strike, Tony Miller, Shafi Bhuiyan, Raisa Deber, Dan Sellen, Ann Fox, Ted Myers, Lisa Forman, Cameron Norman) meet and turn the document into something much clearer and concise in terms of evidence and basis on which to make a recommendation; work with the SC leadership to come up with a set of options on what the SC should be looking at going forward, in terms of considerations of policies for recommendation.

2). Appointments to the School Council (15 academic appointees, 4 admin staff): Nominations will be solicited shortly and proposed for the June regular School Council meeting. Any and all interested to contact Mavic Galicia or Donald Cole. Jan Barnsley is opting out as co chair by end of June. Co-chair is needed for the next year. Communications to respective constituencies will be sent out in April.



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7. Next Meetings: Education Committee meeting on May 25, Exec Committee meets on May 31, Regular School Council June 7

8. The meeting was adjourned at 5:00; pm.