

SCHOOL COUNCIL MINUTES OF MEETING
3:00-5:00 PM/ JUNE 5, 2018
HSB ROOM 208

ADOBE CONNECT: <https://jcb.adobeconnect.com/r5r2off8t2ab/>

Attendance:

Chair and Co-Chair: Mark Dobrow-Chair, Sue Bondy, Co-Chair

Ex-Officio Members: Vincci Lui, Steini Brown, Rhonda Cockerill, Robin Hurst, Arleen Morrin, Michael Lebenbaum (virtual), Anne Wojtak (virtual), Mavic Galicia

Teaching Staff: Morteza Bashash, Anita Benoit, Paul Bozek, Jennifer Brooks, Andrea Cortinois, Raisa Deber, David Fisman, France Gagnon, Dionne Gesink, Jennifer Gibson (virtual), Daniel Grace, Pamela Kauffman, Victoria Kirsh, Blake Poland, Laura Rosella, Lori Ross, Erica Di Ruggiero, Robert Schwartz, James Scott, Jeremy Scott, Xiaolin Wei

Other Academic Appointees: Ray Copes, Heather Manson, Jason Pole, Kerry Kuluski, Valerie Rackow, Victoria Arrandale (virtual)

Administrative Staff: Christina Lopez, Melodie Buhagiar, Sarah Ko, Ellen Sokoloff

External Stakeholder: Bernard Choi

Guest: Jasmine Pawa

1. Chair Mark Dobrow called the meeting to order at 3:06 pm.
2. Agenda was amended to include a discussion on the current membership of the School Council and an announcement by Bernard Choi under Other Business.
3. Mark Dobrow reviewed minutes of March 5, 2018, The Council approved the minutes on motion by Jeremy Scott and seconded by Steini Brown.
4. Business Arising
 - a) Co-Chair Sue Bondy provided an update regarding the Education Committee. She reported that at previous School Council meetings, concerns were raised by some members of DLSPH School Council Education Committee and Program Directors that the SC Education Committee duplicated the effort of divisional Curriculum Committees. Others felt that SC Education should have a distinct role in quality assurance and that the governance committee should be a lot more effective than it is in helping program directors achieve long-term goals and address long-standing problems.

At this June meeting, it was thought to bring forward some specific suggestions or points for discussion. That will have to wait. Conversation among Program Directors showed there are different opinions about how to go forward. Instead, it was suggested that there be a retreat of Program Directors and other educational leads, to clarify needs and expectations. Consultation should go beyond DLSPH to

seek best and current practices for curriculum committees and ongoing quality assurance (i.e., between five year UTQAP reviews). For example, current by-laws state SC Education should receive and review various reports (awards, admissions, and program outcomes), but no reporting or review procedures have been within or in addition to by-Laws.

The next Dean will lead the pending review and renewal of the DLSPH Constitution. It is recommended that it be made a high priority item to clarify procedures and guidelines for SC Education Committee through amendments to the by-laws and/or fuller terms of reference or procedural guidelines.

UPDATE: Conversations with the now permanent Dean and the Executive Committee are on going, formally started in October 2018.

- b) Chair Mark Dobrow confirmed the approval of the Divisional Guidelines for the Assessment of Effectiveness in Teaching in Tenure, Continuing Status, and Promotion. Teaching Effectiveness Guidelines. It is online:
<http://www.dlsph.utoronto.ca/wp-content/uploads/2018/05/DLSPH-Teaching-Effectiveness-Guidelines-2018.pdf>
- c) New item added to agenda is the membership of the School Council and its Committees. It is proposed to keep the current membership of the School Council with the exception of the student reps who are appointed and replaced based on their school attendance. This is largely due to the situation that the revision of the School Council Constitution and By-Laws (which includes membership) is on hold pending a permanent Dean. The revision of the structure will be revisited at a later point. Mark mentioned of vacancies particularly with Other Academic Appointees and reiterated the call for faculty to serve in this capacity.

Steini Brown moved the motion to approve, Paul Bozek seconded.

5. No new business arose.

6. Standing Items

- a) Paul Bozek, Chair of Education Committee Matters reported for information only:

Minor Modifications Approved by Education Committee at its May 14 2018 Meeting

1. CHL5432H: Epidemiological Methods for Communicable Diseases (David Fisman)
2. CHL5132H: Population Health Intervention Research (PHIR) (Erica Di Ruggiero)
3. CHL5619H: Faculty Development in the Health Professions (Abbas Ghavam-Rassoul)
4. CHL5920H: Occupational and Environmental Health Doctoral Seminar Series (James Scott)
5. CHL5810H: Race, Ethnicity, and Culture in Health (REACH) (Anaya Banerjee)

6. HAD6500H: Essential Skills for Health Professions Education Research
7. HAD6501H: Overview of Methodologies for HPER
8. HAD3025H: Teaching QI and Patient Safety
9. HAD5781H is a new course also – offered first as a reading course last year.
10. CHL5631H: Integrating Public Health and Clinical Care: The case of TB (X Wei)

Paul Bozek mentioned a recommendation discussed in the last Education Committee meeting of May 14 for a checklist (expedited review) for planning and quality assurance. This process, an internal matter and has no impact on the Constitution and By-Laws, will allow time for the Education Committee to look at other things such as strategic planning and thinking as provided by the current By-laws.

Paul Bozek also mentioned the timing of SC Education Committee meetings and the fact that there is a need to meet more than is mandated to review/approve courses in between terms to deal with new courses that need to be taught in the next term. Paul Bozek mentioned this as an information item happening in the Education Committee of the School Council.

There were no questions.

UPDATE: This matter was discussed in the Nov 5 Education Committee meeting. A draft was presented which members of the Committee will provide feedback on; a discussion on mechanism and process will also follow.

b) CAO Update.(Robin Hurst)

- i) The migration to Office 365 has happened and that informal sessions will be scheduled to address any concerns.
- ii) Shift to less costly VOIP to replace BELL in 2019. No change in phone numbers. IHPME has already done so. PHS side is going through updating network.
- iii) Recruitment for Comms Officer recruitment is finished: UPDATE: Francoise Makanda started as of July 9, 2018.
- iv) Nicole Bodnar has officially resigned but continuing to support until such time as the position is filled. Recruitment process will commence.
- v) Business Manager recruitment for PHS is also underway. UPDATE: Pierre Lee has been on board as of Sept 17, 2018.
- vi) Quick TIPS Sheet for Faculty and Staff for policy requirements on reimbursements, hiring, and other pieces of essential information, in collaboration with Nicole Bodnar is being prepared- this will be a living document, input from everyone is welcome.
- vii) Thanks to everyone for giving their Accountability Reports in.
- viii) IT Review. Steini and Robin discussed that a small group will work with Lee Vernich to work on this review. France Gagnon asked about the constitution of this small group- Robin responded that it will be faculty, staff will be asked to be part of this.

- c) Equity and Diversity Committee Update: Rhonda Cockerill. Three candidates were shortlisted and will be interviewing in June-July 2018. Steini confirmed this information.

Mark recalled to the Council that in the previous meeting, updates from each Associate Dean started to be part of the standing items. And for this meeting it is the Associate Dean, Research.

- d) Associate Dean Research France Gagnon presented an overview of the range of activities in which the ADR and Office of Research has been engaged. The main aim of the Office of Research and the ADR is to offer the DLSPH community the best possible research support through strategic and responsible use of the Division's resources guided by integrity, accountability, communication and faculty engagement.

Highlights

- DLSPH will be the new scientific partner of Canadian Partnership for Tomorrow Project (CPTP), Canada's largest-ever health research platform. U of T working in partnership with the OICR will accelerate CPTP's research and provide more opportunities for made-in-Canada discoveries. DLSPH was selected for its strong track record of world class public health and extensive experience leading large-scale studies.
- Conducted MRHP workshop and several 1:1 sessions for PIs and trainees.
- Developed a "system" to match emerging funding opportunities with faculty members.
- DLSPH internal grant peer review initiative. A pilot project is underway.
- Analyzed data on grant participation and success rates
- Developed an investigator toolkit

ADR Gagnon was pleased to report a 60% increase of the number of grants submitted to Tri-Council (CIHR, NSE and Social Sciences & Humanities), compared to previous years, from PHS, IHPME and JCB.

Included in the presentation are items in progress:

- Developing TOR and striking a research committee
- Identifying emerging areas of research relevant for DLSPH faculty
- Increasing collaborations on research applications
- Developing a system to increase Faculty Award applications
- Postdoc support and community building (with Erica Di Rugierro)
- Analysis of Indirect Cost Recovery rate & where recovery is slipping through the cracks

Office of Research has

- Implemented a few small initiatives

- Provided support to the DLSPH faculty, resulting in more grants written by faculty, resulting in more grants awarded to faculty, resulting in faculty getting \$ to work on what captivates their imagination

More information will also be provided in future School Council meetings during an ADR update.

e) Dean's Update:

- Steini highlighted Robin's update on the VOIP which will save the School money and will address tech challenges with regard to teleconferencing.
- The TIPS sheet that Robin is preparing will really help administratively move things along.
- Steini commented on France's pres, acknowledged that there is lower participation by faculty, but going in the right direction. Thanked France for the work ORS is doing.
- 6th floor hallway- history of the School is up. Thanks to Melodie B, Sandra Lang, Robin Hurst and Chris Ruty.
- There will also be an installation (more detailed history) on the 5th floor. UPDATE: The installation is up as of October 2018.
- Screens are up on the 5th and 6th floors. These provide updates on the School.
- Alumni- PHAA relaunched with much bigger event: In The Loop "Scienceploitation" featuring Professor Timothy Caulfield. The event fascinated a crowd of more than 200 DLSPH Alumni and students. Faculty engagement was also mentioned. Steini thanked everyone who were there and those who planned the event.
- Steini commented that aside from the gifts from the Dalla Lanas and the Dans, this has been the best year for faculty fundraising ever.
- Complement Plan- The two (of the 7 hires) areas where hiring is critical and have been approved are Nutrition and Health Informatics.
- However, in consultation with Nutrition folks, hiring is on hold. The other 5 will be hired when the permanent Dean is on board.
- PDL first gift: closed this year. Two foundational things on the first gift (2008) agreement: 1) The vision of the School being an international leader. 2) Commitment to address regional, national and global issues.

First agreement lays out the vision. The second agreement details how to disburse the gift. This will be discussed in future School Council meetings.

We are starting to hire internally for the Endowed Chairs, to create space for tenure track hires in addition to the current faculty. A committee will be struck for this search from both IHPME and PHS to help decide on the allocation of these chairs and use resources more efficiently.

Steini asked everyone to bring forward exciting ideas for advancement to bring them up to Annette Paul. He reminded folks about advancement priorities setting exercise that was done last year. Nothing was turned down, these are being processed for document creation. If anyone knows of anyone who would like to make a gift to the School and is not comfortable talking to them about it, to let Steini know. Annette is able to assist.

A brief discussion on accreditation also followed. No decisions were made on this.

7. Other business

Bernard Choi announced the forthcoming 100th Anniversary of Public Health which was under many names. Some activities are being planned with the goal to understand where we as public health practitioners and professionals come from; and to celebrate what we have become. At this time, nothing is “set in stone” but currently gauging the level of interest and hopefully come up with a collaborative event in DLSPH to help celebrate.

8. Mark reminded everyone of the next meeting of Council in the Fall: Nov 21.

A motion to adjourn by Jeremy Scott and seconded by Steini Brown.
Meeting adjourned at 440 pm.