

SCHOOL COUNCIL MINUTES OF MEETING
2:00-4:00 PM/ NOVEMBER 21, 2018
HSB ROOM 208
<https://zoom.us/j/120105804>

Attendance:

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

Ex-Officio Members: Steini Brown, Rhonda Cockerill, Robin Hurst, Arleen Morrin, Tierza Johnson, Emmanuel Arpin, Anne Wojtak Mavic Galicia(Secretary)

Teaching Staff: Nancy Baxter, Anita Benoit, Whitney Berta, Paul Bozek, Andrea Cortinois, Erica Di Ruggiero, Michael Escobar, Jennifer Gibson, Prabhat Jha (virtual), Pamela Kaufman, Tracy Kirkham, Victoria Kirsh, Charlotte Lombardo, Wendy Lou, Lori Ross, Andrea Sass-Kortsak, Jeremy Scott, Emily Seto, Arjumand Siddiqi (virtual), Suzanne Stewart, Xiaolin Wei, Julia Zarb,

Other Academic Appointees: Ray Copes

Graduate Students/Trainees: Arlinda Ruco, Crystal Milligan, Selai Akseer, Alyssa Darden, Tessy Vattaparambil, Ana Sanchez, Ntombi Nkiwane

Administrative Staff: Christina Lopez, Sarah Ko, Ellen Sokoloff

External Stakeholder: Bernard Choi

1. Chair Mark Dobrow called the meeting to order at 2:06 pm.
2. Mark Dobrow presented the agenda and proposed to add an item to acknowledge the attendance of newly elected School Council members. There was no objection and so the motion passed.
3. Minutes of School Council Meeting June 5, 2018. Members of the School Council reviewed the minutes of the meeting as circulated. There were no additions nor corrections. Minutes were approved. Action Item: Post minutes in the School Council website.
 - Update: Minutes are posted <http://www.dlsph.utoronto.ca/wp-content/uploads/2018/12/School-Council-Minutes-of-Meeting-2018-06-05-Approved-at-SC-Council-Nov-21-2018.pdf>
4. This is the first meeting for the Academic Year and is traditionally when new elected graduate student reps to the Council attend for the first time and whose appointments are to be confirmed. The list of proposed membership for School Council academic year 2018-19 was also circulated to the Council members.
The new elected graduate student reps to Council are namely:

Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx

Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx

Arlinda Ruco
Crystal Milligan
Dina Bayoumy
Selai Akseer

Alyssa Darden
Tessy Vattaparambil
Ana Sanchez
Ntombi Nkiwane

There were no objections to the proposed membership. Steini Brown moved for approval and Mike Escobar seconded. The motion passed.

5. Business Arising

a) Overview of approach to Review/Revision of School Council Constitution and By-Laws.

Chair Mark Dobrow recounted that the process for the 5-year mandatory revision of the Constitution was started in 2017 when Donald Cole was Chair and Mark was Co-Chair. Shortly after, an Interim Dean was appointed at the departure of Howard Hu. As advised by the Provost, this was not an ideal time to make the revisions therefore whatever that was started was put on hold. With Steini's appointment as permanent Dean, the discussion can now be refreshed. Mark noted that this is an important activity as it speaks to how we as a School govern ourselves.

Mark presented the following timeline to guide the process and the key issues that are involved in the revision.

1) Timeline

Mark reminded the Council that there are three meetings within the academic year: Fall, Winter, Summer. For the Constitution to be approved and implemented in the next academic year of 2019-2020, the revisions have to be submitted to the Provostial Advisory Group (PAG) in time for its March 2019 meeting. This will allow time for feedback – the result of such back and forth will be presented to School Council for approval in its April meeting. (NOTE- Because the second School Council meeting for this year is scheduled in April 2019, a special School Council in February is deemed necessary to discuss the Constitution.) Once the School Council approves the Constitution in April, the approved version goes back to the PAG and to the Governing Council (which meets on May 30, 2019) for final approval. The approved Constitution will then be effective in the June 2019 meeting of School Council and will be used to vote on membership to the School Council for 2019-2020.

2) Key Issues

The University has a standardized definition of the membership of School Council. Some of these definitions such as that for status-only and adjunct faculty have to be adjusted because our School has a unique relationship with status-only and adjunct faculty.

Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx

Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx

The second item that the revision dictates is to look at the number of Standing Committees in the Council. Recommendations for both items will be presented in the same February meeting.

Action Item: Schedule a special meeting in February.

- Update: Special School Council Meeting took place on Feb 26, 2018

6. New Business:

a) Education Committee Items

1) As a precursor to and on behalf of the School Council the Education Committee approved the following **Minor Modification Courses**, Paul Bozek, Chair presented these for information only:

- HAD3070H – Name change to “Health Law and Risk Management for Quality Improvement & Patient Safety”
- MHI2003H – Name change to “Emerging Applications in Consumer, Public, and Global Health Informatics”
- MHI2004H – Name change to “Human Factors and Systems Design in Healthcare”
- Creating New Emphases in PhD in HSR Concentration
- Creating New Emphases in MSc in HSR Concentration
- HAD 2030H Health Systems Innovation Capstone
- HAD 6765 HTA Comprehensives Course

2) Major Modification Courses

- Coursework-Only MSc, Health Services Research Concentration

This proposal for a Major Modification relates to extending this option to MSc students in the Health Services Research Concentration of the (same) Research Program. We would follow the same format within the Health Services Research Concentration, i.e., the Coursework-Only option would comprise 5.0 FCEs.

Questions on enrolment and funding were answered by Whitney Berta who also presented the course.

Sue Bondy raised an objection that the coursework only MSc HSR might compete with the MSc Epi program. Whitney provided that the interests of HSR students are distinct from Epi. They agreed to disagree. On this basis, the plan is to consider a cap on enrollment for the first year of offer.

Motion to approve was forwarded by Steini Brown, seconded by Xiaolin Wei. One opposition from Sue Bondy, the majority are in favour. Motion passed.

~~Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx~~

~~Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx~~

- MPH Family & Community Medicine (FCM) - Advanced Standing option (attachment)
 CHL5624H - Historical, Ethical and Philosophical Foundations of Public Health
 CHL60XXH - Required MPH Advanced Standing Practicum

We are proposing an Advanced Standing option for the Master of Public Health, Family and Community Medicine field (MPH-FCM). Based on entry requirements for the Advanced Standing MPH-FCM, enrolled students have completed a number of competencies of the MPH through their undergraduate medical school curriculum and they have had substantive practical experience relevant to the MPH field. Because of competencies obtained through undergraduate medical training, for these students the existing MPH-FCM field will be modified from an 18-24 month 10 credit program, to a 12 month 5 credit Advanced Standing program. These changes model an existing Advanced Standing MPH Nutrition and Dietetics for registered dietitians. The existing field which requires 10.0 FCEs will continue to be offered.

Nancy Baxter who presented the course also responded to questions and comments.

Steini Brown moved for approval, seconded by Whitney Berta. All in favour, motion passed.

b) CAO update

On behalf of Robin Hurst who was at another meeting at that time, Steini initiated the CAO update:

- 1) As an aid to streamline expense reimbursement process, a checklist is going to be created and customized for DLSPH based on https://finance.utoronto.ca/wp-content/uploads/2018/01/Expense_Reimbursement_Checklist.pdf, in coordination with the Communications Office.
- 2) An IT Committee is being established in the School.
- 3) Construction of a split-able classroom space on the 7th floor to commence.

On arrival, Robin Hurst completed the CAO update:

- 4) The University of Toronto, University of Guelph and Queen's University, together with their faculty associations, the United Steelworkers (USW) and representatives of the non-unionized employees at the three universities (through the Ontario Association of Non-Unionized University Employees) – are working diligently to develop a new pension plan that would cover employees at all three universities, The University Plan Ontario (UPP).

This new pension plan, which would be a jointly sponsored multi-employer pension plan (JSPP), is a type of defined benefit (DB) plan, and they have indicated it represents a unique opportunity to reshape and sustain the retirement income system in the Ontario university sector. They have noted it is the same

~~Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx~~

~~Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx~~

model used by other notable pension plans such as the Ontario Teachers' Pension Plan, OMERS (municipal employees) and CAAT (colleges). Once it is up and running, it will be available to other Ontario universities as well.

Benefits that are already earned under existing plans will not change. The pension benefits of retired members also will not change.

The University of Toronto held a series of information sessions for all employees on the pension plan proposal in November 2018. Members will be part of a consent process that is expected to begin in early 2019.

Information about the proposed pension plan is available on the UPP website at www.universitypension.ca, where one can also sign up to receive updates. Information can also be found at pension.hrandequity.utoronto.ca/upp

- 5) Another update is about True Blue Recognition Program that the University has launched for Faculty & Staff, below are some relevant links.

<http://recognition.hrandequity.utoronto.ca/>
<http://recognition.hrandequity.utoronto.ca/award/true-blue-award/>
<http://recognition.hrandequity.utoronto.ca/best-practices/>

c) Diversity and Equity Committee

Rhonda Cockerill requested Steini to provide the update. Steini informed the Council that the Equity and Diversity Committee came back with few recommendations which included hiring an Equity, Diversity and Inclusion Lead (EDIL) and to perform a Diversity and Equity Assessment.

A search for EDIL was conducted – there were three excellent candidates each with their individual strengths. The Dean engaged with students who thought there is not a good fit.

DLSPH is underway with its academic plan and hence the Dean is holding off on doing another search.

There is no climate survey on Public Health yet and so we are working on this with the Assistant Dean for Inclusive Excellence at UNC, Chapel. A hire has been made to do the climate survey. Arjumand Siddiqi has also volunteered to help with this initiative.

Steini also informed the Council that he has started forming affinity groups, further mentioning about the Black Public Health Students and a meet and greet event in September which Steini described as “positive”.

Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx

Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx

In the meantime that the School is in the process of thinking about its structure and how the EDIL job description will be like, Steini will be serving the function of an EDIL.

Rhonda Cockerill added that the original Equity and Diversity Committee of 60 or so members have done a survey of different. Steini noted earlier that the audit is less than effective however, the goals the Committee have started with are the same and that the document is not lost. It was deemed however, based on recent evidence and trends of evaluation to veer away from doing the audit as it is seen as less effective.

d) Associate Dean Update

Mike Escobar informed the Council of the various searches both in IHPME (2) and PHS (5) currently underway. The JDs are about ready and can soon be released. There are a series of promotions and reviews (CLTA and three-year) going on this academic year. The process of collecting letters to complete dossiers is ongoing. Mike also reminded folks about annual activity reports and requested for these to be submitted by end of March and not April.

e) Dean's Update.

- The School is in the middle of crafting and talking about the Academic Plan in faculty meetings for the last three months. Steini mentioned he also had a chance to speak to the Staff about this. A half day retreat scheduled on December 10 and another in February are being planned. The goal is to send the final draft to the Provost Office in March. The Academic Plan is envisioned to take life in the second year of Steini's term.

Update: The final draft is now with the Provost Office as at March 25.

- Consultation process with partners across the system. Steini has talked to 2 provincial agencies and CEOs of partner institutions. The general feedback is positive and that the partners are identifying opportunities for possible collaborations with DLSPH. In this consultations, Steini said he spends the first 5 minutes talking about the founding of the School. He found it interesting that no one knows about the strength of the School.
- Budget Review- Steini recalled that the School is now in the black. The structural deficit is now cleared. The Provost is very pleased with the current status.
- Advancement – if anyone from the faculty knows of any potential donors, let the Dean know to prepare a concept paper through Annette Paul.

Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx

Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx

What is a concept paper? Annette Paul describes it as a proposal, a brief document that provides a high level overview of a new project or program. It is often used in meetings with potential project/program partners to share more information about this new area of work, and spark interest in working together/supporting this area.

- Steini noted that everyone has really worked hard in that it resulted in significant growth. We have more international students who make up over a third of revenue. We attract better students. We can continue to grow.
- Aspiration list include more programming, more innovative programming. We need to get ahead of the game in continuing studies.
- The School's founding document is about building the University's hub for everything public health and health systems.

Question re intensive summer schools and programs that can attract international students to which Steini responded as being a great idea. It is something worth looking into as a model for continuing studies. Besides Toronto is a nice place to be in the Summer.

7. There being no other business, the meeting was adjourned at 3.48 pm on motion by Anne Wojtak, seconded by James Scott.

~~Deleted: k:\school council\2018.19\school council\april 17, 2019\meeting package\approved minutes nov 21 2018.docx~~

~~Deleted: k:\school council\2018.19\school council\nov 21 2018\draft minutes nov 21, 2018.docx~~