

SCHOOL COUNCIL MINUTES OF MEETING
3:00-5:00 PM/ NOVEMBER 21, 2017
ROOM 574, HSB

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

In person attendees (members of Council): Izzeldin Abuelaish, Morteza Bashash, Susan Bondy (Co-Chair), Paul Bozek, Jennifer Brooks, Adalsteinn Brown, Melodie Buhagiar, Pierrette Buklis, Celina Carter, Michael Chaiton, Bernard Choi, Rhonda Cockerill, Ray Copes, Raisa Deber, Erica Di Ruggiero, Mark Dobrow (Chair), Michael Escobar, Mavic Galicia (Secretary), Dionne Gesink, Daniel Grace, Robin Hurst, Royce Jean-Louis, Pamela Kaufman Tracy Kirkham, Rachel Kirkland, Victoria Kirsh, Michael Lebenbaum, Christina Lopez, Vincci Lui, Heather Manson, Arleen Morrin, Blake Poland, Surain Roberts, Laura Rosella, Lori Ross, Arlinda Ruco, Robert, Schwartz, Jeremy Scott, Cindy Shen, Ellen Sokoloff, Carol Strike, Xiaolin Wei, Julia Zarb.

Remote attendees: Geoff Anderson, Victoria Arrandale, Andrea Cortinois, Lauren Della Mora, Matthew Farr, Charlotte Lombardo, Zahra Saab, Emily Seto, Anne Wojtak.

Guests: Nicole Bodnar, Uttam Bajwa, Jasmine Pawa.

1. Chair Mark Dobrow called the meeting to order at 3:10 pm.
2. Agenda was approved on motion moved by Steini Brown and seconded by Erica Di Ruggiero.
3. Mark Dobrow referred to minutes of June 14 and the August 16 (special school council meeting requested by the Dean), circulated to members of School Council prior to the Nov 21 meeting. There were no questions nor additions to the minutes. On motion moved by Laura Rosella and seconded by Robin Hurst, the minutes for both June 14 and August 16 2017 were approved.
4. School Council Orientation for New Members. As per the School Council constitution to provide an orientation to members annually, the Chair presented a few slides on the general and specific powers and duties of the School Council, membership, committees and frequency of meetings and where to find more detailed information online.
<http://www.dlsph.utoronto.ca/about/school-council>
5. Business Arising
 - a. Status of amendments to DLSPH Constitution and By-Laws. The proposed amendments were submitted to the Provostial Advisory Group (PAG) after the June 2017 meeting of School Council. The PAG came back with the feedback that because there is no permanent Dean in place yet, the proposed amendments are to be put on

hold. Mark recalled to the Council major proposed amendments: (1) definition of “Status Only” faculty, which in the required amendments by the PAG is not included; (2) the formal change in name (and function) of the ‘Education Committee’ to ‘Education and Awards Committee’ (the current functions of the Education Committee nonetheless already include reviewing and recommending, approving on behalf of Council, minor changes to the terms and conditions of new awards and award policies); and (3) membership change in the School Council. Therefore, even as the School Council Constitution and By-Laws are required to be reviewed in accordance every 5 years, all proposed changes are on hold until a permanent Dean is in place.

Steini added that School Council moved quickly to work on the amendments and submitted these according to the five-year timetable, however, the School Council will only address the amendments when a permanent Dean is in place.

- b. School Council Membership. There are some vacancies in the School Council for Other Academic Appointees, and the Education Committee for Teaching Staff and Other Academic Appointees. The Executive Committee has a full complement. Mark Dobrow put out a call for anyone who is interested to serve in these constituencies.
 - c. Teaching Effectiveness Guidelines. Associate Dean, Faculty Affairs Mike Escobar provided an update. Some changes to the guidelines which are important for promotion were recommended by the Vice Provost, Faculty and Academic Life. An updated document will be presented to the Education Committee when it meets on Feb 20, 2018 for review. The guidelines will then go back to the VPFAL for approval. Steini Brown added a note of thanks to folks who attended the 16 Aug 2017 School Council Special Meeting where the Teaching Effectiveness Guidelines were presented and opened up to the faculty for feedback. There were no questions on the item.
6. Interim Dean’s Report. Steini invited faculty to the Professors’ Rounds reception that is due to take place at 5 pm on the 7th floor after the School Council meeting to celebrate the promotion of certain Faculty members.
- Budget. The School has been in a structural deficit. With a lot of dedicated hours and the work of the School’s senior administrative leadership, Steini reported that the budget is in better shape, with only 1 out of the next 5 years projected to be in the red, a major shift from the current state.
 - Hiring freeze that was enforced in the last three years is now lifted.
 - The search for Indigenous Health faculty is on, resumes are currently being received by the Dean’s Office. (an off cycle search)
 - The budget put together will allow for 10 more hires for permanent faculty, tenure or teaching stream, subject to open competition. There will also be 2 administrative role hires. The School is also hitting enrollment targets, with no evidence of decline. School is attracting even more talented students.

- Rankings. #5 globally in 2017 Shanghai Rankings. Up one spot in the U.S. News and World Report i.e., #13 Public Health School globally.
- The Operational Plan mentioned in the External Review is done and is making its way through Faculty meetings; the School is slowly rolling out components of the plan that the School is allowed to do while the search for a permanent Dean proceeds. (The Academic Plan or Strategic Plan, on the other hand, is currently in a holding pattern until a permanent Dean is in place). Under this plan, the School is looking at things like conflict of interest which includes researchers; increasing global health presence; technology, teaching space as recommended by the Space Committee.

On the question of hiring, Steini explained that hiring is a process where the School submits an Academic Budget Review (ABR) and a Complement Plan. The ABR (which includes the School's Complement Plan) will be submitted on time, and approved in January 2018. The School is now on regular planning cycle with the hiring prohibition lifted and confirmed with the Provost by Steini. We are hiring this academic year but no job offers are being handed out at this point.

7. Standing Items

a. School Council Education Committee.

Minor modifications which have been approved by the Education Committee do not have to be approved by the School Council. The following courses were approved:

5 new courses

- (New Course) CHL5616H- Applied Survey Methods for Health Care Professionals (Paul Krueger)
- (New Course) CHL5631H- Tuberculosis Control and Public Health Foundations (Xiaolin Wei)
- (New Course) HAD5777H- Leading and Managing Change: Building Adaptive Capacity (Tina Smith, Christine Shea)
- (New Course) HAD5778H- Comparative Health Systems and Policy (Greg Marchildon)
- (New Course) Evidence Synthesis for Health Services, Systems and Policy Research (Lusine Abrahamyan, Mark Dobrow, Petros Pechlivangoglou)

1 Change to Program

- (Changes to Program Requirements) PhD Epidemiology (Laura Rosella)

1 Course Name Change

- (Course Name Change) CHL5421H- Aboriginal Health to Indigenous Health (Angela Mashford-Pringle)

The Education Committee also discussed at its last meeting (but did not bring to a vote) how to deal with the review process for academic awards, a function delegated by the School Council to the Education Committee. This item will be brought forward

with interim guidance on which information is required to review the terms and conditions of awards and approve on behalf of Council.

As well, in the previous meeting of the Education Committee, the Graduate Coordinators from both divisions of PHS and IHPME committed to share common border plate language on accessibility and plagiarism to be included in course syllabi that will come through to Education Committee for review/approval.

Paul Bozek also reiterated the call for the Teaching Staff roles that are currently open in the Education Committee.

No questions followed.

b. Diversity and Equity Committee. Rhonda Cockerill and Uttam Bajwa, Chair and Co-Chair (with Arjumand Siddiqi who is on sabbatical leave) provided an update on the Committee.

- The Committee was established in the Fall of 2016, made up of 64 members
- In the August School Council Special Meeting, the committee came to the School Council with two recommendations: 1) to adopt the Statement on Equity, Diversity and Excellence. The Statement was adopted by the School Council. 2) Clarify responsibility for Diversity and Equity 3) for DLSPH to do a Diversity and Equity assessment
- The Committee is re-convening on 11 Dec 2017 to build on these recommendations and planning activities that are doable this year that will reinforce the recommendations.
- They are working on a draft terms of reference which will go to the Committee and members of senior administration
- They are also looking at various inexpensive options to do the diversity and equity audit
- The membership may need to be revisited because of students graduating or members who may not have been able to engage as much in the last year and may be able to do more this year.
- The plan is to keep the statement a living document – suggestions have been received such as creating posters and others which will be brought to the Committee's next meeting

There was a request for a message to be sent to program directors to disseminate thoughts on how to factor the statement into admissions process. Another question on whether a leadership position for equity and diversity will be hired – to which Rhonda noted that there is a lot that needs to be done including identifying the right type of position to facilitate this work.

An update on some of these items is expected in the next School Council meeting in March 2018.

8. Professors' Rounds Reception. Mike Escobar named those who are going to be celebrated at the reception following the School Council meeting.

Natasha Crowcroft, Robert Schwartz, James Scott, Carol Strike , Walter Wodchis, and Janice DuMont. He also acknowledged Fiona Miller and Janet Smylie who were not available for the reception.

9. Other Business – Mark Dobrow encouraged members of the Council to identify matters that should be discussed by Council at future meetings. These can be brought to the attention of Mark (mark.dobrow@utoronto.ca), Sue (sue.bondy@utoronto.ca) or Mavic (dean.dlsph@utoronto.ca).
10. Next meeting of School Council is 05 March 2018, from 3-5 pm in room 574.
11. Adjournment at 430 pm, with motion moved by Steini Brown and seconded by Jeremy Scott.