

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

ADOBE CONNECT: <https://jcb.adobeconnect.com/r0oprgrgy6lpp4/>

**In person attendees (members of Council):** John Bae, Ananya Banerjee, Morteza Bashash, Nancy Baxter, Anita Benoit, Sue Bondy, Jennifer Brooks, Adalsteinn Brown, Rhonda Cockerill, Raisa Deber, Lauren Della Mora, Mark Dobrow, David Fisman, Mavic Galicia, Erjia Ge, Dionne Gesink, Daniel Grace, Robin Hurst, Pamela Kauffman, Victoria Kirsh, Rafal Kustra, Sarah Ko, Charlotte Lombardo, Christina Lopez, Arleen Morrin, Tony Panzarella, Blake Poland, Jason Pole, Valerie Rackow, Erica Di Ruggiero, Arlinda Ruco, Ellen Sokoloff, Emily Seto, Aviv Shachak, Suzanne Stewart, Carol Strike, Kevin Thorpe, Don Willison

**Remote attendees:** Melodie Buhagiar, Catherine Chalin, Bernard Choi, Matthew Farr, Rachel Kirkland, Kerry Kuluski, Michael Lebenbaum, France Gagnon, Jennifer Gibson, Xiaolin Wei

**Guests:** Nicole Bodnar, Jasmine Pawa, Diane Tang

Quorum: 47 School Council members.

1. Chair Mark Dobrow called the meeting to order at 3:06 pm.
2. Agenda was approved on motion moved by Don Willison and seconded by Erica Di Ruggiero.
3. Mark Dobrow referred to minutes of November 21, 2017, circulated to members of School Council prior to the March 5, 2018 meeting. There were no questions nor additions to the minutes. On motion moved by Rhonda Cockerill and seconded by Valerie Rackow, the minutes for November 21, 2017 were approved.
4. Business Arising
  - a. School Council Membership. Chair Mark Dobrow reminded the members of School Council of vacant spots i.e. Other Academic Appointees in the School Council, Teaching Staff and Other Academic Appointees in the Education Committee.

*Action Item: An email requesting for volunteers will be sent out by Mavic Galicia, School Council Secretary sometime in May to be discussed in the June meeting (final meeting for the academic year).*
  - b. Teaching Effectiveness Guidelines. Associate Dean, Faculty Affairs Mike Escobar was teaching and could not make it to the meeting. Sue Bondy spoke to the matter.

The final version of the Guidelines was circulated to the members of School Council for review. There were no questions nor additions to the document. Steini Brown offered that he received an approval from the Provost's Office assuring that the guidelines meet University standards. On motion by Steini Brown, seconded by Don Willison, the Teaching Effectiveness Guidelines were accepted and approved by the School Council. Brown, seconded by Don Willison, the Teaching Effectiveness Guidelines were accepted and approved by the School Council.

*UPDATE: The VPFAL office has been informed that the guidelines were approved by the School Council. The VPFAL office will forward the document to the Committee on Academic Policy and Programs (AP&P) for approval and the Academic Board for information.*

## 5. New Business

- A. Blackboard Transition to Quercus. Sue Bondy reminded everyone that Blackboard will now be replaced by Quercus. It is urgent for faculty to learn Quercus through trainings offered at the Divisional level.
- B. Operational Plan. The document has been presented at Faculty Meetings for both PHS and IHPME and it was well-received. The plan will be made public and needs to be discussed at School Council for further comments. A few minor comments followed. Suzanne Stewart will write an acknowledgment of the land in the beginning of the document. On motion moved by Aviv Shachak, seconded by Nancy Baxter, the Operational Plan was approved.
- C. Budget Plan. Steini provided explanation on the projections for 2017-2023. Good news is that the School is farther away from being in the red. Steini also mentioned briefly the Paul Dalla Lana gift and what plans are underway.
- D. Complement Plan. The Provost's Office is better pleased with how the Budget Plan has shaped up; hiring freeze is lifted. Negotiations on the number of hires ongoing.
- E. DLSPH Brand Framework. Nicole Bodnar presented 6 slides of the branding framework which is a result of research, analysis and input across members of DLSPH community, reviewed by the senior administration team and the Branding Steering committee. It is a summation of the School's intent, goals, the what, how and why we do what we do. This framework will be discussed further in future PHS and IHPME faculty meetings. Target rollout is Spring/Summer 2018. There were no questions or comments.

## 6. Standing Items

- A. School Council Education Committee. Sue Bondy spoke on behalf of Education Committee Chair Paul Bozek who was in India at the time of meeting.

1. Major Modifications. These courses were passed at Education Committee Meeting on February 20, 2018 forwarded to School Council for approval. These were previously circulated to Council for review.
  - a. *New PhD Concentration: Health Professions Education Research.* No further questions/comments were received from members of School Council. On a motion moved by Don Willison and seconded by Nancy Baxter, the new field of PhD concentration is approved.
  - b. *New field of Study: MPH Indigenous Health.* There were no further comments nor questions received. On a motion moved by Blake Poland and seconded by Eric Di Ruggiero, the new field of study is approved.

*Action Item: Ellen Sokoloff of the Graduate Office will inform and send the forms to the Office of the Vice-Provost, Academic Programs of these major modifications.*

2. The School Council was informed of the Minor modifications that were approved by the Education Committee on Feb 20.

**a) New Courses**

- CHL5431H: Spatial Epidemiology: Introductory Methods and Applications (Dr. Erjia Ge)
- CHL5521H: Indigenous Practicum Preparation (Janet Smylie)
- CHL5522H: Indigenous Food Systems, Environment & Health (Janet Smylie)
- CHL5523H: Indigenous Health and Social Policy (Janet Smylie)
- HAD5022: Politics, Policy, Public Health and Health Technology (Fiona Miller, Joel Lexchin)

**b) Course Renumbering**

- CHL5520H: Indigenous Health (from CHL5421H)

**c) Course Renaming**

- MHI2001H: Fundamentals of Health Informatics
- MHI2002H: Emergent Topics in Health Informatics

3. Education Committee Terms of Reference. Mark Dobrow mentioned that at the Education Committee meeting of Feb 20 a concern was raised on potential overlap of function/discussion with the Graduate Curriculum Committees (both graduate unites) where most of the discussion/debate takes place. There seems to be a need to look at the role of the Education Committee. This item is being introduced as a matter for discussion to be brought forward to the June School Council meeting.

B. Diversity and Equity Committee. Co-Chair Rhonda Cockerill provided updates:

- 1) The Statement on Equity, Diversity and Excellence is up on the School's website. [http://www.dlsph.utoronto.ca/wp-content/uploads/2015/04/DLSPH-DIVERSITY-STATEMENT\\_FINAL.pdf](http://www.dlsph.utoronto.ca/wp-content/uploads/2015/04/DLSPH-DIVERSITY-STATEMENT_FINAL.pdf)
- 2) Job Description for the Equity, Diversity and Inclusion Lead is now approved and ready to be posted internally.

*The invitation for applications for the position Equity, Diversity and Inclusion Lead (EDIL) was circulated to Faculty on March 6 by the Dean's Office.*

C. Chief Administrative Officer. Robin Hurst provided the following updates:

- 1) The recommendation coming from the Administrative Review to hire a Business Manager for the PHS is now being addressed. The process started in January 2018. The job description has gone to a central committee and is currently being rated.

*Update: The position of Business Manager has been posted in the external and internal job boards until March 16 to April 6.*

- 2) IT Review. The Chief Information Officer Bo Wandschneider met with Steini and Robin and came up with a four-person committee to conduct consultations with DLSPH faculty, staff and students. Robin will be reaching out to folks for these consultations.
- 3) VOIP. The University is moving away from Bell as a cost-saving strategy. Divisions are encouraged to move toward this direction otherwise will be carrying the associated high cost.
- 4) Office 365. A university-wide implementation which will allow more e-mail storage, great capacity for file sharing.
- 5) Renovations for two approved CFIs. Working on Suite 400 (which houses the WBIIH and Global Health) on going to indigenize the space.

D. Associate Dean Update. Nancy Baxter provided update on

- 1) Internationalization and International Students-
  - tuition for international PhD students is at the domestic level which means the School is paying less for each international student without administrative funding. Work on increasing or losing less international students is also to address criticism noted in the UTQAP process, which can be partly achieved through the professional programs.

- in discussion with Erica Di Ruggiero on ways to increase visibility, how to market international reputation, highlight international representation through visiting international students and fellows.
- 2) Enrollment has increased with 6 additional international PhD students; little bit of growth at the Masters level particularly to meet needs of Indigenous Health-stable; potential growth in programs not funded by the Ministry.
  - 3) Capacity building for faculty, staff and students in the Indigenous field. Planning is ongoing for a May 22 lecture with Margo Greenwood (Scholar on Aboriginal Health) which will include a faculty development/student engagement day.

#### E. Dean's Update.

- Call for nominations for an advisory committee for the search and an announcement of the composition of the committee were circulated. A call for feedback is forthcoming. Everyone is encouraged to engage in this activity by giving feedback/comments through an online survey.

*An e-mail from the VP and Provost has been circulated by the Dean's Office on March 9 for this purpose. The Dean's Office also re-issued the announcement of the Advisory Committee on the Dean of DLSPH (PDAD&C #54)*

- Paul Dalla Lana's first \$20M gift- provided for endowing 4 professorships, a scholarship fund, and some expendable moneys. \$5.5M has been spent. \$14.5M coming in: \$12M of that will endow 3 chairs (competition within existing faculty); Dalla Lana student scholarships; \$2.5M left to deal with the second gift agreement.
- Space. Considering building teaching space as recommended by the Space Committee; looking at costs, HVAC issues in the building.

A possibility that the University may build on the parking lot behind the Bloomberg building. A long-term plan for which Steini would like the School to think about to customize teaching space fit for a Public Health School. Plan to put together a building committee for this purpose and reach out to the community for volunteers.

#### 7. Other Business.

Dionne Gesink spoke about Bill 160 or The Health Sector Payment Transparency Act passed into legislation in November 2017. Dionne Gesink and Terry Sullivan were tasked by Steini to start working on a draft guideline for DLSPH faculty.

It was agreed that Dionne and Terry will be presenting at both the PHS and IHPME faculty meetings on March 14. Interested parties are welcome to join the duo.

8. Next meeting of School Council is June 5, 3-5 pm, Rm 208.
9. Adjournment motion moved by Steini Brown and seconded by Rhonda Cockerill.  
Meeting was adjourned at 4:45 pm.