SCHOOL COUNCIL MINUTES OF MEETING
VIRTUAL MEETING
November 11, 2020
3-5 p.m.

Present:

Abi Sriharan, Andrea Cortinois, Audrey Laporte, Blake Poland, Carol Strike, Christine Shea, Christopher Noel, Crystal Milligan, Daniel Grace, David Fisman, Dionne Gesink, Ellen Sokoloff, Erica Di Ruggiero, Fiona Miller, France Gagnon, Geoff Anderson, Jennifer Mary Bell, Jennifer Brooks, Jeremy Scott, Joanne Kotsopoulos, John McLaughlin, Julia Zarb, Ken Onate, Kevin Thorpe, Laura Rosella, Mark Dobrow, Nicolas Shepperd-Jones, Nousin Hussain, Olli Saarela, Pamela Kaufman, Paul Bozek, Pierrette Buklis, Prabhat Jha, Raisa Deber, Rob Schwartz, Roberta Timothy, Robin Hurst, Rose Schmidt, Sarah Ko, Shaza Fadel, Steini Brown, Taylor Martin, Tony Panzarella, Valerie Rackow, Victoria Haldane, Wendy Lou, Xiaolin Wei

S. Bondy (Chair), F. Miller (Vice-Chair)

1. **Call to Order.** Chair, Susan Bondy welcomed everyone to the School Council meeting.
2. **Presentation and approval of the agenda.** With a vote of silence meaning "yes" the agenda was approved.
3. **Review and approval of minutes of May 25, 2020 Council meeting.** Approved as circulated.
4. **Annual overview of DLSPH School Council purpose and procedures**. Sue presented a few slides to educate Council members of their rights, responsibilities, and the procedures of governance. Everyone is encouraged to familiarize themselves of the Council Bylaws which were updated in 2019. https://www.dlsph.utoronto.ca/wp-content/uploads/2019/07/DLSPH-School-Council-Bylaws-AMENDED-and-APPROVED-as-of-2019-04-17.pdf Members were also reminded that PHS and IHPME faculty, students, and other academic appointees (status, adjunct, cross and part time faculty) are represented in Council. Additionally, Sue gave a refresher on how to introduce a motion and cast a vote as provided in Roberts Rules, reminding for members to be respectful of current discussion and not use the chat (meeting being virtual) to ensure that only one conversation is going on.

5. **Business arising from last meeting.** The slate of membership presented in the last Council meeting had 2 vacancies for other academic appointees in School Council Executive Committee and are open for status, adjunct, non-budgetary cross and part time faculty form PHS and IHPME. The student reps were elected in September and are welcomed into Council.

6. **Standing Items**

1) *School Council Education Committee Matters*
   Paul Bozek clarified with Dionne Gesink on the voting procedure for DrPH who turned to Erica Di Ruggiero who is aware of the process. Two more steps are required by the University to get a degree program approved. The matter for approval is DrPH Degree Regulation which needs

approval by Council as recommended by Education Committee before it goes to SGS and then VPAP.
Erica introduced the motion to discuss the degree regulation, seconded by Laura Rosella. Motion approved.

Erica mentioned that there are no changes to the proposal and that it outlines the background and the process of approval, course requirement, length of program and other essential items.

The matter was put to a vote. Majority voted "aye". Item passed.

Paul mentioned the minor modifications that were approved by Education Committee on behalf of Council. *See Appendix 1*

There were no questions or discussion arising. Report was completed.

2) *CAO Update: Robin Hurst*

Robin reported that they have been working with central (Scott Mabury's Office) as a project planning about potential renovation on the 6/7 floors. Steini will elaborate on the report that came out of that committee in the Dean's update.

Academic Budget Review- the Business Managers Pierre Lee (PHS) and Ken Onate (IHPME) assisted Robin in financial preparing for the ABR. Robin reports the meeting with the Provost and her team was good. Robin wanted to commend both business managers for their work, with tight deadlines. Steini will also speak to the item.

Gen Assessment Tool GAT. This is an assessment tool that has been developed by the University that each division completes, a living document which will evolve. Robin mentioned Paul Bozek and Victoria Arrandale with whom she worked closely and were great support in providing expertise and advice. The GAT is supposed to be an assessment tool that will allow us to apply what they call *COVID 19 exposure, reducing control strategies and precautions* in our operations. Some key areas are looking at scheduling workflow, task assignments, physical environment, physical distancing, hand hygiene cleaning and disinfection, communication, and self screening. Self screening is the latest adaptation to the GAT which speaks to the UCHECK-Anyone who is needing to come onto campus, you should go online and complete the UCHECK questions. At the end of that one either gets a green check mark which clears you to go to campus. A red check mark means you cannot come to campus and must therefore self-isolate.

When approved, this will be an easy guiding framework with some visuals to understand how we are navigating through the building, what the requirements are, what we have in place, the various signage etc.

With GAT being approved will lead to the ability for the research restart plan led by France and the teaching restart led by Dionne.

3) *Dean Update: Steini Brown*

Steini acknowledged Paul Bozek and Victoria Arrandale for their expert advice on the GAT. We are looking at ventilation standards currently and make sure it is up to standard and safe for a return when it is safe to do so.

Renovation on 6/7 floors. The space planning committee, made up of faculty, staff and students and representatives from Real Estate Partnerships, looked at how to create shared spaces based on good principles, innovative designs and to accommodate growth; a good plan where the university administration offered to split the cost at 50%.

Steini is holding off for three reasons: everyone is working very hard right now while there is a public health crisis. Last thing we want to do is start a renovation project. Second, we wanted to look at renovation because rental prices are high. With everyone working from home things are going to change in the real estate side of things. Third, we do not know what post-pandemic guidelines will be regarding office spaces/sharing.

Steini also responded to a question by Geoff Anderson- there will be no renovations on the 4th floor. Steini also encouraged folks to send him thoughts/feedback.

Academic Budget Review (ABR)- Steini mentioned that the School is now in a better place when previously it was in a structural deficit in 2017. Hard decisions had to be made, accounting errors were identified and corrected. Some enrolment growth was attained but we must continue hitting our targets.

Great success in Advancement and Research. Steini noted he is pleased.

The School was behind in 2016 in research productivity but is now number 4 in tri-council grants, behind only A & S, Medicine and Engineering, all multi-department faculties. DLSPH is the number one single-department faculty in this area. DLSPH is also ahead of UTM and UTSC- an item Steini is pleased to talk about with the Provost.

Students are exceptional. Programs continue to develop, and new programs are emerging. DLSPH is the first in Canada to have a DrPH degree program, thanks to Erica Di Ruggiero and to everyone involved in the program.

We need improvement in administrative costs and student-faculty ratio.

Finances are good that the planned hiring for this year is continuing and protected.

We have almost nothing on licensing and patents. We need to look into this.

We have money for additional hires in strategic areas to realize academic plan.

Inst of Pandemics- The School received a generous gift this year from the Vohra-Miller Foundation we got a very generous gift. Steini mentioned that they are also about to make another significant pledge to the school to support work around maternal health.

While the Institute of Pandemics and pandemics were not mentioned in the academic plan, the interdisciplinary research theme on preventable disease talks about outbreaks in preventable disease, which would fit into the Institute. The gift is to support interdisciplinary research (forecasting, analyzing work) which some of our faculty are prominently featured in scholarly journals.

Steini is the institute's interim director but an open competition to hire an endowed chair will also take place. Steini is hoping to raise money for this.

Steini mentioned Arjumand with thanks for leading the lecture on issues of equity scheduled in Nov 2020.

EDIL- Job description for the director of the Equity, Diversity Inclusion office is just finished after working with the unions to make sure the job is classified and is at the level it deserves.

Black Health Lead- The position for the black health lead has already been posted.

Outreach & Access (O&A)- we are doing well on our outreach program. We had our first two students start at U of T. Looking to expand with third high school. Thanks to the faculty who volunteered. Steini invited others to participate in the outreach program which sets up the School for success.

Other activities through the O&A that support Equity, Diversity Inclusion are talked about in our, our newsletters and communications**.** Steini expressed thanks to Arjumand Siddiqi who is leading the Black Postdoctoral Fellowship.

There were no questions or comments following Steini's updates.

4) *ADR updates: France Gagnon*

   1) Office of Research is continuing to work with faculty, and everyone has been very busy working on grants and submitting grants.
   2) Recruitment of a new Research Officer

5) *ADAA Updates: Dionne Gesink*

   Dionne mentioned that they have been talking with Anti-racism and Cultural Diversity Office to hold an Unconscious Bias Training as well as Micro-aggression education in December and January for faculty, students, and staff. Participation is encouraged.

   There were no questions on the above.

Dionne next presented on

   1) DLSPH Relationships Transparency (COI) Guidelines which emerged from the Healthcare Transparency Act. Since no regulation has been issued, this set of guidelines was developed and has gone through some revisions with feedback and input from faculty. Dionne reminded that the University has a (limited) policy on COI which this guideline cannot exceed.

      Highlights taken from the guidelines:

      The goal of this guidance document is to assist Faculty and Staff in protecting and preserving public trust in the integrity, reputation, and accomplishments of their work, as well as the work of DLSPH and the University as a whole.

An additional goal is to ensure DLSPH operates in a manner consistent with the intent and spirit of Ontario's proposed Health Sector Payment Transparency Act, 2017.

The guideline defines conflicts of interest in the DLPSH context, when and how to report, guidance on managing relationships with external parties, and an appendix of examples of conflicts of interest in public health.

A robust discussion on what to report followed immediately. Dionne went through sections of the guidelines and to highlight examples i.e. financial situations in ICES. Inclusion of such examples was also part of the feedback received.

Some key points discussed: The guideline is about being transparent about relationships and provides some guidance around reporting conflicts of interest and the responsibility to report the annual paid activity. The paid activity report does not ask how much money a faculty is earning and that ask is not being added. Forms designed by the University cannot be modified.

This is to ensure that that there's transparency around where faculty have relationships, provide support for faculty on how to navigate those relationships. It was hinted that adjunct faculty may need support as they do not have the structural organizational support that status-only faculty have.

Input from Robin and Sue: Robin added that the template letters from the Vice-Provost office for all full-time, part-time, status-only and adjunct appointees maintain a set of links to important policies that will govern any teaching or research. All faculty, regardless of their appointment type, are directed to the U of T Conflict of Interest Policy and are required to adhere to the University Policy in all their dealings with the University. It talks about the code of behavior on academic matters, as well as the policy on conflict-of-interest academic standards. Reporting on conflict of interest in terms of external paid and unpaid work is reported annually by paid faculty. Status faculty will make such reports to their home organization instead. Status only faculty and part time faculty are not required to complete the same annual external activity reporting as required by the university of full-time faculty.

Discussion on relating with tobacco representatives followed a question from Prabhat Jha.

There being no more discussion a motion was put forward by Dionne as member of Council, seconded by Erica/France to put the matter to a vote.

No objections were received through the virtual poll. Item passed.

2) Guidelines on student evaluations (introduced for information and discussion, to be voted into

divisional policy at the subsequent DLSPH School Council meeting).

In a nutshell:

The guideline was created to fulfill the requirements of the University's Policy on the Student Evaluation of Teaching in Courses, dated May 11, 2011, and the Provostial Guidelines on the Student Evaluation of Teaching in Courses. It has been created in the context of DLSPH's plan for transition to the UofT's centralized system for course evaluations (Blue) during the 2020-2021 academic year.

Based on this context, this should be considered a transition guideline that documents current processes for course evaluation at DLSPH. The Blue system appears capable of enabling all these processes in their current form or to optimize them if DLSPH chooses.

This guideline will be revised and re-approved following the transition to Blue. Subsequent review and revision will follow procedures described in the Provostial Guidelines on the Student Evaluation of Teaching in Courses (2020).

Dionne did a brief demo on how to navigate on Quercus, what actions are possible, what information are available to the public.

Discussion on the process of consultation and approvals and who has access to the results also took place. Some revision to state that other administrative staff or leaders can receive the information' and to not use 'academic administrators' so as not to violate university policy. Dionne also received feedback from the chat and will incorporate these in the guideline. IHPME will be given the opportunity to give feedback.

6) *Update from the PHAA and IHPME Society of Grads*

Jennifer Bell, Chair of PHAA, shared that they are seeking nominations for an award to an emerging leader and asked folks to send names to her to make the search competitive. This will be awarded in the Spring. Another one later is the Chan Shah Award for which nominations are also being sought.

Taylor Martin shared that they will be holding their annual moonshot event. Only this year, it will be virtual. He sent thanks to Whitney Berta, Audrey Laporte for their support and efforts in organizing the event.

Taylor also mentioned Vernissage Health which is a dialogue, mentoring platform, and has engaged students and senior leaders, thanks to Wendy Nelson.

7) *Adjournment.*

Paul introduced the motion to adjourn. Wendy seconded. Meeting adjourned.

Appendix 1

Education Committee Matters

1   DrPH Program Degree Regulation

2   Minor Modifications PHS
    2.1 New course: CHL5632H Application of Implementation Science in Global Health
    2.2 Change to course type: CHL5207Y – regular to continuous
    2.3 Change to course title: CHL5117H **from** *A Global Perspective on the Health of Women and Children* **to** *Women, Children and Adolescent Health: A Glocal Perspective*
    2.4 Minor modifications to MHI program requirements (replacing INF 1003H with a new course MHI 2019H) + new course (MHI 2019H- Health Information Systems, Services and Design)
    2.5 Change to course number: Intro to Qualitative Research - CHL5221H to CHL5811H
  2.6 Change to course type: CHL5603Y – continuous to regular

3   Minor Modifications IHPME
    3.1 New course: HAD 5012H Patient and Caregiver Engagement in Research (HSR+CEHCR)
    3.2 HAD6506H: Assessment in Health Professions Education (HPER)
    3.3. HAD5747H Cognitive, Social, and Information Science Theory in Health Informatics Research (HSR)
    3.4 Name Change for HAD 2008H (SLI)
    3.5 Changes to admission requirement for MSc program in System Leadership and Innovation (SLI)
    3.6 Changes to the Health Policy emphasis in the MSc and PhD programs in Health Services Research (HSR)
      * Name change for HAD5011
      * Changes to emphasis requirements
    3.5 Changes to the Outcomes and Evaluation emphasis in the MSc and PhD programs in Health Services Research (HSR)
      * changes to emphasis requirements
      * name change for HAD5743H
      * new course HAD5720H "Evaluation I"