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## SCHOOL COUNCIL DRAFT MINUTES OF MEETING

June 29, 2022

2-4 p.m.

### Present:

Abiramy Sriharan, Andrea Cortinois , Aviv Shachak, Aya Alice Mitani, Beverley Essue, Blake Poland, Bruce Urch, Carol Strike, Christina Lopez, Devrim Sen, Dionne Gesink, Ellen Sokoloff, Emily Seto, Eric Ng, Erica Marie Christine Di Ruggiero, Erjia Ge, France Gagnon, Francisco Ibanez-Carrasco, Geoff Anderson, Hailey Banack, Jabeen Aslam, Jennifer Brooks, Jennifer Gibson, Jeremy Scott, John McLaughlin, Julia O'Sullivan, Ken Onate, Kerry Kuluski, Kevin Thorpe, Krystle Amog, Kuan Liu, Laura Rosella, Pamela Kaufman, Patricia L Trbovich, Paul Bozek, Rebecca Christensen Robert Schwartz, Roberta Timothy, Robin Hurst, Sharon Tan, Shaza Aladien Fadel, Susan Bondy, Tony Panzarella, Vibhuti Kacholia, Victoria Arrandale, Wen-Yi Wendy Lou, Xiaolin Wei

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1. **Call to Order and Land Acknowledgement.** Chair, Susan Bondy called the meeting to order and did the acknowledgment of the University's use of traditional land.
2. **Presentation/Approval of the Agenda.** There is an amendment to the agenda about new business to introduce a motion to establishing an EDU C, it will not be presented as emotion for approval. Motion by Dionne Gesink and seconded by Jen Brooks. Motion passed.
3. **Review/Approval of Minutes of Previous Meeting March 30, 2022.** There were no comments or suggestions to minutes circulated prior to today's meeting. Motion to approve by Geoff Anderson and a second by Jeremy Scott. Minutes accepted

#### 4. **Business Arising:**

##### a. **Motion to update Bylaw to add ADPHS into School Council Exec.**

Carol Strike has taken up the position of Associate Dean Public Health Sciences (ADPHS) and position has to be added to DLSPH school bylaws. Bylaw changes require approval at Faculty Council. As a teaching staff member, automatically a member of Council. No changes required to Constitution. Implications in terms of the number of teaching staff who sit on that Committee.

Motion to amend bylaws of DLSPH School Council to add ADPHS as the ex officio members of the Executive Committee. Motion by Dionne Gesink and seconded by Wen-Yi Wendy Lou. All in favour, none opposed. Motion accepted.

##### b. **Updates regarding SC slate (for info).**

The full slate of members of Council and all of its committees is typically presented to Counsel for approval at the last Council meeting of the academic year. We have difficulty with the timing due to disproportionately large number of CLTA and part-time faculty. There will be a special ad hoc meeting of the Executive Committee, the portion of the Executive Committee that sits as the Striking Committee to talk about the process to fill the vacancies that we have by October 30.

5. **New Business:**

- a. **Motion: Proposal to establish an EDU C- the Centre for Occupational Disease Prevention** (Jeremy Scott).

Proposal sent to Provost Advisory Group and they put it on hold for now. The school is going through a review and they do not want to approve any new programs.

6. **Standing Items:**

- a. **School Council Education and Student Awards Committee REPORT of the SCESA** (information from ESAC June 8 mtg)

Paul Bozek, Chair of Education and Student Awards Committee circulated report before meeting, no major modifications that requires vote today.

Geoff Anderson asked about by-law 5.4.2 Annual Report of Program. Susan clarified that Faculty Councils receive administrative reports from program activities, summaries of major changes, and admissions and enrollment figures were presented to executive for the first time.

Dionne Gesink working on list of all the things we need reporting to do yearly summary, and working to set-up a space (i.e. SharePoint) with archive of approved programs from a governance perspective and what major and minor modifications happened. Geoff Anderson asked for an annual report with information on recruitment, enrollment, program content, student experience, graduations statistics. Focus on what programs we have and how many students are in them.

Susan Bondy explained that UTQAP process has a large number of routine tables and reports that are generated following standard procedural guidelines for UTQAP reviews. These reports can be generated more often.

Raisa Deber asked for a clearer list of available courses for students. Courses offered through DLSPH open to all students, but caps based on prerequisites. Danielle Toccalino, student, talked about difficulty of navigation ACORN. Dionne Gesink and Ellen Sokoloff outlined how timetables are presented on IHPME website. Susan Bondy said courses are listed in SGS online calendar, HPME graduate department, PHS calendar, but not a single place to access all courses.

- b. **Dean's update**

No report for governance from Adelstein Brown.

- c. **CAO's Update**

No report from Robin Hurst.

- d. **Associate Dean, Research Update**

Partnership Development Officer position hiring underway as reported by France Gagnon.

- e. **Associate Dean, Academic Affairs Update**

Updates from Dionne Gesink: continuing education and professional development need for partnerships. Partner with OISE for grant or partnership funded offerings. Partner with School of Continuing Studied on broad offering to the general public. Partner with

Medicine for continuing medial credits or conference. Dave point person to figure out which approach is best, email shared in chat.

Diplomas are like new programs for credit system. Not a common offering because University of Toronto wants to focus on research degrees. Raisa Deber clarified that a diploma doesn't give as many advantages to the student as having something called a degree.

Collaborative Specialization in Indigenous Health will close because considered redundant with MPH in Indigenous Health. Other collaborators specializations open to all graduate students with paperwork.

Full SGS faculty membership required: to be the soul or major supervisor of doctoral or masters level thesis, to serve as a chair or voting member of the final or exam oral examination committee, to assume responsibility for the setting and marking of comprehensive exams, to teach, set and mark examinations for graduate courses and give such other graduate direction as may be required. Associate level can be Committee members.

Eligibility for full membership is that you need to be tenured or tenure stream faculty or status faculty at the rank of full or associate Professor, or full time clinical faculty. Contract and adjunct faculty are not eligible for full graduate faculty membership, with the exception of contract faculty who have been granted continuing status.

To apply must submit CV and cover letter outlining why they are eligible for promotion per the SGS and DLSPH eligibility criteria, the reasons that they're seeking promotion to full SGS status or DFM status summary of their graduate supervision activities emphasizing their experience with doctoral supervision or doctoral students and a summary of their research program. Institutionalized doing this review automatically for tenure stream faculty during their third year review, and for status faculty in May of each year, notified in June of the decision and eligible to start for July. This review process that will be operating at each of the graduate unit levels.

The SGS recognizes co-supervision and that it happens, however, there is no way to document it in the system, so there is only one supervisor indicated in the system, and that is the primary supervisor.

University of Toronto quality assurance process happening this year, working on timeline and data collection. Dionne Gesink also working on Governance guideline and on documenting for faculty and for students on what they should do when things go wrong, when dealing with difficult student of faculty member. Formal and informal complaints. Develop expanded guidance of expectations around code of student conduct.

**f. Associate Dean, PHS**

Updates from Carol Strike: role to help with the leadership of the PHS side of the school, to support the Dean and the academic plan, work the Dean and Robin to create a budget model next year. Working with the division has to create teaching and service workload allocations and promotion and performance recommendations. Support the Dean and complement planning, work with Ryan who's the director of equity diversity and inclusion to create a more inclusive environment. Support PHS faculty in they career development. Work with the Director of IHPME to update the manuals.

There is an agreement between U of T and the Faculty Association to make workload letters available to all paid faculty members, readily available and posted on SharePoint for everyone to see. Workload letters will be sent tomorrow. PTR letter and letters of offer for administrative appointments will not be posted on SharePoint because they contain salary information.

Working on activity report and PTRs with division heads. PTR letter will arrive shortly. Working on mentorship committees for new hires, tenure and tenure stream faculty members hired at 100%.

Appointments committee for PHS, the terms of reference have been prepared, presented at PHS faculty meeting, recruiting volunteers interested in sitting on the appointments committee.

Preparing for the reviews of faculty members that will take place in the Fall. This includes third year reviews, probationary reviews for teaching stream and tenure committees.

The launch of the faculty awards will occur sometime in August, will provide information on how you can nominate someone. Plan an event on mid or late October to announce the awards.

Reviewing activity report template and going to recommend changes. Add boxes for teaching stream faculty to report their pedagogical development, box for research and study leave, streamline reporting of service.

SGS promotion guideline and policy posted on the website. Promotion pre review process new for PHS. Expressions of interest and the recommendations will be sent next week to all of those who came forward for promotion. Carol will submit some recommendations for changes the teaching effectiveness guidelines.

Working on model of mentorship and career development for part time faculty or those who are not in tenure or teaching stream. There will be a career development seminar series and workshops for all faculty.

Working on compliment planning for PHS and then for other divisions. Suggestions are welcomed.

- g. IHPME Director  
No updates from Audrey Laporte.
7. **Update from Student Associations.**  
Updates from Danielle Toccalino. in the middle of our transition after elections. Danielle is the new School Council and Education Committee rep. Bi annual survey will happen in the Fall.
  8. **Update from the PHAA and IHPME Society of Grads.**  
PHSA excited to be part of the return to in person activities in the Fall, looking forward to hosting orientation week for all the incoming students and welcoming all graduate students to the general counsel.

Goal for the next year is to make sure that the PHSA creates a space for PHS students to interact socialize mobilize on issues that matter to them and build stronger connections across all streams and programs. Will share more information on our upcoming activities and plans for the year. One of many resources for student voice and we want to be accessible and an active part of the DLSPH Community.

Alumni Associations update from Jennifer Bell. PHAA board active and engaged. Focused on 10<sup>th</sup> anniversary Shaw award in September. In the process and early stages of creating a new Young Alumnus Award for people working in the equity, diversity and inclusion space, parallel to the emerging leader award.

No update from IHPME Society of Grads.

9. **Other Business.**

No other business. Some ad hoc meetings of committees of counsel over the summer. School Counsel Education some work on quality assurance cyclical review. Striking Committee of the Executive work to do to fill the slate.

10. **Next Meetings of School Council: Fall 2022.**

11. **Adjournment.**

Motion to adjourn meeting from Fiona Miller and seconded by Danielle Toccalino.