
SCHOOL COUNCIL Draft MINUTES OF MEETING

March 20, 2025

1-3 pm

Present: Jeremy Scott, Adalsteinn Brown, Karim K, Sue Bondy, Aviv S, Karen B, Imtiaz D, Victoria A, Tony Panzarella, Lissa Ceolin, Francisco C, Rebecca H, Susan B, Sue G, Sarah B, Helen Z, Selai A, Fareha N, Sofia P, Gurjinder G, Jennifer B, Taylor M, Dionne G, Afshaan K, Paul B, Geoff A, Nicole Y, Justin P, Alexander M, Fatima F, Christine S, Geoff A, Lissa C, Pierrette B, Ann H, Carol S, Audrey L, Mavic G, Meric G, Trevor Y, Joshua B, Vincci L, Eden K, Ken Onate, Asma M, Albana I, Selai A, Charles V, Valerie R, Mark F, Kuan L, Emily S, Eric N, Ann H, Rayjean H, Mohammad A, Joanne K, John F, Ross B, Adrienne L, Irene S, Fareha N.

1. Call to Order and Land Acknowledgement. Council (Interim) Chair Jeremy Scott called the meeting to order and did the acknowledgment of the University's use of traditional land.

2. Presentation/Approval of the Agenda. Jeremy shared his screen and presented the agenda. A motion to approve by Jennifer Gibson and seconded by Audrey Laporte. Agenda approved.

3. Review/Approval of Minutes of Previous Meeting. The draft minutes was circulated in advance of the meeting. No questions or recommendations for change were forwarded. A motion by Geoff Anderson, seconded by Patricia Trbovich. The minutes were approved.

4.a Membership. There are vacancies that need to be filled in the membership slate. Jeremy asked if anyone wishes to put their names forward, to reach out to him directly or to Mavic at dean.dlsph@utoronto.ca

4.b Update on the Review of Constitution and ByLaws. Jeremy described the process that will be undertaken for the remaining work on reviewing/updating the School Council Constitution and ByLaws. The working group (WG) will draft the amendments. Sue Bondy who has deep understanding of the history of the existing Constitution and ByLaws. The working group will consult with the Executive Committee of School Council. The working group will develop a presentation at Faculty Meetings of both PHS and IHPME. The WG will provide a set of amendments based on the input received. This set of amendments will be presented at, discussed and voted on at a regular Council meeting.

Between March Full Council and June School Council meetings, WG consults School Council Executive and presents to PHS and IHPME faculty meetings.

At the June School Council Meeting, the WG presents updated draft of amendments for discussion and for addition to Agenda of SC (presentation and information)

Between June Council meeting and October Executive Committee Meeting- WG drafts a final set of proposed amendments widely circulated prior to Fall Council meeting.

4.c Revised Workload Policy.

Jeremy called on WLP Committee Co-Chair Patricia Trbovich to provide an update since the Council approved the WLP on December 5, 2024.

- Changes were description and categories of paid faculty were included.
- Final version will be posted on SharePoint (VPFAL will send it to UTFa)

Steini thanked the committee for their work on getting the WLP updated/revised.

5. New Business: PhD MSc HSR-

i) Background and Rationale:

- The curriculum modernization initiative began approximately 3 years ago within the Health Systems Research program at IHPME.
- The modernization aims to reassess the curriculum's alignment with student needs and current trends in higher education delivery.
- COVID-19 provided a reflective opportunity to evaluate curriculum structure and content.

ii) Consultation Process:

- Extensive consultations were held with students, faculty, other departments at U of T, and external programs.
- Focus was on identifying both foundational components and innovative trends in curriculum design.

iii) Master's Program Changes:

- Minor modifications approved via curriculum committee.
- VP Academic (VPA) categorized changes as minor; hence, they proceeded without further approval.

iv) PhD Program Changes:

- Due to significant changes, particularly in the comprehensive exam format, the PhD program update was classified as a major modification.
- The updated PhD modifications are being presented to the School Council for approval.

v) Process Oversight:

- There was an oversight in the procedural steps—additional approval and consultation steps with VP Academic and SES are required before final submission to the School Council.

6.a) School Council Education and Student Awards Committee

b) Dean's update

c) ADAA Update

- The school has professional development and continuing education guidelines that have evolved over time.
- Currently, there's minimal demand for formal continuing education offerings.
- The school can easily provide certificates of attendance or completion, but for more substantial programs, collaboration with external units (e.g., School of Continuing Studies or Temerty Medicine's CME office) may be required.
- There are systemic infrastructure gaps in handling advanced registration and issuing certificates.
- The school has been successful when working through other divisions that already have infrastructure in place.

Next Steps and Resources:

- There are ongoing conversations around defining the scope and infrastructure for continuing education.
- A SharePoint site holds past discussions and drafts related to certification and education options.
- The future strategy will depend on university-wide changes and resource availability.

Admissions Planning and Enrollment Targets

Key Points:

- Graduate offices are working proactively with program directors to better coordinate offer timelines and meet enrollment targets.
- Documents circulated include degree-level targets and acceptance rate expectations (based on 2024 yield).
- There's a push to increase transparency and accuracy in enrollment forecasting.

Challenges and Concerns:

- Some programs are receiving applicants later due to the timing of other offers (e.g., February offers from other schools).
- Processing offers is time-intensive; takes up to 30 minutes per offer due to high volume.
- Discussions emphasized the importance of not underestimating yield and planning for over-offers if needed.

Recommendations:

- Better planning for future recruitment cycles.
- Support from graduate offices in sending out timely offers and coordinating admissions communications.
- Schools should focus on improving response times and reducing delays in extending offers.

Final Reflections and Suggestions

- Dionne Gesink emphasized the need for strategic recruitment planning and more dedicated resources.
- Susan Bondy reiterated the administrative strain during this period and suggested improving future systems.

- Adalsteinn Brown encouraged strengthening the school's public reputation and making it more attractive to applicants through engagement, transparency, and consistency.

7. Update from Student Associations:

PHSA Activities and Engagement (Asma Musa):

- Focused on rebuilding student social engagement and community post-pandemic.
- Events included orientation week, social nights, and thematic events like Valentine's and spooky socials.
- Efforts to increase interaction between master's and PhD students.
- Hosted academic "lunch & learn" events and are planning a poster day.
- Promoted equity and inclusion through collaboration with the Diversity, Equity, and Inclusion (DEI) office.
- Organized events spotlighting Black health professionals and Black excellence.
- Worked to ensure communications and accessibility through student advisory roles.

Key Issues Raised:

- Concerns about course visibility on ACORN and syllabi access.
- Suggested improvements for registration clarity and cross-platform info sharing (Quercus, ACORN, and SharePoint).
- Advocated for transparency in academic expectations and student supports.
- Highlighted improvements in student feedback and social cohesion.

7. IHPME GSU Update (Justin Pymonto):

- Emphasized goals around structure, representation, and wellness.
- Organized student wellness events like paint nights and distribution of care kits.
- Launched a Senior Fellows mentorship program pairing students with professionals.
- Highlighted collaboration with faculty to support research dissemination and engagement.
- Announced the **Annual Research and Impact Day** (May 7th at IHPME) encouraging student participation and abstract submissions.

Highlights:

- Final thanks were given to the organizing students and leadership.
- Acknowledgment of the hard work done to build community after the pandemic.
- Thanks extended to the PHSA for donations and event planning support.
- Meeting officially adjourned with a reminder of an upcoming special session for curriculum planning and major modification discussion.

8.No updates from Alumni.

No other business was discussed; the meeting was adjourned.