

Faculty of Health Sciences
School of Medicine Academic Council (SOMAC)
Minutes of Meeting, Tuesday, October 19, 2010
Botterell Hall, Room B139, @ 4:30 p.m.

1. Call to Order

R. Reznick called the meeting to order at 4:30 p.m. with approximately 25 people present. For Dr. Reznick this is his first meeting as Dean and Chair of SOMAC and he thanked D. Edgar, Secretary to the Faculty for preparing the agendas as well as Sally McKegey for recording the meetings.

2. Approval of Agenda

It was moved by I. Young and seconded by J. Fisher that the agenda be approved as circulated.

3. Approval of the Minutes of June 15, 2010

It was moved by I. Young and seconded by T. Massey that the minutes of June 15, 2010 be approved as circulated. **CARRIED**

4. Announcements

• **Special Guest – Provost and Vice-Principal Academic – Dr. Bob Silverman**

Dr. Bob Silverman has been attending meetings across campus to explain the creation of the Provost office and the role of the Provost and Vice-Principal Academic.

Dr. Silverman indicated that the V.P. Academic's office has been changed to a Provost model, and that the duties have increased from Chief Academic Officer of the University to also include Chief Operating Officer and Chief Budget Officer. This new role of the Provost allows the Principal the latitude to expand his role with external officials. Now, the final stop for all academic matters will be at the Provost office. Dr. Silverman will be involved in the budget process with a timeline of the end of December. They are introducing a Planning Committee, an Advisory Committee involving Senate and Board members with their first meeting this Friday. Dr. Silverman is working on long-term and short-term enrolment planning, and looking at ways to increase enrolment and BIUs in order to generate revenue. Dr. Silverman will also be working on capital planning with the following four top priorities, 1) teaching building, 2) engineering building, 3) renovations to current buildings, and 4) animal care and life sciences building. Broad capital planning will also be in the works. Dr. Silverman is also involved in town-gown activities and the office is involved in the creation of the Academic Plan.

Dr. Susan Cole, Professor in the Faculty of Health Sciences, and now Deputy Provost, whose duties include: Chairing the Senate Committee on Academic Development, the Academic Review Committee and the Teaching Space Committee, and also looks after the Agnes Etherington Centre, the Teaching and Learning Centre, the Writing Centre, and Institutional Research and Planning. A new charge for Dr. Cole is replacing the Internal Academic Review Process and the OCGS approval of new graduate programs and review of graduate programs, with a new and single process entitled the Quality Assurance Process. There was a framework put together by the Vice-Principal Academics across the province and now each institution is establishing their version of this framework. Our version is before Senate at the moment and this document will be the policy document. The actual operational process will

be the next phase. The deadline for the policy document is December 31st. The actual templates for review of the programs will be developed over the next six months.

Dr. Cole is looking into the status of the Postdoctoral Fellows and has attended several meetings to discuss this. They need to establish a home for our Fellows. We need to make sure our policies are aligned with the tri-council. The budgets need to be accurate with regards to postdoctoral support as they are eligible for a lot of benefits now.

Dr. B. Silverman closed by indicating at his level he has two goals set for July 1, 2011, 1) Create Provost model and make it work for Queen's, 2) create the operational aspects of the Provost Office.

Dr. B. Silverman informed the committee that he teaches one class each term for the School of Nursing in the Faculty of Health Sciences.

5. Dean's Report

• First 100 days

R. Reznick indicated that his first 100 days has been a lot of work but TERRIFIC! To date he has met with approximately 140 folks on a one on one basis in order to gain education not just on Queen's but also the Faculty of Health Sciences.

Secondly, R. Reznick indicated that he has been blessed with a great Decanal Team and senior leaders with a remarkable dedication to their positions. They are in the process of reorganizing the Decanal team and that the Associate Deans of the Schools of Nursing and Rehabilitation Therapy will soon become Vice-Deans.

The Faculty of Health Sciences is working on bringing forward a proposal to create an MD/PhD combined program and Dr. B. Bennett will speak to this later in the meeting.

They are looking into reestablishing the Clinical Investigator Program (CIP) and Dr. R. Deeley will speak to this later in the meeting.

R. Reznick reported that a new Memorandum of Understanding (MOU) is being established, and with KGH in a transition stage in establishing a new Research Institute, that will govern our relationship with the three Kingston hospitals.

R. Reznick has established a Dean's Blog that has reached a large number of faculty, students, staff and alumni.

R. Reznick reported that a small group has been meeting weekly to review the UGME accreditation standards.

• SEAMO Issues

We have been in negotiations with the MOH and the MTU to obtain more dollars and Dr. Dagnone, Dr. Walker and Dr. Reznick will be going to the MOH next Friday to discuss this.

Our distributed medical education (DME) programs are going well and are quickly disseminating to Peterborough, Bellville, and Lakeridge and many other communities.

R. Reznick reported that SEAMO is healthy and that they have just finished an excellent retreat where they discussed strategic planning, recruitment and financial issues.

• Strategic Planning

R. Reznick reported that he plans to have a comprehensive strategic plan for the Faculty out by late February.

• Reorganizational of Educational Support Units

R. Reznick reported that he is considering reorganizing many of the 7 or 8 educational units that currently intersect right now in order to establish a better structure. Likely culminate in the appointment of another Associate Dean overseeing continuing education.

- **Clinical faculty appointments (definitions and titles)**

R. Reznick hopes to rewrite a clinical faculty policy over the next year.

Thank-you

R. Reznick thanked the Faculty for the warm welcome to Queen's and also asked that a thank you be sent to our staff in Macklem House and our other administrative houses for their hard work to all our Faculty affairs because without them our Faculty would not run.

ACTION: Recording secretary to draft a note of thanks to Staff.

R. Reznick then asked Dr. T. Sanfilippo to report on the next item and indicated that he has done an amazing job of late on the UG curriculum and how admired he is by all our students.

6. Undergraduate Medical Education

- **Curricular renewal Update**

T. Sanfilippo presented a power point presentation showing the key changes to date on the UGME Curriculum and the new curricular design structure that the UG office is moving towards. The major change from what we do now is an expanded clerkship spread over two years rather than a year and half that will allow them to develop a core curriculum within the clerkship, and a course structure within the first two years that is divided between six segments. They are moving towards a competency-based curriculum. In moving ahead they will have a transition period over the next four years. The key curricular changes undertaken to date:

1. Transition from block to course structure.
2. Previous "unit" reconstituted as courses.
3. New courses.
4. Introduction of professional competencies curriculum.
5. Change in teaching methodology.
6. Emphasis on MCC presentations.
7. Introduction of formative assessment.
8. Tracking of clinical encounters in Clerkship.

- **Progress on outstanding accreditation issues**

T. Sanfilippo reported the following accreditation update:

1. Limited CACMS/LCME Survey planned for Spring 2012 (all action items addressed).
2. Regular meetings to assess accreditation issues.
3. Strategies undertaken to date:
 1. Appointment of Director, Accreditation and Quality Improvement (Dr. J. Drover).
 2. Appointment of Accreditation Assistant (advertising now).
 3. New Educational Developer.
 4. Allan Neville visit (occurred last week and supplied insight as to how to get through this process).
 5. Evaluation consultant.
 6. Course Director support and educational development.
 7. Improved processes for regional faculty appointments.
 8. Lockers! (Now have enough lockers for all students).
4. Continuing meetings and oversight.

Other

T. Sanfilippo reported on the MCC Part 1, Spring 2010 results, and reported that Queen's has now moved to a little above the national average in our departments. T. Sanfilippo noted that Dr. M. Sylvester has brought the Department of Family Medicine up to average or above average. Congratulations! A list of topics was presented where our students have done well in and others where our students have not done so well. This data allows the school to feed back to our Course Directors as to areas of concern.

R. Reznick reported that the following Family Medicine Faculty won Canadian wide awards, Dr. Richard Birtwhistle researcher of the year award plus an 11.7 M grant and Ruth Wilson won the five-star (WONCA) Award. This is an Award of excellence in Health Care one of two awards given out per year. Congratulations!

7. Vice-Dean Academic

• Update on amalgamation of basic science departments

I. Young reported that the implementation team for restructuring would have its 12th meeting this Friday. There will be a new structure for support staff out soon. They have adopted the new strategy of building the new department around the support staff structure because the delivery of all the programs critically depends on our staff. An announcement of the new structure will happen early in November. The target for a full functioning new department is June 1, 2011. The movement from five departments to one department will be phased in over the next several months. Leadership needs to be adopted internally. An Interim Head appointment is eminent and will happen in a matter of days and this person will take over the implementation with I. Young's help.

• Promotion policies for clinical faculty

I. Young reported that in the past we had a promotion evaluation process that involved departmental adjudication as well as an adjudication process at the Dean's office that involved a Decanal Committee. I. Young indicated that a new initiative or process to adjudicate faculty promotions would be coming forward in the near future. This new process will involve a committee with distributed responsibility at the decanal level.

8. Vice-Dean Research

• Update on portfolio matters

R. Deeley reported that the KGH has gone through an extensive consultative process and it was very supportive of the hospital establishing a Research Institute. The other hospitals have agreed to follow suit and to come together with Queen's to form an umbrella organization. They will be incorporated entities. KGH's application has already been submitted. This could happen within the next few months.

The KGH strategic planning process is in progress with meetings ongoing.

R. Deeley presented a portion of the 2009-10 Research report, which shows the tracking of our research activity funding, both in the hospital based research and Queen's research. They will make this information available over the next few months. He reported that there has been a decline in hospital based funding since 2007. They are also tracking research activity in the various areas of the Faculty. He reported overall there are 223 Principal Investigators on at least one externally funded research grant. They also track where the researchers are applying to for funding. A lot of the money is coming from the private sector; this means we are vulnerable to changes in the economic situation. The Federal funding is 25% of the total

budget, with funding from CIHR, SSRC and NSERC. In 2007-08 for CIHR funding we were less than 50% on the national average and since then we have gone through a more rigorous internal review process and in 2009-10 we are over the national average. This year the provincial funding has been low but we should see more next year.

- **CIP Program**

R. Deeley reported that we are reestablishing the Clinical Investigator Program (CIP) that is a Royal College Accredited Postgraduate Medical training program. This program is aimed at preparing individuals for a career combining specialty medical practice and research. The areas of research span the whole spectrum. The program requires a minimum of two full years of research experience and enrolment in a specialty/subspecialty postgraduate training program accredited by the Royal College of Physicians and Surgeons of Canada. Most of the other schools have a CIP. We have an initial meeting to reinstitute the CIP back into Queen's. We did have a CIP a number of years ago but there was a lack of critical mass and funding. In order to reinstate we need to define a funding model. The financial planning should be parallel to the MD/PhD combined program. The CIP needs the sustainability of 6 to 8 residents. A department head should be ascertained as soon as possible. The sooner we advertize the better. Need to create a working group to create a set of principles and R. Bryson will lead this group.

9. Graduate Studies

- **Draft proposal for the introduction of a combined MD/PhD and MD/MSc program and motion for approval.**

B. Bennett reported that 13 of the 17 schools already have combined programs and Queen's is absent from that list. There is a desire here at Queen's to initiate and create an MD/PhD and an MD/MSc combined program. A draft proposal to establish a combined MD/PhD and MD/MSc combined program was distributed with the agenda along with a motion for approval.

Background: The route for approval of new graduate programs in the FHS begins with submission of preliminary proposals to the FHS Graduate Council for information, to the Graduate Studies Executive Council (GSEC) and the appropriate academic council of the FHS for approval (in this case, to the academic councils of the SoM and SoRT). Complete proposals are submitted to GSEC, which then refers proposals to FHS Graduate Council for consideration and approval. GSEC reviews program proposals approved by Council, and if those proposals are accepted by GSEC, forwards recommendations to University Senate.

B. Bennett indicated because the individual programs are already in place that OCGS would only require a letter of intent explaining the program. This proposal has already been approved by GSEC and the SoRT has put the proposal forward in their School for an electronic vote.

It was then moved by B. Bennett, Associate Dean, Graduate and Postdoctoral Education that the proposal for a Combined MD/MSc. and MD/PhD program be approved. Seconded by M. McGrath. **CARRIED**

10. Postgraduate Medical Education

R. Walker reported that the CIP program for Queen's is not on the books with the Royal College and that a new application would have to be registered. The timeline if we could get the paperwork together we could submit an application in January 2011, to the committee in May 2011 with a potential start of July 2011. There is a lot of work to reach these timelines.

Dr. Glenn Brown reported that Family Medicine has a two-year program and model through the College of Family Physicians of Canada.

- **Postgraduate Accreditation**

R. Walker reported that he has met with all the Program Directors and has made note of their accreditation issues and now are having a decanal team meeting with Program Directors and Divisional and Department Heads on a regular basis. Four programs with issues are being addressed by internal reviews for a second time. Will revisit these to make sure everything is in order. The timeline is such that the pre-survey questionnaires will be sent out to the programs in January 2011. The Royal College and College of Family Physicians will come for a pre-survey in mid-April. The pre-survey questionnaires will be due at the Postgraduate Office at the beginning of May and then to the Royal College and College of Family Physicians at the beginning of August for an October 2nd to 6th accreditation visit.

11. Vice-Dean Medical Education

- **Report from OIPEP (Office of Inter-professional Education)**

M. Paterson, Director of the OIPEP had distributed a report with the agenda and reported that it has also gone to SON and SORT Academic Councils. She will present the report and an additional chart at our upcoming November 10th Faculty Board meeting. Also at the Faculty Board meeting will be a presentation of OIPEP Awards to students who have demonstrated outstanding contributions as facilitators of interprofessional education in the university.

There being no other business the meeting was adjourned by the Chair at 5:45 p.m.

D. Edgar
Secretary to the School of Medicine