

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday, June 15, 2010**  
**Botterell Hall, Room B139, @ 4:30 p.m.**

**CHAIR:** I. Young, Vice-Dean Academic for D. Walker, Director of the School of Medicine

**1. Call to Order**

I. Young called the meeting to order at 4:32 p.m. with approximately 20 people present.

**2. Approval of Agenda**

The agenda was approved with the addition of item #8 “Evaluation, Promotions & Appeals” for the Postgraduate Residency Programs.

**3. Approval of the Minutes of March 23, 2010**

It was moved by R. Milev and seconded by B. Bennett that the minutes of March 23, 2010 be approved as circulated. **CARRIED**

**4. Announcements**

There were none.

**5. Undergraduate Medical Education**

• **Curricular revisions and transition plans – effective as of September, 2010**

T. Sanfilippo presented a power point presentation on the curricular revisions and transition plans. This is a five-year plan that began September 2009 with full implementation scheduled to begin September 2013. The revisions will make a better medical education program as well as meet the accreditation standards. T. Sanfilippo reported that the School of Medicine Executive has approved the curricular revisions for the 2<sup>nd</sup> year, taking effect in September 2010.

It was then moved by T. Sanfilippo and seconded by G. Dagnone that the curricular revisions and transition plan and the changes required for September 2010 (2<sup>nd</sup> year) be approved by SOMAC. **UNANOMOUSLY CARRIED**

**Other**

• **Admission Retreat**

T. Sanfilippo updated the committee on the recent Admissions Retreat in the School of Medicine. It was very useful and good ideas were discussed around the admission process. They looked at utilizing the GPA and MCATs and an in depth look at a more detailed autobiographic sketch to be able to look at a broader group of applicants. The Admissions Committee has a lot to think about. There will be a different Admissions process in the future. T. Sanfilippo will bring forward any changes in the future.

**6. Graduate Studies**

• **Health Sciences Graduate Council Manual**

B. Bennett reported with the new governance structure of the School of Graduate Studies, the Faculty of Health Sciences has revised the old divisional manual to reflect the new Faculty of Health Sciences Graduate Council (FHSGC). New and revised graduate programs will now go through the Faculty of Health Sciences Graduate Council (FHSGC) for approval before going to the Graduate School Executive Committee (GSEC).

It was then moved by B. Bennett and seconded by M. Adams that SOMAC approve the FHSGC Manual. **CARRIED**

## **7. Nominating Procedures Committee**

### **• Committee Membership effective July 1, 2010**

D. Edgar distributed with the agenda a list of new nominees for the School of Medicine Committee vacancies to take effect July 1, 2010. D. Edgar indicated that T. Toffelmire has done the maximum number of terms on the Progress and Promotions Committee, but a request was put forward that he be renewed for one more year to see through the transition of the curricular changes. With that said, D. Edgar moved that the list of nominees be appointed to the School of Medicine Committees effective July 1, 2010. It was seconded by R. Deeley. **CARRIED**

### **• Motion to change the terms of reference for the Nominating and Procedures Committee**

D. Edgar distributed with the agenda and reported that after reviewing the Terms of Reference for the Nominating and Procedures Committee the Committee would like to implement the following changes in order to streamline the governance procedures for the School:

1. Change the committee name to “Nominating Committee” by eliminating “And Procedures” from the name.
2. Eliminate item (5) from the terms of reference

The evolution of SOME and SOMAC has made the current terms redundant.

It was then moved by D. Edgar and seconded by T. Sanfilippo that the above changes to the Nominating and Procedures Committee be approved. **CARRIED**

## **8. Postgraduate Medical Education**

### **• Evaluation, Promotion & Appeals Postgraduate Residency Programs document revisions**

L. Flynn distributed a revised Evaluation, Promotion & Appeals document for the Postgraduate Residency Programs. L. Flynn reported that the evaluations **must** be consistent and within guidelines. Documentation of evaluations is strongly recommended and in cases when global ratings of “Does not meet expectations” are awarded completion of narrative section is **mandatory**. **Also to streamline performance ratings, they either meet expectations or fail. An establishment of an Academic Review Board to review appeals at the level two-appeal process.**

L. Flynn asked that this document be effective as of July 1, 2010 and will bring through SOME, SOMAC and Board for approval in the fall.

I. Young reported that this would be L. Flynn's last meeting of SOMAC as Associate Dean of Postgraduate Medical Education and thanked her for all her hard work and contributions to Postgraduate Medical Education and our residents.

There being no other business the meeting was adjourned by the Chair at 5:10 p.m.

D. Edgar  
Secretary to the School of Medicine