

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday October 20, 2015**  
**School of Medicine Building, Room 132A @ 4:30 p.m.**

**1. Call to Order and approval of Agenda**

I. Young, Acting Chair called the meeting to order.

It was moved by A. Croy and seconded by R. Deeley that the agenda be approved with the addition of Approval of Nominations to SOM Cttee third bullet in item 5. CARRIED

**2. Approval of the Minutes of April 21, 2015**

It was moved by S. Archer and seconded by J. Fisher that the minutes of April 21, 2015 be approved as circulated. CARRIED

**3. Announcements**

- 2014/15 Mihran and Mary Basmajian Award for Excellence in Health Research – Recipients Drs. John Allingham and Gunnar Blohm will be presented with the award and give lectures on their research on December 15, 2015.

**4. Research Administration Policy and Procedures**

K. McInnis, Executive Director, University Research Services (URS) and J. Mallon, Associate Director, Research Accounting were invited to present the new Research Administration Policy and Procedures.

K. McInnis explained that there was a policy created in 1995 – Policy on Administration of Research Funds and in 2013 a Policy on Indirect Costs of Sponsored Research and now in 2015 the Research Administration Policy. Karina spoke to the Purpose and Scope of the Research Administration Policy and highlighted several of the policy statements. This new policy speaks to the responsibility and accountability of research accounts and gives clarity on who is responsible. They hope to resolve financial shortfalls associated with research. You can download the policy from the Secretariat's website.

The Chair asked for any questions from the floor:

S. Archer would like it noted that he has a concern that there is a practical inability to police all the research accounts. There is no real time accounting

It was also ask what it would cost to set up an electronic system to manage research accounts. J. Mallon responded by saying it would be very extensive and expensive.

This new policy would only affect research accounts going forward.

Research Services and Research Accounting are moving to decentralization in managing research accounts.

J. Mallon reported on the research project over-spending and pre-spending approval procedure.

This procedure was approved by VPOC and the intent was to generate discussions/conversations when overspending starts. Queen's now has a research reporting tool called "FAST". Overdraft protection mechanism is in place that can provide temporary resolution. Both the Overdraft request form and the Research Project over-Spending and Pre-Spending Approval are available on the University Secretariat's website. For assistance you can email [research.accounting@queensu.ca](mailto:research.accounting@queensu.ca)

## **5. Undergraduate Medical Program**

- Update on UGME Accreditation

T. Sanfilippo reported that the School of Medicine had a site visit last Spring and they have since then received the final accreditation report. The School of Medicine has received full accreditation for the next eight years. However, there were six areas that were not in full compliance. The UGME office is working on rectifying these compliances. It was suggested by the accreditors that a secretary visit could be arranged and a report can be submitted.

T. Sanfilippo pointed out that one of our areas of strength speaks to our teaching in Musculoskeletal and Blood & Coagulation.

S. Archer would like it noted on behalf of SOMAC that T. Sanfilippo and J. Drover and their team did an amazing job in organizing the accreditation site visit in making sure everyone was ready.

- Medical Council Activities

T. Sanfilippo is Queen's Universities representative to the Medical Council of Canada. He reported that examination dates will be changing, examination content will be changing and our methodology will also be changing. We need to convey these changes. T. Sanfilippo will send reports to Department Heads for dissemination.

- Nomination of Faculty to SOM Progress and Promotions Cttee.

It was moved by T. Sanfilippo and seconded by S. Archer that Dr. Kristen Marosi, from the Department of Medicine, Division of General Internal Medicine and Dr. Agata Szlanta, from the Department of Medicine, Division of Geriatrics. Carried

There being no other business, R. Deeley moved for adjournment and the meeting was adjourned by the Chair at 5:35 p.m.

Iain Young  
Acting Secretary to the  
School of Medicine