

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday April 21, 2015**  
**School of Medicine Building, Room 132A @ 4:30 p.m.**

**1.1. Call to Order**

R. Reznick, Chair, called the meeting to order at 4:30 p.m.

**2. Approval of Agenda and Announcements**

It was moved by B. Bennett and seconded by T. Sanfilippo that the Agenda be approved as circulated.

**CARRIED**

**3. Approval of the Minutes of January 20, 2015**

It was moved by J. Drover and seconded by R. Siemens that the Minutes of January 20, 2015 be approved as circulated.

**CARRIED**

**4. Presentation by Peter Wolf, Associate Vice-Provost, Teaching Learning**

Peter Wolf made a brief presentation that encompassed a description of the initiative to define Queen's learning outcomes using a comprehensive assessment of current educational approaches, programs and strategies employed across the University. Mr. Wolf also provided a brief overview of the Bright Space/Desire to Learn educational management software tool that is becoming the standard utilized in all faculties and schools at Queen's, other than the Faculty of Health Sciences where Entrada is used. Finally, Mr. Wolf provided an update on a learning space audit and evaluation process that is occurring across campus, the purpose of which is to complete a gap analysis of current resources and projected needs.

**5. Undergraduate Medical Education Update**

T. Sanfilippo presented a summary of the recent medical program accreditation visit. There was a general discussion with an intention to follow-up as the process goes forward.

**6. Critical Care Medicine**

R. Reznick announced that Queen's Senate has approved the proposal to establish the Department of Critical Care Medicine. That proposal now goes to the Board of Trustees for final approval. The target date for establishment of the new Department is September 1, 2015. In response to a question from the floor, J. Drover advised that Kingston General Hospital administration supports the establishment of a Joint University and Clinical Department of Critical Care Medicine.

**7. Review of Budget Factors**

R. Reznick expressed gratitude to Joan Lee for her excellent stewardship of the Faculty's financial resources in her new role as Interim Chief Financial Officer. J. Lee advised that a new research factor has been incorporated into the revenue attribution budget model such that an annual one percent tax will be applied to gross revenues of each faculty and school. The accrued revenue will be redistributed among the Faculties and Schools on a pro-rated basis related to the proportion of University Tri-Council grants held by the units. It is anticipated that in 2016/17, application of this research factor will result in \$1M revenue for the School of Medicine.

J. Lee briefly reviewed important cost drivers for the School of Medicine and advised that the Finance Office is undergoing a detailed review of the drivers and their appropriateness for the School of Medicine. The objective is to ensure that the drivers fairly represent the attribution of costs to the School of Medicine. J. Lee and R. Reznick will be advocating strongly at the provostial level to ensure that an appropriate set of drivers is utilized for the School of Medicine.

R. Reznick advised that the revenue attribution model has provided strong incentive for faculties and schools to both generate revenue through new educational programming or program growth and to contain costs. Both these strategies will be pursued in the School of Medicine over the next several years.

**8. Continuing Professional Development**

It was moved by K. Smith and seconded by L. Flynn that the circulated revision to the Continuing Professional Development Committee Terms of Reference be approved as circulated.

**CARRIED**

**9. Nominations to Vacancy of School of Medicine Committees**

It was moved by M. Adams and seconded by R. Siemens that the nominations to the circulated vacancies in School of Medicine Committees be approved.

**CARRIED**

**10. Adjournment**

There being no other business, R. Walker moved for adjournment and the meeting was adjourned by the Chair at 5:30 p.m.

Iain Young  
Acting Secretary to the

School of Medicine

