

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday, October 15, 2013**

**School of Medicine Building, Room 132A @ 4:30 p.m.**

**1. Call to Order**

The Chair called the meeting to order at 4:30 p.m. with approximately 16 people present.

**2. Approval of Agenda**

The agenda was approved as circulated.

**3. Approval of the Minutes of April 16, 2013**

It was moved by C. Chauvin and seconded by A. Croy that the minutes of April 16, 2013 be approved as circulated. CARRIED

**4. Announcements**

• **Mihran and Mary Basmajian Award Recipients**

R. Deeley reported that Dr. Christopher Booth, Associate Professor of Oncology and Dr. Alan Lomax, Associate Professor in Medicine and Biomedical and Molecular Sciences are joint recipients of the 2012/2013 Mihran and Mary Basmajian Award. Drs. Booth and Lomax will be presented with the award on Thursday, November 7, 2013 and will give a lecture of their stellar research. Following the lectures a reception will be held at the University Club in their honour.

**5. Dean's Report**

• **International MD Students**

R. Reznick reported that he has recently had a comprehensive town hall with our students to discuss the initiative of adding 10 international students to our current 100 students entering our medical school each year. Our plan is that five of these students will enter through the QuARMS route and five through the conventional route. This plan supports the University Academic plan and beneficial for the SOM to become more global. Graduates would be ambassadors for Queen's. Financially will be revenue positive.

• **QuARMS**

R. Reznick reported that K. Rose, former Associate Dean Life Sciences and M. Kawaja current Associate Dean Life Sciences have taken the lead in getting the QuARMS program off the ground. QuARMS is an accelerated entry into our Medical School that links the students chosen to the Chancellor's Scholarship. The students would do a two-year program in Arts and Science. Jennifer MacKenzie and Teresa Stuart have prepared a parallel curriculum (1/2 day/week) to prepare the students for Medical School. There were 200 student applications out of approximately 500 applications that were looked at, 38 of them were invited for interview and 10 were chosen. The Dean offered them a spot and all have accepted and have started this September 2013.

• **Pharma Visits**

R. Reznick reported that we would like to intensify our relationships with industry for increasing our opportunities on the R&D side and to seek educational and research

opportunities. We hired Dr. Paul Lucas to take the lead in meeting with the various companies. To date they have met with approximately eight companies and they are very interested and positive in working with our faculty. Policies are now being revisited. We are moving toward good relationships.

## **6. Bracken Library Report**

S. Maranda presented an overview of the changes occurring within the library system (presentation filed with the minutes). The changes encompass the library services, collections, who we serve, space issues and library restructuring.

**Library Services:** We mark assignments, teach students in the curriculum, work with faculty on the curriculum committees, work with students to be peer tutors for the critical enquiry project, group sessions and consultations to faculty and students, web guides provided, Also help faculty in terms of curriculum support, Provide rooms for support and teaching, Systematic reviews

**Collections:** We have many electronic books now, print journals have decreased and are now stored in the basement of the Library, over 100 databases in Health Sciences and over 900 across campus, point of care tools evidence based, budget now spent on e-resources.

**Who we serve:** We serve Queen's community as well as regional hospitals

**Space issues:** We are looking at removing print bound journals, looking at larger libraries to use their space for at least one of every issue printed. This would allow more room for the users.

**Library Restructuring:** The Budget has now been centralized and a lot of processes are no longer preformed in Bracken but done elsewhere and we wait longer for items.

## **7. Undergraduate Medical Education**

### **• Governance Changes**

T. Sanfilippo reported on the proposed Governance documents distributed with the agenda and filed with the minutes. For the last year they have been reassessing the Governance of the UGME office. The reason for restructuring the Governance is that the current structure is old and cumbersome. The current committees responsibilities were overloaded which was clear to our accreditors and a desire to recognize the contribution of our individual Chairs who were engaged in certain positions. The document indicates the revised structure and the **Terms of References for changing the Chairs of committees to Directorships** given their extra responsibilities.

Also attached were revised terms of reference for the **MD-PEC, Admissions Committee, Curriculum Committee and the Progress and Promotions Committee** that reflect the proposed changes in Governance.

**It was moved by T. Sanfilippo and seconded by H. MacDonald that the changes to the Undergraduate Program Governance, Directorships Terms of Reference and the MD-PEC, Admissions, Curriculum and Progress and Promotions Committees be approved by SOMAC**  
**CARRIED**

### **• Accreditation Process**

T. Sanfilippo reported that the four areas of non-compliance from the last Accreditation process are now in compliance. In the spring of 2015 we will embark on a new full survey. The Undergraduate Medical Education Office have arranged for five subcommittees to review the different areas and submit the weaknesses for review and correction at the self-study in 2014.

## **8. Postgraduate Medical Education**

- **Revised Resident Harassment Policy**

R. Walker reported and put forward with the agenda a revised Resident Harassment Policy that was last approved in March 1999. The new and revised policy approved by PGME in April 2013 now includes procedures and resolution attempts. The revised policy has been reviewed by the University Lawyer. Discussion ensued.

**It was moved by R. Walker and Seconded by J. Duffin that the revised Resident Harassment Policy be approved by SOMAC CARRIED**

- **Revised PGME Committee Terms of Reference**

R. Walker reported and put forward with the agenda revised terms of reference for the PGME Committee. The terms have been reformatted to reflect mandate and responsibilities aligned with the accreditation standards.

**It was moved by R. Walker and seconded by E. Eisenhauer and R. Siemens that the revised PGME Committee terms of reference be approved by SOMAC CARRIED**

- **PGME Tribunal Membership**

R. Walker reported and distributed with the agenda the PGME Tribunal membership for approval. It was indicated that within the revised Assessment, Promotion and Appeals document that was approved in 2012 the Appeals section indicated three levels of appeal for the residents but the final appeal to the Dean now requires that we have a Tribunal membership to draw from when needed. The Faculty Student Appeal Board will no longer hear the appeals brought forward by our residents. They now have met the criteria with a list of volunteers who will hear the final appeals by our residents. The panel consists of seven faculty members appointed on staggered three-year terms, one of which will be Chair and three residents serving a one-year term. This Tribunal panel will be the final decision makers for the resident appeals. The process will be the same as the Senate process. Discussion ensued.

**It was moved by R. Walker and seconded by J. Duffin and R. Deeley that the PGME Tribunal Membership be approved by SOMAC CARRIED**

- **Educational Advisory Board Terms of Reference**

R. Walker reported that the Educational Advisory Board is a new committee that derived from the revised Assessment, Promotion and Appeals document. This Advisory Board would meet to discuss residents who are in trouble. They are advisory to the Associate Dean PGME. Membership appointed by the Associate Dean in consultation with the Vice-Dean Education.

**It was moved by R. Walker and seconded by H. MacDonald and T. Sanfilippo that the Educational Advisory Board Terms of Reference be approved by SOMAC CARRIED**

## **9. Nominating Committee**

- **MOTION: “On behalf of the Nominating Committee, David Edgar moved that Dr. Linda Levesque be formally appointed to the Admissions Committee for a 3-year term from July 1, 2013 to June 30, 2016.” Seconded by J. Duffin CARRIED**

**J. Duffin announced that the Annual Tony Travill Debate will be held Wednesday, October 23<sup>rd</sup> at 5:45 p.m. in Etherington Hall Auditorium.**

There being no other business the meeting was adjourned by the Chair at 5:30 p.m.

David R. Edgar  
Secretary to the School of Medicine