Present: James Rourke (Chair), Sharon Oliver (recording secretary), Paula Corbett, Ted Callanan, Jim Connor, Asoka Samarasena, Diana Gustafson, William Midozi, John McLean, Sharon Peters, Donald McKay, Jeff Critch, Paul Dancey, George Beckett, Sally Ackerman, Bruce Sussex, A. Penney, Tanis Adey, Michele Neary, Wanda Parsons, Reza Tabrizchi, Ann Dorward, John Thoms, Sana Kenshil, Norah Duggan, Scott Moffatt, Gerard Farrell, Karen Mearow, Ford Bursey, Jeremy Pridham, Cathy Vardy, Darryl Boone.


1. Opening Remarks/Dean’s Update (James Rourke)

Parking Garage
Dr. Rourke noted that the parking garage is progressing well and is on time / on budget. It will be ready for use this coming September/October. Olympus is the construction company building both the garage and the new building.

New Building
Construction on the new building is moving ahead at a fast rate. The building will consist of six stories with the med school portion being ready for occupancy late summer 2013. The genetics research portion will be opening spring 2014.

Retreat
There will be another faculty wide retreat this coming fall. The date will be confirmed within the next few weeks. Planning is significant in order for the medical school to achieve full potential and move forward.

2. Mentorship Program (Paul Dancey)

The Office of Student Affairs and the medical students are working on a mentorship program. It grew from an aboriginal program. As of now, the second year students take the first year students under their wing for the first two months of medical school. The students are hoping to expand this and continue on through the four years of med school. Faculty are also encouraged to volunteer by signing up through Student Affairs office. Mail outs / application forms will be going out to all people in the next few weeks.
3. Calendar Change – Proposed Mission and Guiding Principles of Professional Development and Conferencing Services (Ford Bursey)

This was brought forward at the last Faculty Council meeting. Discussion took place at that time and there was only one suggestion proposed, which was the addition of “and maintain” (after enhance) in the first sentence.

Moved by Sharon Peters/Seconded by Bruce Sussex to approve this change.

CARRIED

4. Accreditation (Sharon Peters)

The Faculty of Medicine’s accreditation will take place in the academic year 2012/13. A Steering Task Force Committee has been formed as well as twelve working groups. There are between 5–8 members that are needed for each working group and will consist of faculty, staff and students. Dr. Peters is looking for volunteers from faculty council members to help with these groups and noted that clinical chairs, assoc./assist. deans will be contacted. The working groups will be meeting from September – December and then the reports will be collated mid February. This will give the med school an idea as to whether or not the recommendations have been met. The Faculty of Medicine needs to be 100% compliant with all 128 standards. The last accreditation showed that the med school was short on documentation, so we need to ensure this doesn’t happen again.

5. Notice of Motion – Calendar Change
   UGME Committee Structure and Function (Sharon Peters)

Academic and curriculum renewal requires a different approach to curriculum oversight – (ED-33 and ED-36) – have to compare old & new curriculum to ensure nothing is omitted.

Dr. Peters brought forward a ‘notice of motion’ for a change to the structure and function of the UGME Committee. This will be brought forward for approval at the next Faculty Council meeting in September.

6. Notice of Motion – Calendar Change
   Requiring Rural Medical Experiences in Medical Education Programs (George Beckett)

It was noted that there are concerns expressed by faculty and staff in undergraduate and postgraduate medical education programs about the difficulties encountered when students and residents resist rotations in rural areas that are beyond commuting distance from St.
John’s. It is currently noted in the calendar that rural rotations are an expectation for students and residents, however it is felt that the wording should be changed to “medical students and residents are required to fully participate in medical education experiences which occur at various times and communities outside of the St. John’s area throughout the medical education programs”. This motion was passed at both the UGME & PGME Committees for both residents and undergraduate students. It was noted that there should be standards set for students upfront, which should be fair to all students and residents. It was also noted that rural accommodations have been upgraded and the Faculty of Medicine’s Rural Clinical Schools Medical Education Network will now be responsible for finding rural accommodations for students and residents.

There will be some modifications made to the new wording of this calendar change to reflect ‘exceptions to the rule’ and it will be brought forward for approval to the next Faculty Council meeting in September.

7. Notice of Motion – Calendar Change
   Admissions – change in Admissions Application Deadline (Wanda Parsons)

A notice of motion was brought forward stating ‘deadline date for admissions applications should be changed from ‘normally October 15th’ to ‘normally September 15th’. Interviews are now held in January, but with all the bad weather at that time of year, applicants are sometimes delayed because flights are cancelled or postponed. If the deadline date is changed to September, then interviews will take place in December. Discussion took place and it was noted that December is exam time for many students and also a very busy time of year for travelling. Admissions office will consider those points and look at the schedule again. This will be brought forward to the next Faculty Council meeting in September for approval.

8. Other Business

Dr. Rourke noted that the University has signed off on the RFP Functional Space Redevelopment Plan for the vacated space in the Faculty of Medicine, once the new building opens and offices relocate there. This will be sent to architectural firms for a functional space analysis. The dean will be looking for feedback from clinical chairs and the Associate and Assistant Deans in the upcoming months.

Dr. Rourke also relayed some sad news about the Assistant Dean for New Brunswick, Dr. Mahesh Raju. He was diagnosed with a brain tumour and is undergoing treatment.

The meeting adjourned 5:20pm.