

The University of British Columbia  
**School of Population and Public Health**

Minutes of Faculty Meeting held on Friday, August 23, 2024  
at 10:15 am to 12:00 pm in Room B104/Zoom

**Present:** Please see the attached attendance list of those who attended the meeting in person or via Zoom and signed/checked out their names.

- 1. Welcome and Land Acknowledgement** – Trevor Dummer, Acting Director  
Dr. Trevor Dummer welcomed all to the meeting, and acknowledged that the meeting was taking place on the traditional, ancestral, and unceded territory of the Musqueam people.
- 2. Approval of Agenda**– approved.
- 3. Approval of Minutes of June** – approved.
- 4. Director’s Report**- Trevor Dummer, Acting Director
  - a) Dr. Aslam Anis was appointed Director as of August 1<sup>st</sup>, 2024.
  - b) Dr. Michelle Amri was introduced as a new Assistant Professor as of July 1<sup>st</sup>, 2024.
- 5. Associate Directors Updates** – report attached
  - **Research** – Rachel Murphy
    - a) Rachel reminded faculty to submit any project grant requests for signatures by August 27<sup>th</sup> due to the upcoming long weekend.
    - b) Faculty of Medicine Research Awards nominations are open:  
<https://prizes.research.ubc.ca/vpri-faculty-research-award-opportunities>. **EOI September 16**
  - **Education** – Trevor Dummer
    - a) Workday Student is now live, replacing the Faculty Service Centre (FSC) for administrative tasks such as class lists and student communication. Trevor acknowledged that the transition has been smooth for faculty but more challenging for students. Faculty were encouraged to refer students to the education team if they encounter issues.
  - Trevor announced a key development in Indigenous engagement: Derek Thompson, Director of Indigenous Engagement for the Faculty of Medicine, will give the opening remarks at the upcoming orientation on September 3, 2024, marking a significant step in strengthening ties with the Indigenous community.
  - **Faculty Affairs and Partnerships**– Louise Masse  
No additional updates beyond the circulated report.
  - **Clinical Faculty Affairs** – Dr. Trevor Corneil  
No additional updates beyond the circulated report.
- 6. Advisor to the School Director & REDI Lead**
  - a) Two student workshops originally scheduled in the spring on power relationships were discussed. The workshop scheduled for December 27<sup>th</sup> was canceled due to student scheduling conflicts. Another workshop is confirmed for October 30<sup>th</sup>.

- b) Craig is developing a workshop focused on Indigenous issues for November. Sue is developing another workshop on trauma-informed education and workplace issues. Participants are encouraged to share ideas for workshop topics, with the possibility of a survey to gauge interest.
- c) REDI Committee Fall priorities include creating mechanisms for inclusive conversations and identifying REDI indicators for SPPH, with guidance from the Equity Office and REDI Office.
- d) A comment was made regarding Lerato Chondoma stepping down from the Indigenous Research Support Initiative, and concerns were raised about UBC's commitment to Indigenous initiatives.

**7. Program Directors, Centre Directors, and Division Heads – report attached**

- Martin Guhn: mentioned a couple of inquiries regarding teaching and merit but noted nothing significant to report.

**8. Administration (Operations, HR & Finance) – Shermila (report attached)**

- a) Tawni Ormrod has started as the Graduate Program Coordinator for MSc/PhD roles, replacing Marcelo Lince.
- b) Stephanie Milne is replacing Rishi Chatterjee, starting September 1.
- c) Shermila indicated that she is planning on having quarterly meetings with senior administrators and school centers to enhance collaboration.
- d) A recent cleanup on the first floor involving: removal of filing cabinets that contained finance documents beyond their retention period (7 years). The existing shredding contract was used to dispose/shred old documents. Extra bins are available for others to securely dispose confidential materials until early September.
- e) Basement shower facilities will have a touch key pad with numbers (key-less) installed to improve access and security.
- f) 3<sup>rd</sup> floor storage 379A – internal door leading from 379A to 325 has a new key lock installed to ensure security.

**9. Communications – Gabrielle Price**

Gabrielle provided updates on the REDI website, which has received positive feedback. More information will be sent out through communication channels.

**10. IT - Stefan Mladenovic**

Stefan provided detailed information on the transition to Microsoft Office 365, scheduled for the third week of September:

- a) Email storage will increase from 8GB to 50GB.
- b) Instructions will be sent out regarding content deletion to facilitate migration.
- c) The new system will allow for better access to applications remotely, and voicemail will be migrated to the new system with notifications to be received by the user.
- d) There were several questions asked about the MS Office 365 migration and Stefan was able to respond to all.

**11. Announcements/Celebrations**

- Dr. Ehsan Karim received a CIHR project grant.

- Dr. Heather Palis has been appointed as a permanent senior scientist at BCCDC.

## **12. Other Business Arising**

There is an event organized by Derek Thompson on residential school survivors in recognition of the National Day for Truth and Reconciliation on the Wednesday before the last week of September. Registration details were sent via newsletter; participation can be partial as it is a full-day event.

There being no other business the meeting was adjourned at 11:05 a.m.

**Next SPPH Faculty Meeting: Friday, October 18, 2024**