

The University of British Columbia
School of Population and Public Health

Minutes of Faculty Meeting held on Friday, June 21, 2024
at 10:15 am to 11:45 am 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
Trevor commenced the meeting by acknowledging the ancestral territory. It was also noted that this meeting coincided with National Indigenous Peoples Day, emphasizing the importance of reflecting on and celebrating the rich history and culture of Indigenous peoples in Canada. For more information, please visit the website:
<https://events.ubc.ca/indigenous-history-month>
- 2. Approval of Agenda**– approved.
- 3. Approval of Minutes of May** – approved.
- 4. SPPH / Research Data Services – FoM Digital Solutions** – Kenny Hammond, Anastasia Dropol
Kenny and Anastasia provided a comprehensive overview of the services offered by the Faculty of Medicine's digital solutions team
 - Electronic Data Collection (EDC) using FoM REDCap:
 - Secure and user-friendly web application for surveys and databases
 - Can be used for any type of data collection
 - The DM team provides an e-consent setup and a virtual REDCap 101 course
 - Biobanking using OpenSpecimen (OS):
 - Collects, processes, stores, and shares biospecimen and patient information
 - The DM team can set-up a one-way data push from REDCap to OS
 - Virtual OS 101 training available
 - Data Visualization using Microsoft Power BI (PBI):
 - Interactive platform for creating custom dashboards and reports
 - Transforms raw data into visually captivating insights
 - We provide an asynchronous introductory online training course
 - Services are offered at no cost and include extensive support, training, and workshops.
 - REDCap's flexibility supports diverse use cases, and the team assists with custom solutions for research projects.
 - The [slide deck](#) is available for review. Please contact Wanting at SPPH.execasst@ubc.ca
 - The [Research Technology website](#) contains valuable information about our past projects, services, and team.
 - Weekly open office hours, Wednesday from 11:00a – noon via [Zoom](#). Feel free to drop in and ask questions whenever needed!
 - Offer custom data applications, research server administration, virtual interviews and focus groups, and access to collaboration and storage tools like MS Teams and OneDrive.

- Access to our platforms is granted upon completion of the project request form ([REDCap](#), [OS](#), and [PowerBI](#)). [Standard Operating Procedures](#) are also readily available.
- Provides advanced services such as creating EDC instruments, designing collection protocols, data transformation, and more. Please reach out to Kenny at kenny.hammond@ubc.ca to explore these advanced services further.

5. **Director's Report**- Trevor Dummer, Acting Director

The search is still ongoing and has not concluded yet due to scheduling conflicts. Dr. Anis' position as Director pro tem has been extended until the end of July

6. **Associate Directors Updates** – report attached

- **Research** – Rachel Murphy
Rachel highlighted the special call for Generative AI collaborative cluster grants.
- **Faculty Affairs and Partnerships**– Louise Masse
 - a) Recruitments are still ongoing.
 - b) Discussed progress in gathering faculty expertise data, with a 73% response rate from core faculty. Plans outlined to complete data collection and utilize it for ministry engagements. Those who have not yet provided keywords or areas of expertise are highlighted in yellow in the report.
 - c) Ministry of Health Visit Follow-Up: Reviewed next steps post-visit, ensuring data accuracy for future ministry communications.
 - d) Plans are underway to prioritize completing this data collection for core faculty first. Any faculty members highlighted in yellow will be contacted to ensure their information is accurately captured.
- **Education** – Trevor Dummer
 - a) Trevor encouraged attendance at the upcoming new faculty orientation (in-person) on August 15th.
 - b) Positive feedback from the recent faculty forum on teaching preparation was shared, with plans to establish an annual event and additional forums throughout the year.
 - c) Plans to enhance educational support for faculty were discussed, emphasizing ongoing feedback and program development.

7. **Advisor to the School Director & REDI Lead**– report attached

- Craig updated on the Indigenous data science position application, delayed due to faculty association issues.
- Sue presented the annual faculty activities report, highlighting faculty engagement in equity, diversity, and inclusion (EDI) initiatives across the school. She noted responses from 44 faculty members, emphasizing their participation in personal development, training courses, and seminars related to EDI. Sue outlined initiatives in curriculum development, accessibility enhancements, and inclusive learning support for students. She also discussed faculty efforts to integrate EDI principles into research and community engagement, inviting feedback on improving future reporting methods.

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

- Mariana Brussoni: Highlighted Paul Kershaw's influential research on "Gen-Squeeze," replicated in provincial and federal budgets.

- Paul Kershaw: Welcomed Mike Marin as the new MPH program director and commended MPH student participation in recent events.
- Daniel Steel: Announced that the application for the Master of Global Health program has been submitted to the Ministry of Post-Secondary Education and Future Skills Training, marking the start of the official provincial review process.

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

- a) General Wage Increase (GWI) and Progress Through-Ranks (PTR) for 2024 for regular bargaining unit members and the GWI for Heads/Directors Administrative Stipends have been loaded into Workday. Please check your July 15th pay cheque.
- b) Changes to Adobe license Use – a communique was issued regarding this change. UBC has decided that the cost will be added to departments/schools and units.
- c) Bulletin Boards – a policy on the procedures of bulletin board usage will be forthcoming.
- d) Local Safety Committee (LST)/Floor Wardens - in the event the floor wardens are not available due to their work schedules (working from home), building occupants are responsible for themselves and anyone in the surrounding areas in SPPH to vacate the building when the fire alarm bell has been activated. The Muster Station is in front of the Michael Smith Lab.
- e) Workday Delegations - please ensure that you delegate your Workday Signing Authority to someone in your division/unit/center so that approvals go through the normal channels without undue delay. Please connect with SPPH HR, if you need help with delegation.

11. Communications – Gabrielle Price

- a) Appreciated participants for their engagement in the REDI Leaders initiative and highlighting upcoming summer content aimed at community engagement.
- b) Mentioned the development of fun online content for summer, including highlighting SPPH pets such as cats and dogs around the building.
- c) Commended the effectiveness of the REDI Website/Leaders pages, and thanked Dr. Sue Mills for her leadership.

12. Education – Lisa McCune

- a) Updated on staffing changes, noting Marcelo's impending departure until later in the summer. Mentioned plans for a new scheduling person to support programs, especially MSC, PhD, and MHSC.
- b) Highlighted Rishi Chatterjee's relocation at the end of the summer to Nova Scotia.
- c) Added comments on the challenges with Workday and student registrations.
- d) Acknowledged the Education team's efforts and upcoming forums on core courses and admissions.

13. Announcements/Celebrations

- Trevor Corneil announced congratulations to recent graduates Brandon Yao, Rohit Fitch, and CK Young, and expressed gratitude to Rishi for his support over the past 2.5 years.
- Trevor Dummer thanked the following faculty members who have served in the Program Director/Division Head/Centre Director capacity.
 - a) David Silver, CAE Director
 - b) Paul Kershaw - MPH Program Director

c) Jason Sutherland- MHSc Program Director

- Welcome to the new Program Directors/Division Heads and Centre Directors starting on July 1, 2024.

a) Susan Cox, CAE Interim Director

b) Mike Marin, MPH Program Director

c) Jason Sutherland, Division Head, Health Services and Policy

d) Boris Sobolev, MHSc Program Director

e) Susan Cox, MSc, PhD, PPH Program Director until December 2024

f) Eva Oberle, MSc, PhD, PPH Associate Program Director until December 2024

g) Eva Oberle, MSc, PhD, PPH Program Director from January 2025

- Rachel Murphy Congratulated Trevor Dummer on his promotion to full professor effective July 1, 2024.

14. Other Business Arising

- Reminded attendees of the upcoming faculty forum this afternoon, June 21, to discuss on MSC/PhD program admissions and guaranteed funding challenges.

- Noted the next meeting scheduled for August 23, with a reminder that it is limited to tenure, tenure-track (grant tenure and grant tenure track) and Partner faculty.

- Highlighted the REDI workshops scheduled for September and October, encouraging faculty attendance.

There being no other business the meeting was adjourned at 11:45 a.m.

Next SPPH Faculty Meeting: Friday, August 23, 2024