

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

Minutes of Faculty Meeting held on Friday, October 18, 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** – Aslam Anis, Director  
Dr. Aslam Anis welcomed everyone to the meeting and acknowledged that it was taking place on the traditional, ancestral, and unceded territory of the Musqueam people.
- 2. Approval of Agenda**– approved.
- 3. Approval of Minutes of September** – approved.
- 4. Director’s Report**- Aslam Anis, Director
  - a) **Town Hall update:** The September Town Hall was well-attended, with feedback being gathered via a survey. Suggestions for the next Town Hall’s topics and format, including breakout groups, are encouraged. The next session is scheduled for January.
  - b) **External Review Preparation:** The school is due for an external review, with a report expected in 2025. Faculty cooperation is requested for the self-study report, and Shermila will assist in ensuring that all required documentation is collected. Previous review documents from 2015 have been sent to SMC.
  - c) **Strategic Planning Refresh:** The school will undertake a refresh of the strategic plan, documenting milestones, achievements, and pending goals. Gabrielle is collecting relevant information for this project, and Dr. Chris Lovato will offer guidance based on the Faculty of Medicine’s recent strategic refresh.
  - d) **Upcoming REDI Workshop:** A REDI workshop is scheduled for October 30 from 12:00–2:00 PM.
  - e) **Website Relaunch:** The updated website is set to launch in November, utilizing the Faculty of Medicine's website format. Stefan is leading this project, ensuring a uniform look and feel. Faculty members will soon have access to their individual pages and are urged to collaborate on populating these with updated information. Aslam thanked Stefan for his work on the website.
  - f) **Faculty Retreat:** aimed at discussing new directions for divisions and program alignment, is planned for January. The meeting will involve division heads and program directors to consider better ownership of various degree programs.
  - g) **The university’s financial health** remains stable, though challenges around international student enrollment were noted, particularly regarding processing delays from major sources like India and China. The school is exploring ways to attract students from the U.S. and plans to pursue accreditation for its Master of Public Health program to appeal to U.S. applicants.
- 5. Associate Directors Updates** – report attached
  - **Research** – Rachel Murphy  
No additional updates beyond the circulated report.

- **Faculty Affairs and Partnerships**– Louise Masse
  - a) Indigenous Scholar Science Position: Updates provided on the directed hire for an Indigenous scholar in health sciences. Approval at all levels was received, except initially withheld by the Faculty Association due to bargaining issues. However, an agreement has now been reached, allowing the position to move forward.
  - b) Canada Research Chair (CRC) Position: CRC candidate in anti-racism has withdrawn; the committee will seek to re-initiate the search if granted approval. The complexity of the recruitment process was noted, with the need for potential new committee formation.
- **Education** – Trevor Dummer  
The Faculty Forum held discussions on graduate and postdoctoral education. Trevor Dummer shared insights from last week's faculty forum, which focused on the 2025 internal review plans and the anticipated strategic plan alignment.
- **Clinical Faculty Affairs** – Dr. Trevor Corneil
  - a) Work on clinical faculty awards is underway, involving rubrics for promotions.
  - b) The new clinical faculty policy for 2025 will broaden activity contributions and address issues some faculty members face in meeting current policy requirements.
  - c) Issues related to international visa holders were discussed, particularly concerning their eligibility to teach when not listed under UBC on their work permits.

#### 6. Advisor to the School Director & REDI Lead

- a) Craig provided updates on PhD recruitment and the necessity to vote on the job description formalities. Emphasis on Indigenous representation within recruitment committees and the importance of consensus-building.
- b) Sue mentioned that the upcoming REDI workshop is scheduled for October 30 and November 15. Aiming to enhance EDI engagement among faculty members.

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

- **PhD and MSc** – Eva Oberle
  - a) Faculty were reminded to encourage new students to visit the grad studies website.
  - b) Emphasized the need for conversations about expectations between students and supervisors, as students may feel uncomfortable initiating these discussions.
  - c) Reminded faculty about deadlines for TSP submissions and changes regarding page limits for mixed messages and research proposals.
  - d) Shared concerns regarding data ownership issues when students come with their own data packages, which has created problems with university policies. Suggested that clearer communication and documentation at the start of the student-supervisor relationship could mitigate these issues.
- **PHPM** - Trevor Corneil
  - a) Introduced five new residents joining the PHPM program, including two first-year public health medicine residents and three re-entry residents.
  - b) Mentioned the departure of recent graduates who secured jobs, contributing to public health gaps nationwide.
- **MPH and Accreditation and Quality Improvement** - Mike Marin & Patti Janssen
  - a) Discussed efforts to revise the MPH curriculum to align with accreditation standards and student feedback.
  - b) Proposed a reduction from 60 to 48 credits and the addition of a capstone project.

- c) Acknowledged the importance of collaborating with the REDI committee for self-study data relevant to accreditation and quality improvement processes.
- **HELP** – Mariana Brussoni  
Provided an update on the Sunny Hill Chair in Child Development recruitment, with two shortlisted candidates for in-person visits in November. Encouraged faculty to participate in candidate presentations.
- **W. Maurice Young Centre for Applied Ethics** – Susan Cox
  - a) Announced ongoing discussions about the center's vision and the logistics of relocating to the second floor.
  - b) Invited participation in bimonthly talks on ethics, encouraging student involvement.
- **EBPHP** - Amee Manges
  - a) Plans to offer a dedicated stream within the curriculum for students interested in pursuing epidemiology as a specialization were discussed.
  - b) Amee has been in discussions with a group of fourth-year students to gather input on their educational needs and interests.
  - c) Emphasized the importance of preparing students for careers in epidemiology and ensuring they have access to relevant coursework and guidance.

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

- a) **Staff Vacation:** Faculty/Managers should remind their staff to take vacation noting that full-time staff can only carry forward 70 hours to the following year. The vacation for part-time staff is pro-rated per their earned vacation. The staff who have more than 70 hours of vacation should work with their manager to come up with a time frame for when the vacation will be taken. In case the staff takes another position at UBC, the position is terminated, or the staff leaves UBC, the employer (the unit) is responsible for the full payment of the remaining vacation in addition to the salary. This can become costly to the unit so the employees must be encouraged, and given time to take their earned vacation.
- b) **Staff Term Appointments:** faculty members and/or unit managers should contact SPPH HR in advance to discuss the termination process. The unit must provide working notice for staff who have worked for three years or more. This protocol needs to be closely monitored to avoid compliance issues.
- c) **Floor Warden Training Course for Faculty/Staff:** The local safety team convened earlier this month with discussions centered around the shortage of floor wardens. Staff who are designated as floor wardens may be scheduled to work from home (WFH) or on vacation/sick during emergencies. For this reason, all (faculty/staff) are encouraged to complete the online floor warden workshop (20 minutes) to ensure safety preparedness in case of emergencies to act as floor wardens in their respective units. [UBC Floor Warden Training Course](#).
- d) **Fiscal Year Budget:** During the fiscal year budget reviews, Geraldine noted the unused awards including the Dr. Anne Crichton Endowment Fund for alumni students and the James M. Robinson Memorial Prize in Health Care. Shermila will forward the documentation (Deeds) needed to follow procedures to Amee Manges as chair of the awards committee and to Lisa McCune on behalf of the Education Team.
- e) **Staff Recognition:** Shermila emphasized the importance of appreciating staff for their work and dedication to SPPH.

**9. Communications – Gabrielle Price**

Town Hall Survey Reminder: The survey distributed post-town hall by SPPH Communications is still open. Responses will help shape future town hall events. Staff are encouraged to participate.

**10. IT - Stefan Mladenovic**

Stefan provided a brief overview of the new layout and design standards for the website that will be aligned with UBC's branding guidelines.

**11. Education – Lisa McCune**

The education team is finalizing course offerings for Summer 2025. Faculty are reminded to confirm their participation and inform the administration of any course changes. Early communication is essential for securing classroom availability within the UBC system.

**12. Other Business Arising**

- a) **Health Quality BC Presentation:** Scheduled for November 22nd. Christina Krause, CEO, aims to strengthen ties with the school and will discuss student placement opportunities. Devin Harris, a former program participant, will also join. The session will be hybrid and all are encouraged to attend in person for a fuller experience.
- b) **Guest Speaker, Dr. Naftali Weinberger:** will assist in reviving a campus-wide course, "Racism through the Lens of Causality," which he previously taught at Munich University. The course targets participants from various disciplines. Dr. Naftali will be in Room 151 for engagement opportunities.

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

**Next SPPH Faculty Meeting: Friday, November 22, 2024**