

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

Minutes of Faculty Meeting held on Friday, December 13, 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 November** – approved.

**4. Director’s Report-** Aslam Anis, Director

**a) Town Hall Updates:**

The first town hall was successful, with feedback gathered on its format and focus. The focus of town halls will remain on transparency and decision-making within the school. Planning is underway for the January 24th town hall.

**b) Upcoming External Review:**

The external review of the school will require significant preparation. The review process will include a self-study and identification of external reviewers. Faculty was encouraged to think of potential reviewers, particularly those with a broad vision of the school and its programs.

**5. COI Policy Presentation – Guest Speaker Dr. Jeff Toward**

Dr. Jeff Toward introduced the recent updates to UBC's Conflict of Interest (COI) policy, focusing on the introduction of annual COI declarations for staff, clarification of roles and procedures, and changes in the handling of COI disclosures, with an emphasis on addressing evolving challenges and ensuring alignment across faculty and staff responsibilities.

Dr. Toward’s slide presentation was distributed to faculty listserv.

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

- **Research** – Rachel Murphy

Rachel reiterated the importance of in-person attendance at the research seminar and thanked those who volunteered.

- **Education** – Trevor Dummer

a) The faculty forum, held the previous day on December 12, 2024, was a success, noting useful discussions on graduate supervision. The session was recorded and will be available online.

Key highlights included challenges in graduate student supervision, particularly around communication and expectations with supervisors. It was suggested that supervisors and students establish clear expectations, including roles in publications. The forum also

addressed the need for templates for supervisor-student expectations to ensure better communication and support.

- b) Trevor reminded faculty about the importance of meeting grade submission deadlines which is January 3<sup>rd</sup>, 2025, noting that missing the deadline requires time-consuming amendments.

- **Faculty Affairs and Partnerships**– Louise Masse

Louise highlighted ongoing discussions about supervisory privileges. Data gathering is underway to inform policy adjustments, with further input requested from those with experience in admissions or supervisory roles.

- **Clinical Faculty Affairs** – Dr. Trevor Corneil

Clinical faculty activity reports will be sent in January.

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

Sue shared that there is a staff opening on the REDI committee and encouraged staff nominations.

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

- **MGH** – Daniel Steel

- a) The MGH program has been officially approved by the Ministry of Post-Secondary Education. The first cohort of students will be enrolled in 2026, with steady-state enrollment expected to be around 30 students.
- b) Concerns were raised about challenges with foreign student visa issues, student housing, and tuition, particularly in light of recent immigration policy changes. Aslam emphasized the need for collective support to recruit students for the new program.

- **HELP** – Mariana Brussoni

- a) Candidates for the Sunny Hill Chair in Child

First Candidate: Dr. Janus visited recently and gave a talk. It was hoped that trainees had the opportunity to meet her.

Second Candidate: Jeannie Shoveller is scheduled for a visit on January 22nd and 23rd. She has requested time to meet with faculty, and Rachel will organize these sessions.

Faculty are encouraged to block off time on January 23rd from 3:00 to 4:00 p.m. for her presentation. Candidate identity remains confidential; communication materials will follow.

- **HIP** - Martin Guhn

Martin provided a brief update on the division's activities, including a discussion on truth and reconciliation within teaching and creating spaces for informed discussions on global conflicts.

- **EBPHP** – Ameer Manges

- a) Ameer shared a report about the Immunology PhD concentration and reminded faculty about upcoming events and student opportunities.
- b) A reminder was given about the email sent to everyone, encouraging students currently in the PhD program to join if interested. Interested students should be referred to Amy with contact information so she can guide them through the process.

- **OEH** – Chris McLeod

- a) Chris reminded attendees about the upcoming Cascade Population, Environment, and Occupational Health Conference, with registration closing on January 16th.

- b) Additionally, two PhD students in the division had personal milestones (babies born) which was celebrated.
- **HSP** – Jason Sutherland  
Jason gave a brief health services update, including the plan for the first meeting in early 2025.

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

- a) It was announced that Wanting will be leaving at the end of this month. The team expressed their appreciation for Wanting's contributions, noting that she made work much easier and will be missed.
- b) Sadia will be returning from maternity leave.

**10. Communications – Gabrielle Price**

Gabrielle updated the group on a significant upcoming announcement regarding the MGH program. Communications are being coordinated between SPPH and the ministry, and an official announcement will follow.

**11. Education – Lisa McCune**

- a) Lisa shared administrative updates regarding teaching schedules for Term 2. Faculty members can see their class roster in Workday but cannot admit students directly from the waitlist. Faculty needing assistance should contact the education team.
- b) Lisa also informed attendees about early planning for teaching assignments in 2025 and 2026, as the university requires long-term planning for classroom spaces.

**12. Other Business Arising**

The upcoming holiday lunch upstairs will start at 12:00 noon.

There being no other business the meeting was adjourned at 11:40 a.m.

**Next SPPH Faculty Meeting: Friday, February 28, 2024. January 24 will be the SPPH Town Hall.**