

The University of British Columbia
School of Population and Public Health

Minutes of Faculty Meeting held on Friday, October 24, 2025
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.

Motioned - David Patrick

Seconded – Silvia Stringhini

4. Director's Report- Aslam Anis, Director

- The meeting began with a moment of silence for Elder Lou Demerais, who passed away on Oct 17th, acknowledging their contributions and legacy.
- Introduction of Dr. Kirsten Marchand as Partner Faculty
- UBC Policy now requires internal reviews every 5 years and external reviews every 10 years. SPPH External review is scheduled for Nov 12-14.
 - The key strategies highlighted in the School's self-study relate to strengthening global health at UBC.
 - A previous report on Global Health, prepared by consultants Dr. Mike Merson (former Dean, Duke University) and Dr. Steven Hoffman (Director, CIHR Institute of Population and Public Health), identified significant opportunities for UBC to expand its work in this area. The accompanying scoping document identified 270 UBC high-level researchers engaged in global health-related work, about half within the Faculty of Medicine and the remainder across other faculties, including Engineering, Land and Food Systems, and Climate Studies. The consultants recommended that UBC build stronger connections among these researchers and establish a more visible and coordinated focus on Global and Population Health.
 - The Self-Study report has been submitted to FoM; a copy will be available to those who would like to read. Please contact Taryn Lowther, Manager, Human Resources.
 - The external review will be held virtually (November 12–14). The review committee includes:
 - Dr. Jeffrey Johnson (Chair), Professor, School of Public Health, University of Alberta
 - Dr. Audrey Laporte, Professor of Health Economics, and Director, Institute of Health Policy, Management and Evaluation, Dalla Lana School of Public Health, University of Toronto
 - Dr. Noel McCarthy, Professor of Population Health Medicine, School of Medicine, Trinity College Dublin
 - The review will include 11 separate sessions, covering Senior Leadership, Associate Directors, Division Directors, Program Directors (MSc, MPH, MHSc, PhD, etc.), Faculty (two

- sessions to accommodate schedules), Staff (split into senior administrative staff and program/junior staff), students, postdocs, residents, and research associates
- Faculty are encouraged to attend their respective sessions, introduce themselves briefly, and emphasize SPPH's key strengths and challenges.
- The school has been working to reduce its structural deficit. One voluntary retirement completed (July 2025). Three additional voluntary retirements are anticipated by June 2026. The last is expected in June 2027.
- The Division of Occupational and Environmental Health (OEH) will merge with Global Health to form the new Division of Global and Environmental Health (GEH) effective November 1, 2025. Dr. Gina Ogilvie has accepted the role of Director for an initial two-year term expressing a desire to make the role open to future leadership opportunities. Dr. Ogilvie acknowledged her stronger expertise in global health but is committed to supporting the environmental health community and expanding the new division's reach.
- The Occupational Hygiene recruitment remains pending approval; this hire is essential to maintain program accreditation.

5. Associate Directors Updates

a) Faculty Affairs and Partnerships— Louise Masse- Report attached

b) Research – Rachel Murphy- Report attached

- Rachel continues to seek volunteers for the upcoming year and encouraged faculty to nominate trainees to present.
- Upcoming sessions will feature presentations by poster winners from the September Research Showcase.
- Faculty are urged to attend the Research Seminar and encourage participation. Feedback is welcome on improving the accessibility and engagement of seminars.
- Rachel highlighted the CIHR Research Excellence, Diversity, and Independence (REDI) Transition Award, supporting postdoctoral fellows and research associates—particularly those from underrepresented groups, including women, racialized and gender-diverse scholars, and Indigenous researchers—as they transition to independence.

c) Education –Trevor Dummer – Report attached.

- Upcoming Teaching and Learning Forums:
 - A session on AI and Innovative Assignments, focused on managing authorship integrity in the age of AI.
 - A workshop led by Sue on EDI in syllabus and assessment design. Faculty are encouraged to attend and bring examples of their own assessments for discussion.
- AI in Graduate Student Work:
 - UBC's thesis submission process now requires students to declare AI use in their work. Supervisors should discuss acceptable AI use with both new and continuing students to avoid misunderstandings at the dissertation stage. Common acceptable uses include grammar and code assistance, but parameters should be clearly defined within research teams.
- Upcoming Events:
 - A Trauma-Informed Classroom workshop (part of the Indigenous Strategic Initiatives series).

- Graduate Mentorship and Supervision workshops—including sessions for new supervisors and those supporting students with disabilities.
- Faculty are encouraged to register early as spots are limited.
- Trevor Dummer congratulated the Master of Global Health (MGH) Program on opening its admissions window and welcomed Nicole Kelly, the new Program Manager, who has recently joined the education team.

d) Clinical Faculty Affairs – Trevor Corneil

Updated materials for Clinical Appointments and Promotions have been circulated for review. Faculty who provided earlier feedback are encouraged to review the final version.

6. Advisor on Community Engagement and REDI Lead – Sue Mills - Report attached.

Sue presented key updates from the EDI portfolio:

- Results from the SPPH EDI Workshop Survey showed strong faculty engagement: 25 faculty, 22 students, 13 staff participated, and 9 unidentified. Results will inform the 2025–2026 EDI activity plan, within budgetary limits.
- Upcoming EDI Event:
“Creating Inclusive Spaces” Art Drop-In on Thursday, October 30, in the upstairs SPPH kitchen area. Faculty are encouraged to participate or drop in briefly to show support.
- SPPH will participate in a workplace accessibility pilot led by the Ready Committee, beginning early in the new year.
- Sue also shared an overview of EDI-related activities reported in last year’s Faculty Annual Reports: (Louise & Sue worked together)
- 58% of faculty participated in at least one professional development activity related to EDI.
- Common trainings included SPPH REDI Student Workshop, OCAP training, San’yas courses, and Weaving Relations.

7. Program Directors Reports, Centre Directors and Division Heads

a) MGH – Khumbo Kalua – Report attached.

The Master of Global Health program hosted two webinar information sessions, each with approximately 50% attendance.

Application portal opened Oct 15; 43 applications in first week (40% Canada, 40% Africa, 20% all over the world; ~60% female).

b) MPH – David Patrick– Report attached.

Faculty participation in admissions committees is needed.

c) MSc/PhD – Eva Oberle– Report attached.

- MSC students require \$20,000/year in support for two years. Based on projected GSI funds, support for the top 10–15 ranked students is anticipated, contributing approximately \$10,000 per student.
- GSI funds previously used for PhD students will be redirected; a small emergency fund will be maintained for unexpected student needs.
- Faculty are strongly encouraged to discuss supervisory support with applicants prior to admission decisions. A supervisory support form must be submitted before students receive an offer. Students can apply without a form, but offers will only be made once supervisory support is confirmed. Faculty can access folders and Excel sheets listing students and preferred supervisors to facilitate early decision-making.
- Updated supervisory support forms will request detailed information on co-supervision models, including primary and co-supervisors. Faculty are advised to check Canvas for the most recent forms and complete them in consultation with co-supervisors.

- Supervisors supporting multiple students (e.g., 2 MSc and 2 PhD students) indicate their capacity on the support forms. Rankings and offers are confirmed in consultation with faculty, taking into account available funding and student eligibility. If a PhD student receives a 4-Year Fellowship (4YF), faculty may be asked to provide additional funding. All details will be discussed before making an offer.
- Funding allocation will consider ranking order, academic merit, and needs-based assessment. New faculty members are prioritized for MSC student assignments to support mentorship and supervision development
- Once Hugh Davis transitions into retirement, a new chair for the committee will be required. Faculty members who are potential candidates for chairing in 2027 are encouraged to join the committee this year. Involvement this year could include shadowing or participating in shared roles to facilitate a smooth transition.
- Faculty are encouraged to consider ways to participate in PhD and MSC admissions, noting that the shared role applies to both programs. Engaging early provides experience and supports continuity in admissions processes.
- Comprehensive Exam Committee Examiners: Faculty are urgently requested to review their commitments and consider serving as examiners for the comprehensive exam committee. Participation is needed to support timely student evaluations.

d) OEH – Chris McLeod

- Incoming students, including MPH, are a great group of learners. Social activities have been organized to support community-building among students.
- The admissions window is scheduled to open on November 4th.
- Progress is being made on collaborations with the Faculty of Medicine and WorkSafe BC regarding the occupational hygiene hire, though some complexities remain.
- A Halloween party is planned for next week to provide social engagement for students.

e) Accreditation – Patti Janssen (reported by Aslam Anis)

- Completion of competency requirements in course outlines is critical for accreditation.
- Seven courses currently have instructors who have not yet mapped competencies, which must be addressed before program examination and accreditation processes can proceed.
- Faculty are urged to ensure competency mapping is completed to avoid delays. Efforts are being made to ensure all courses meet competency standards.

f) CHSPR – Jason Sutherland

- New Policy Extender following lunch time Research Seminars, a second hour is offered for trainees to learn how to translate research into policy.
- The next session will feature Dr. Kirsten Marchand, led by Stephen Lewis, providing insights into provincial and national policy-making.
- Attendance is encouraged; lunch is provided. There was a minor incident involving a person taking lunch during a seminar and leaving the premises. It appears that the person only came to pick up lunch and leave, rather than attend the seminar. These incidents have occurred before, staff and attendees are advised to remain vigilant.
- The center's office door is open and staffed during business hours (Monday–Friday), except for temporary circumstances. Faculty and trainees are encouraged to visit; front desk staff can assist with directions.

g) Health in Population – Martin Guhn

Changes in ministry data platforms may affect data linkage and research access. Faculty conducting research with data beyond ministry datasets should reach out to ensure protection and continued access to unique research platforms. Coordination is ongoing with national and international partners to maintain research capabilities.

h) Health Services & Policy – Jason Sutherland

- The Centre for Health Services and Policy Research expressed strong support for Martin's advocacy efforts.
- The Division currently offers a Health Economics concentration. Plans are underway to reinvigorate Health Economics and introduce two new concentrations:
 1. Health Services Research
 2. Health Policy

The goal is to have the Master of Science concentrations active as soon as possible, while PhD concentrations will require more time and planning.

i) Occupational and Environmental Health – reported by Aslam Anis

The newly merged division of Global Health and Occupational & Environmental Health will be called Global Environmental Health. The naming convention does not exclude occupational health; it is primarily for simplification.

8. Administration – Shermila Salgadoe

- According to the [Faculty Collective Agreement, Article 9](#), “the normal vacation should be arranged informally between a faculty member and the Head or Director.”
 - The [UBC HR page](#) says that Faculty and Academic Executives, “Your vacation entitlements are arranged informally between you and your department head or director. There is a general understanding that faculty members receive one month of paid annual vacation leave each year. You must take any holidays to which you are entitled within the contract period or before any other agreed termination date.” Please let Aslam know with a copy to the Executive Assistant or Shermila when you take your vacation, including start and end dates.
- International travel for conference participation does not count as vacation, unless faculty are taking a vacation after the conference has taken place.
- Staff is organizing a Halloween event on October 31st between 10:30 a.m. and 12 noon at the SPPH Lobby; all are invited to attend.

9. Communications – No report.

10. Education – Lisa McCune

- Faculty are asked to confirm teaching assignments for the 2026–2027 academic year by the end of the calendar year.
- Faculty should indicate if they want to keep the same course schedule.
- Summer 2026 course schedules are largely set.
- For summer 2027, faculty should anticipate changes due to MPH curriculum adjustments and reduced student availability. Courses should be considered to move to the regular academic year.
- Faculty teaching new split-class programs are encouraged to consider demo sessions or flipped-classroom strategies.
- Faculty are encouraged to serve on one or two committees related to Admissions, Comprehensive exams (Comps), and Thesis Screening Panels. Participation is essential to ensure the smooth functioning of these processes.

11. IT – Stefan –

- Windows Update: Windows 10 is officially sunset as of October 15.

- Faculty running Windows 10 should notify IT if devices cannot upgrade to Windows 11. IT will assist with upgrades as needed.

There being no other business, the meeting was adjourned at 12:08 p.m.

Next Meeting: Friday, November 21st, 2025.