

FACULTÉ DES SCIENCES DE LA SANTÉ / FACULTY OF HEALTH SCIENCES
PROCÈS-VERBAL / MINUTES
CONSEIL DE LA FACULTÉ / FACULTY COUNCIL

Séance du 28 avril 2020 – Microsoft Teams
Meeting of April 28, 2020 – Microsoft Teams

PRÉSENCES / PRESENT

R. Baillargeon, D. Benoit, D. Bérubé, N. Bordenave, A. Carlsen, J. Cournoyer, , P. Darling, M. Del Bel, M. Demery-Varin, B. DePass, M. Dumont, N. Durand-Bush, J. Etowa, E. Fitzpatrick, T. Foth, I. Giroux, P. Guitard, D. Idriss-Wheeler, J. Jutai, J. King, J. Lagacé, R. Leblanc-St. Denis (sans vote), J. McLeod, M. Muray, J. Nantel, J. C. Phillips, K. Phillips, J. Savard, B. Séguin, M. Taks , F. Tesson, L. Thibault, présidente, J. Thibault (sans vote), M.-C. Thifault, S. Tosh, S. Wilson

ABSENCES MOTIVÉES / EXCUSED

C. Dallaire, P. Fallavollita, P. Forgeron

ABSENCES / ABSENT

S. Aly, I. Moore, A. Li Niap Fah, S. Sougal, S. Thibert, R. Thivierge-Abel

EST INVITÉE / INVITED

M. Fortier, secrétaire de réunion
L. Metthé, gestionnaire du décanat

1. OUVERTURE DE LA SÉANCE ET VÉRIFICATION DU QUORUM / CALL TO ORDER AND QUORUM CHECK

La doyenne souhaite la bienvenue aux membres et les remercie de leur travail continue pendant cette période de COVID-19. La période d'examen s'est bien déroulé sans incident majeur. Le quorum étant atteint, elle débute la réunion à 14 h 03.

The Dean reminds members that the meeting is recorded for the purpose of writing the minutes. Craig Phillips will be the moderator for the meeting. If you need to make comments or ask questions, please indicate so in the chat section.

2. ADOPTION DE L'ORDRE DU JOUR / APPROVAL OF THE AGENDA

19-20-FHS-CONSEIL-20 Sur motion dûment proposée par J. C. Phillips appuyée par B. Séguin, il est résolu d'approuver l'ordre du jour tel que présenté. (Unanime)

3. APPROBATION DU PROCÈS-VERBAL / APPROVAL OF THE MINUTES

3.1 De la réunion du 25 février 2020 / of the February 25, 2020 meeting

19-20-FHS-CONSEIL-21 Sur motion dûment proposée par J. C. Phillips et appuyée par J. Jutai, il est résolu d'approuver le procès-verbal de la réunion du 25 février 2020 avec la modification suivante à la page 2, item 6.1 : le mot « contamination » devrait être « décontamination ». (Unanime)

3.2 De la réunion du 24 mars 2020 / of the March 24, 2020 meeting

19-20-FHS-CONSEIL-22 Sur motion dûment proposée par J. C. Phillips et appuyée par P. Guitard, il est résolu d'approuver le procès-verbal de la réunion du 24 mars 2020. (Unanime)

4. AFFAIRES DÉCOULANT DES PROCÈS-VERBAUX / BUSINESS ARISING FROM THE MINUTES

Les sujets suivants découlant du procès-verbal seront traités à l'item 6 : mise à jour sur la COVID-19, le projet Top Shelf et la séance publique prévue le 6 mai.

5. AUX FINS DE DÉCISION | FOR DECISION

Aucun item.

6. AUX FINS DE DISCUSSION | FOR DISCUSSION

6.1 COVID-19

Procedures have been put in place to limit access to buildings on campus by employees. If you must go to your office to pick up necessary items for your work, you will require a letter from the Dean and Jodie will make the arrangements to acquire the necessary permission from Central Administration for you to have access to your building. The FHS Physical Resources unit and Protection Services have to be informed as well.

- M. Robidoux: is that directed to only Faculty members, or all attendees who may need to go to campus?
- J. McLeod: this procedure is directed to all employees. Students, however, have more leniency should they need to get something from their locker: they are to inform Protection Services.
- M. Demery-Varin: Can a memo be sent about this to students because when I wanted to get a textbook, I was told by Security that I was not allowed to and required that I get a letter from the Dean.
- J. McLeod will reconfirm what is required of students to regain access to a building and will post the information on the Faculty's website.

¹ **Note:** Aspects of minutes derived from the chat feature in Microsoft Teams are *italicized*.

The Dean informs members that there have been discussions regarding staffing issues. The University has not taken any measures to lay off people or to terminate contracts, but rather redeploying the workload of certain staff members to other units where the help is needed, therefore preserving the jobs of all employees on campus.

Recent messages from Central Administration indicate that courses in the fall term may be offered in a hybrid manner, that is in-person (on campus with a limited number of people in the classroom) and distance learning/online. We are waiting for direction from the Ottawa Public Health and the Public Health Agency of Canada as well as the Government of Ontario regarding the specific details on when we can expect to return to a more normal situation than presently.

There are many uncertainties regarding admissions for undergraduate and graduate students: Whether offers of admission will be accepted and once accepted, will the students register and come in September? As for international students, there are uncertainties regarding their ability to get their student visa on time to start in September or whether or not they will be able to come to Canada should a second wave of COVID-19 come through. There are also concerns that they will not come to Canada if the courses are offered distance learning/online in September.

With respect to the undergraduate programs, our offers of admission to undergraduate students are similar to last year's offers and the confirmed number of students who have accepted the offer are higher than last year.

The admission offers to graduate students are similar to last year's offers. Our confirmed count is 10 less than last year from a total of 150.

Spring/summer course registrations: The Faculty is happy to be offering a number of courses in different schools to all students on campus.

- The following courses (in English) have reached over 100 registrations: NUT 1304 Introduction to Nutrition, HSS 1101 Determinants of Health, APA 1122 Physical Activity and Global Health.
- The courses in French also have healthy numbers of registrations as well.
- These courses are above and beyond the regular classes that are offered during this session.

J. King: Is there any way for professors teaching this summer to be able to do that from their office? I know it is a challenge, but there is a more stable internet service at the office which is not always the case at the individual's home as well as having access to the required equipment such as skeletons, for the class.

- J McLeod: since we are not supposed to be on campus at this time, she suggests that Judy upgrade her internet service and ask for a reimbursement. By requesting a letter from the Dean, she may retrieve from RGN the necessary equipment and material required for her class.

T. Carlsen: where does the expense get paid from?

J. McLeod: all related expenses incurred because of COVID-19 must go through me and will come out of a special account. Members are encouraged to contact me for all questions related to eligible expenses.

The dean informs members that the Faculty is preparing contingency plans for September in order to prepare the options of online classes/distance learning vs. in-person participation. The Faculty will ask the schools to provide their contingency plans, in light of the Faculty plan, after consultation with their respective School Council.

Collation des grades : L'Université d'Ottawa fera une collation des grades virtuelle pour la cérémonie du printemps 2020. Il y aura une vidéo du chancelier, du recteur, de la doyenne, du (ou des) major(s) de promotion et les noms des finissants avec leur degré seront affichés. Si on est en présentiel par le mois d'octobre pour la semaine des retrouvailles, les finissants seront invités à venir à l'Université pour prendre des photos avec la toge et seront invités à assister à la cérémonie de la collation des grades de juin 2021.

I. Giroux : En ce qui a trait au plan de contingence pour cet automne, il va falloir discuter à l'intérieur de nos programmes pour confirmer quels cours seront prioritaires (qui ne peuvent pas être enseignés en janvier et qui ne peuvent pas être offerts en ligne/à distance) au cas que le retour se fasse en présentiel. More information will be coming to help prioritize which courses can be offered in the fall if we are back on campus (courses that cannot be offered in January nor online/distance learning).

- N. Bordenave: as a general rule, should we prioritize first-year courses.
- I. Giroux: it depends on the discussion you are having within your program/school.
- F. Tesson: ou bien les cours de 2e cycle qui ont généralement moins d'étudiants?
- J. Savard: ou les cours qui ont des labos en petits groupes?
- L. Thibault : on assume que le présentiel se fera graduellement avec des groupes de 50 étudiants environ ou moins, alors les programmes de nutrition et en réadaptation pourront être accommodés ainsi que les programmes de 2^e cycle. Pour les autres programmes de 100 étudiants et plus, les cours seront peut-être offerts en partie "en présentiel" (50 étudiants environ en salle de classe) et en partie "à distance". Compte tenu des laboratoires, on a demandé que les programmes professionnels soient en priorité pour le mois de septembre concernant le retour en personne surtout pour les laboratoires et les stages cliniques.

6.2 Projet Top Shelf Project

La Faculté a soumis le 27 avril le « Faculty Space Plan » avec plusieurs commentaires aux fins d'assurer que l'espace qu'on nous accordait était l'espace qu'on a besoin. On a également demandé un plan de contingence en termes d'espace dans l'éventualité qu'il y ait une croissance à la Faculté.

J Savard : qu'est-ce qu'on veut dire concrètement par « espace en contingence »?

- L. Thibault : on veut dire des mètres carrés en surplus pour prévoir la croissance dans le futur, par exemple la possibilité d'obtenir le gymnase dans le bloc D.
- T Carlsen : Did we get confirmation that the gym (block D) will be available?
- L. Thibault: Although negotiations for the gymnasium are still ongoing, we do have the support of the President.

¹ **Note:** Aspects of minutes derived from the chat feature in Microsoft Teams are *italicized*.

D Benoit: Can you please give a bit of detail on these concerns and what happens if they are not met? Does the Faculty have an opinion about the proposed 8 metres squared faculty offices being offered, which are significantly lower than the minimum standards of all other Canadian and American standards I could find (ranges between 12-18 square metres)?

- J. McLeod explains that what the Faculty has signed off on are all the spaces required for classrooms and research. We did make sure to mention that the layout was a big issue and that it was not agreed upon. Concerns were mostly surrounding consultations that were held and that were not properly translated on paper. Issues regarding office space (location, size, with/without window, etc.) are still ongoing and have not been finalized.
- J. Jutai adds that the Faculty Executive Committee will prepare a proposal about allocation policies and procedures which will describe how space will be allocated within the Faculty and which space will be shared.

M. Robidoux: How does the COVID-19 pandemic influence these plans?

- L. Thibault: the project is still going ahead as planned according to the same timelines.

6.3 Séance d'information (campus Lees) / Town Hall (Campus Lees)

La doyenne informe les membres qu'il y aura une séance publique générale (incluant des discussions du Campus Lees) le 6 mai prochain menée par le recteur, monsieur Jacques Frémont et les vice-recteurs.

7. AUX FINS D'INFORMATION | FOR INFORMATION

7.1 NOUVELLES DES ASSOCIATIONS ÉTUDIANTES / NEWS FROM THE STUDENT ASSOCIATIONS

M. Del Bel, student representative from the School of Rehabilitation Sciences: A round table meeting was organized for the students by the director of the School of Rehabilitation Sciences via Zoom. The main issue was the leave of absence and what it fully entails. Since graduate students' research projects have been halted midway through the semester and that students were given the option to take a leave of absence during the summer, how does that influence the RA/TAships and other scholarships and services students usually have access to, such as the library?

- L. Thibault responds by informing Michael that all directives communicated to students come from the office of the Associate Vice-President, Graduate and Postdoctoral Studies. If students have taken a leave of absence, it means that they cannot work on their thesis during this absence and therefore will receive no financial support from the university.
- I. Giroux encourages the students to discuss with their supervisors and seek support from the specialists at the academic office to best understand the situation they are in. If students can continue to work on some components of their research, then they can maintain their registration. Professors who are doing vital research that must continue on campus have been informed that they can complete a derogation request. The IT unit of the uOttawa is working to provide more support to researchers and graduate students who may have problems accessing some of the resources such as the VPN

or special software to perform research. If the student cannot carry on with their research project during the pandemic, they have the possibility to make a request for a leave of absence by May 29, 2020, in the service request dashboard. It is unknown at the moment what the options are for students who have scholarships. We are hoping that all graduate students will be able to come back in the fall.

- N. Bordenave: Can we consider leaves of absence for postdocs as well?
- This is a question to be addressed to J. Jutai and then communicated to members because he had to step out of meeting.
- *M. Muray, student representative from the School of Nursing also adds that medical coverage is a big concern during a leave of absence, especially in light of COVID-19 and student health. Connected to that is returning to school with uncertainty regarding scholarships. This needs to be addressed in an email to all students to guide discussions and decision making between students and faculty.*

M. Demery-Varin, graduate student representative from the School of Nursing: Are extensions going to be considered for students who have had to adjust/replan their thesis? Especially students who were going to interview patients, etc. in a clinical setting and no longer have access.

- I. Groux: When you make your service request and if you decide with your supervisor to remain registered as a full-time student, keep a record of the information that you needed to do some of the work related to COVID-19 or that you had some barriers because later on, if you need to request an extension, you will have to submit that information to explain why you need an extension. Requests for an extension will be reviewed case by case.

D. Benoit: How are supervisors meant to help their students in the decision making if the supervisors do not have information to inform them? For example, if a student was guaranteed a TA and then takes a leave, are they still guaranteed the TA when they return? Do they have access to the library when they are on leave?

- L. Thibault responds by saying that the Faculty will honor the obligation to pay the TA when they return from a leave.
- I. Giroux adds that under the academic regulation 3.2.2, a student can continue to have access to the library when on leave.

S. Wilson, graduate student representative from the School of Human Kinetics: What does a leave of absence actually mean and what does it constitute? Supervisors are not really in a position to respond. As for extensions, the timeline is very tight for the graduate students. We need a clear message regarding the extensions and, once we get through this pandemic, we need to understand the effect it will have on current students in the future. We are asking for consideration for future extensions such as leniency in terms of funding and expectations.

- L. Thibault: The Faculty of Health Sciences would have leniency regarding extensions. The Dean reminds students that the process for extensions is not new and already exists. I. Giroux repeats that students should document their situation and, with their supervisor, come up with a statement that, because of COVID-19, they could not recruit study participants or complete some of the lab work but had to adapt

their plan according to the present pandemic situation. Communication with the supervisor is required because the supervisor must approve the service request.

- S. Wilson asks that the faculty communicate this information to the graduate students.

M. Del Bel: How would leaves of absence influence international students? Is it any different for student visa regulations?

- I. Giroux recommends that questions regarding international students should be addressed to Joshua Jespersen (jjespers@uottawa.ca) from the international office.

7.2 NOUVELLES DES UNITÉS ACADÉMIQUES / UPDATES FROM THE ACADEMIC UNITS

7.2.1 École des sciences infirmières / School of Nursing

In P. Forgeron's absence, J.C. Phillips informs members that Paula is attending a meeting where they are planning how they are going to address bringing the second- and third-year students back into the clinical training and labs.

7.2.2 École des sciences de la nutrition / School of Nutrition Sciences

S. Tosh reports on the following:

- Finished courses and exams with varying degrees of problems.
- The Certificate of Food Policy and Regulatory Affairs course No. 4 was delayed and will begin online on May 4.
- Two courses will be offered this summer: NUT 1304 Introduction à la nutrition/NUT 1704 Introduction to Nutrition.
- Placements have been cancelled. Some students were able to do their first and second placement but not their third. We are developing contingency plans so that the placements can be put online this summer in order for students to graduate in the fall.
- Other events that have been cancelled: labs were closed, Open House, the MENU Games, the professional development event for the preceptors, the building of the food preparation lab that was supposed to be open in September is on hold, the hiring of a new administrative assistant is on hold, the Bachelor of Integrated Food Sciences Program did not have enough registrations and therefore its start will be delayed another year.

7.2.3 École des sciences de la réadaptation / School of Rehabilitation Sciences

E. Fitzpatrick reports on the following:

- Christine Pilon has just announced her retirement and will be leaving at the beginning of July.
- Congratulations to Daniel Benoit, recipient of the NSERC Discovery Grant.
- Online courses and exams were completed with a few glitches.
- The program directors have worked very hard to reorganize advanced courses from fall to summer as well as preparing other contingency plans in the context of many unknowns.
- Looking forward to welcoming four new professors in July.

7.2.4 École des sciences de l'activité physique / School of Human Kinetics

B. Séguin informe les membres des points suivants :

- Thank you to Benjamin Depass and Stuart Wilson, the two HK student representatives to Faculty Council, for their contributions with our program evaluations.
- A few problems with online courses and exams. Thank you to all the regular and part-time professors for their collaboration.
- Félicite Alexandre Dumas, récipiendaire d'une bourse CRSH.
- On continue avec l'évaluation des programmes de premier cycle et d'études supérieures.
- On devrait compléter l'exercice d'ici les prochaines semaines.

7.2.5 École interdisciplinaire des sciences de la santé / Interdisciplinary School of Health Sciences

K. Phillips reports on the following:

- Thank you to all regular and part-time professors for their contributions in adapting to online teaching.
- Award recipients:
 - Ally Gauthier-Beaupré, a PhD student, was recipient of the Queen Elizabeth Scholarship and excellence scholarship
 - Lara Pilutti is an Early Researcher Award recipient
 - Shannon Bainbridge was awarded a CIHR/NSERC Partnership Grant

7.3 RAPPORTS DE LA DOYENNE ET DES VICE-DOYEN(NE)S / DEAN AND VICE-DEAN REPORTS

7.3.1 Doyenne / Dean

The Dean has nothing more to report.

7.3.2 Vice-doyen à la gouvernance et secrétaire / Vice-Dean, Governance and Secretary

7.3.2.1 Rapport sur le Groupe de travail sur les procédures de la Faculté / Report on the Faculty Procedures Task Force

J.C. Phillips reminds members of the Task Force that was created and approved by the Faculty Council in January 2019.

The Task Force met three times and have initiated the process of reviewing all faculty-wide procedures.

- They have identified that there were numerous inconsistencies in the procedures and the way they were presented. Made recommendations to different School directors to streamline and formalize processes.

¹ **Note:** Aspects of minutes derived from the chat feature in Microsoft Teams are *italicized*.

- Development of a procedures' manual for the Faculty (draft appended to the report)
- Used a workflow management system, Smartsheet, that has facilitated the work of the task force and allowed us to provide feedback on the different procedures.
- The process of the review of the procedures has been delayed. We were not able to finish the review for the end of April as planned. We are still on target to complete by the end of June.
- The proposed Procedures' Manual provided in Docushare will be presented for approval by all levels by fall of 2020. Members are invited to send their comments on the document to Craig or Marie.

D Benoit: What are the definitions for Academic vs. Administrative procedure?

- J.C. Phillips: The definitions would originate at the university level. The procedures that require the Board of Governors' or the Senate approval would be the administrative procedures. All academic procedures must go through the Faculty Council. Certain administrative procedures are approved by the Faculty Executive Committee and/or by the Dean and Chief Administrative Officer and do not require the approval of the Faculty Council. However, the approved procedures are communicated to the Faculty Council.
- D. Benoit: For example, when it comes to the hiring of a new professor, would the amount allocated for start-up funding be considered an administrative procedure?
- L. Thibault responds that the allocation of start-up funds is not a decision made by the Faculty but by the Office of the Vice-President, Research.

7.3.3 Vice-doyenne aux études - qualité et mise en œuvre des programmes / Vice-Dean, Academic – Program Quality and Delivery

Aucun rapport, car C. Dallaire est absente.

7.3.4 Vice-doyenne aux études - affaires étudiantes et professionnelles / Vice-Dean, Academic – Student and Professional Affairs

I. Giroux informe les membres des points suivants :

- Si des étudiants ont des questions liées aux prêts et bourses, aux remboursements, il faut contacter le Service de l'aide financière et des bourses (loansandawards@uottawa.ca).
- Les étudiants aux études supérieures sont invités à faire leur soutenance de thèse en ligne : pour le doctorat, ce sera avec Adobe Connect, pour la maîtrise et autres comités gradués, ce sera avec Microsoft Teams.
 - M-C Thifault : Est-ce que les étudiants pourront donner accès à un espace pour un certain public pour assister à leur soutenance de thèse?
 - I. Giroux : On ne peut pas présentement faire de soutenance de thèse publique à cause du COVID-19. On doit également protéger l'intégrité de l'événement en termes de confidentialité des discussions qui ont lieu. On doit donc limiter le nombre de personnes qui doivent faire partie de la soutenance.

7.3.5 Vice-doyen à la recherche / Vice-Dean Research

Aucun rapport, car J. Jutai a dû quitter la réunion.

7.3.6 Directrice administrative / Chief Administrative Officer

J. McLeod informs members of the following:

- In terms of cost-saving measures and budget impacts due to COVID-19, the University undertook a hiring freeze and a redeployment of resources which affects the administrative personnel. All open positions have been put on hold and all faculties and services had to look at all their resources and redeploy employees where extra help is needed.
- The Dean's Office Manager and the Human Resources Manager have put in place a redeployment plan for the Faculty of Health Sciences.
- Budget update: At present, our budget is still the same but adjustments may need to be made in certain areas.
 - o The operating fiscal year will end at on April 30th and the research fiscal year ended on March 31st. Members are encouraged to send all their operational expense claims to the finance team before April 30. The following link is provided to inform members how the finance team is operating during the remote situation as well as provide which expenses can be submitted related to COVID-19: <https://health.uottawa.ca/coronavirus-services>
 - o We are still on track to have a surplus with this year's budget. More details will be provided at the next meeting.

8. NOUVELLES DES REPRÉSENTANT(E)S AU SÉNAT / NEWS FROM REPRESENTATIVES ON SENATE

P. Guitard informe les membres des points suivants :

- Au dernier Sénat, il y a eu l'ajout de programmes au niveau de la maîtrise en ingénierie et en science. Ils ont également formalisé deux comités: le Comité d'évaluation des programmes de premier cycle et le Comité d'évaluation des programmes des études supérieures avec le nouveau bureau d'assurance qualité.
- P Guitard informe les membres qu'elle est représentante de la Faculté depuis les six dernières années sur le Comité d'évaluation des programmes d'études supérieures et que son mandat termine le 30 juin 2020.

9. QUESTIONS DIVERSES / OTHER QUESTIONS

R. Baillargeon : Pour faire suite au point 6.3 : séance publique – est-ce qu'il s'agit de celle qui est prévue où le vice-recteur associé aux immeubles doit présenter son rapport sur la décontamination du sol du Campus Lees?

- L. Thibault : Non, il s'agit d'une séance publique générale avec le recteur. Nous n'avons pas encore pu mettre à l'horaire la rencontre sur le rapport de la décontamination du site du campus Lees.

10. CLÔTURE DE LA SÉANCE / ADJOURNMENT OF THE MEETING

La séance est levée à 16h02.

11. DATE ET LIEU DE LA PROCHAINE SÉANCE / DATE AND LOCATION OF NEXT MEETING

Mardi 26 mai 2020 de 14 h à 16 h via Microsoft Teams / Tuesday, May 26, 2020, from 2 – 4 p.m.
via Microsoft Teams

¹ **Note:** Aspects of minutes derived from the chat feature in Microsoft Teams are *italicized*.