MBP Executive Meeting
December 13, 2017, 9:00 am
PMCRT, 101 College Street, Room 15-710


Regrets: P. Boutros, R. Hakem, T. Pugh, A. Vitkin

Minutes: D. Sears

1. Approval of Minutes from the MBP Executive Committee meeting, November 8, 2017.
Minutes were approved following minor modifications

2. Chair’s Report (T. Kislinger)
Dr. Kislinger confirmed that he had nothing to report.

3. Report from Vice Chairs (C. Cunningham, J. Sled)
   i) Dr. Cunningham reported that he has discussed rotations with several faculty members at Sunnybrook. A draft of a survey about Rotations which is to be sent to the Physics faculty was distributed and reviewed by the committee.
      Action: Dr. Kislinger to review the survey before it is sent out. The survey is to be sent out before the 2017 Holiday Break begins.

   ii) Dr. Kislinger discussed reviewing the possibility of replacing MBP streams by more modern and descriptive streams in 2018. He confirmed that all applications are being sent directly to the downtown office and applicants are not asked to specify a stream. Dr. Cunningham commented that the Interview Days could be called “Uptown” and “Downtown” instead of “Biology” and “Physics.”

   iii) Dr. Sled reported that he attended the Vice Deans’ Educational meeting, where the topic of subconscious bias was discussed.

4) Report from Research Institute Representatives (M. Lupien, A. Martel)
Dr. Lupien reported that the position of Director of Research at Princess Margaret Cancer Centre has not been filled. Dr. Rama Khokha has stepped down from the position of Interim Director and Dr. Mitsu Ikura is now the Interim Director.
Dr. Martel confirmed that she had nothing to report. She also advised that, as she is now a Graduate Coordinator, that she is withdrawing from the position of Research Institute Representative. Dr. Stefanovic agreed to accept the position.
Dr. Khokha suggested that Dr. Ikura be invited to join the MBP Executive.

5) Report from the Student Executive (S. Doodnauth, T. Huang, C. Lee)
   i) Ms. Doodnauth reported on the GLSE meeting. She advised that the online survey for graduating students is still being developed. The next GLSE meeting is in January 2018.
   ii) Ms. Doodnauth also reported on the University-mandated Leave of Absence. This allows administrative members of a department to put a student on a Leave of Absence on the following conditions:
a) If the student shows that they are having mental health issues and are at risk of harming themselves or others.
b) If the student is unable to participate in educational activities.
iii) Mr. Huang reported that the committee regarding student wellness is developing procedural documents for students. The documents will summarize the procedures a student should follow to obtain assistance in various situations.
iv) Mr. Huang also reported that a draft of a survey to be used for exit interviews is being circulated.
v) Mr. Huang confirmed that the 2018 James Lepock Memorial Symposium has been scheduled for May 22, 2018. The external speaker will be Dr. Numi Romanajian of Duke University and that Dr. John Rubinstein has agreed to be the internal speaker. He also advised that possible venues for the event are the Medical Sciences Building, the Pharmacy Building or PGCRL.
vii) Ms. Lee confirmed that she had nothing to report.

6) APC Policy (T. Kislinger)
Dr. Kislinger confirmed that MBP’s policies on Appointments and Promotion have been summarized and distributed. The committee approved the document.
Action: This document is to be posted on both the internal website and MBP website

7) Health & Wellness – Contact Info – Website (T. Kislinger)
It was decided that the procedure for all issues is to be summarized in 1 document.

8) “Let’s Talk Science Challenge” – donation (T. Kislinger)
Dr. Kislinger reported that he had received a request for a donation from the organizers of the “Let’s Talk Science” event. This is an outreach program for students in Grades 6 to 8.
Dr. Penn pointed out that MBP students have an outreach program aimed at students in higher grades. It was decided that it would be better to invest funds internally.

9) Other Business
Ms. Casci advised that a date for the Annual Department Meeting has not been scheduled.
Action: Review Dr. Kislinger’s calendar for his availability and schedule the meeting accordingly.

Meeting adjourned: 10:25 am