a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
Brock Hall | 2016 - 1874 East Mall
Vancouver BC V6T 1Z1

Phone 604 822 5239
Fax 604 822 5945
www.senate.ubc.ca

November 30, 2012

To: Senate

From: Senate Secretariat

Re: Faculty of Medicine: Revision to Procedures for Full Faculty Meetings

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Motion: *"That Senate approve the proposed revisions to the Procedures for Full Faculty Meetings of the Faculty of Medicine, as set out in the attached document."*

The Senate Secretariat has received a request from the Faculty of Medicine to facilitate Senate's approval of proposed revisions to the Procedures for their Full Faculty Meetings. Many of the Faculty's membership are located outside the lower mainland. The proposed changes would allow all members to participate in full Faculty meetings via Webcast.

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THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine
Dean's Office
317 - 2194 Health Sciences Mall
Vancouver, BC Canada V6T 1Z3

Phone 604 822 2421
Fax 604 822 6061
www.med.ubc.ca

November 28, 2012

Mr. Christopher Eaton, Associate Registrar and Director
Senate and Curriculum Services
Enrolment Services
Brock Hall 2016 – 1874 East Mall
University of British Columbia

Dear Mr. Eaton:

I am writing to request approval from Senate to make a change to the current process for the Faculty of Medicine ("Full Faculty") Meetings. The Faculty of Medicine currently has approximately 6400 faculty members, with many located outside the Lower Mainland. In order to provide as many faculty members as possible with the opportunity to attend these important meetings, they are held at two sites in Vancouver, and videoconferenced to three additional sites: Prince George, Victoria and Kelowna. Recently we have been able to also make the meetings available by webcast on a view-only basis to faculty members unable to get to one of these sites.

We now have the capability to allow faculty members watching the webcast to also participate during the meeting and to give voting members the opportunity to vote. A motion to approve this change was approved by the Faculty of Medicine Executive Committee on July 17, 2012 and by Faculty on November 26, 2012. A background document is enclosed.

This change will provide all our faculty members with an opportunity to be involved in the affairs of the Faculty of Medicine regardless of their location in the Province, and I am accordingly requesting approval to proceed with this change for future meetings of Faculty. Thank you for your assistance moving this forward.

Yours sincerely,

Gavin C.E. Stuart, MD, FRCSC
Dean, Faculty of Medicine
Vice Provost Health, UBC

Enclosure

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Approved by Faculty Executive - July 17, 2012
Approved by Faculty – November 26, 2012

UBC Faculty of Medicine - Dean's Office

Proposal to Change the Procedures for the Faculty of Medicine Meetings (Voting by Webcast & Audience Response System)

Last updated: July 10, 2012

This is a proposal to change the procedures for the Faculty of Medicine Meetings to ensure all members, wherever they are geographically located, have the ability to participate and vote at the meetings. Membership in the Faculty of Medicine includes all faculty members, plus designated student and resident representatives and designated representatives from other Faculties.

Background:

Meetings of the Faculty of Medicine ("Full Faculty") are normally held in May and November of each year. Based on the University Act, the purpose of these meetings is to approve administrative structures, curricular and program changes, and candidates for degrees. These meetings are an integral part of the governance of the Faculty of Medicine, providing an opportunity for the membership to inform decisions and directions affecting it. It is therefore very important for all members to be able to attend.

Faculty of Medicine Meetings are chaired by the Dean of Medicine and are held in accordance with the BC University Act and Senate-approved voting membership. The University Act vests in the Faculty, subject to the approval of Senate, the powers to make rules for government, direction and management of the Faculty and its affairs and business. The Faculty Executive carries out this responsibility on behalf of Faculty between Faculty Meetings and obtains Faculty approval for their actions at the Faculty Meetings.

The meetings are currently held at five sites, Lower Mainland (Point Grey & Vancouver General Hospital), Victoria, Prince George, and Kelowna. Members are required to register before entering the meeting to record their attendance and confirm their voting status. The current FOM voting membership is approved by Senate, and only voting members may vote on motions. Voting at these five sites is normally done by a show of hands, using cards issued to voting members when they register. When warranted, voting is carried out by secret ballot (electronically). Voting by proxy or alternates is not permitted at Faculty Meetings.

Voting members are located all over the province, and many are unable to travel to one of the five sites. Since there wasn't a mechanism to allow these members to either participate or vote, a pilot project was established in 2010 which allowed individuals the option of viewing the meeting via a webcast. Each webcast remains live/active for one month following the meeting.

Proposal:

Based on the positive feedback about the view-only webcasts, and in conjunction with UBC WebEvent Broadcast and Publication Services (formerly known as Media Services), the following process can be implemented subject to approval by UBC Senate which will enable a higher percentage of attendance and participation in the Faculty of Medicine Meetings.

The notice of meeting and agenda package sent to all members will include the webcast address. Individuals wishing to attend via this means will log onto the site so their attendance will be recorded, and those who are eligible to vote will be able to do so on line. During the meeting, comments and questions from those on the webcast will be handled through a moderator who will pass them along to the Chair.

Following the discussion about each motion, those attending in person at one of the five sites will vote by showing their voting cards or electronic response card (clicker), and voting members participating via webcast will be able to toggle to a voting screen. The results will be available immediately. A moderator will pass the results to the Chair.

Voting on significant motions, i.e. those involving the creation, merging or disbanding of academic units or significant curriculum changes, would be handled by a secret vote coordinated by UBC Enrolment Services. The results would then be provided to the Faculty.

Approved by Faculty Executive - July 17, 2012
Approved by Faculty – November 26, 2012

Comparison:

	In person – current process	Via webcast – proposed process
Meeting organization	The agenda, attachments and previous minutes are circulated by the Dean's Office to all Faculty of Medicine members plus other voting members by email no later than 3 weeks before the meeting date.	The agenda, attachments and previous minutes are circulated by the Dean's Office to all FOM members plus other voting members by email no later than 3 weeks before the meeting date.
Meeting organization	The register of voting members is prepared. All members (faculty members and designated reps) are identified as either voting or non-voting. The registration desk at each site will be provided with this list of voting members.	The register of voting members is prepared. All members (faculty members and designated reps) are identified as either voting or non-voting. The webcast provider will be provided with the list of members, their ranks (for voting eligibility) and their email addresses. *Note:* The provider needs all the addresses for attendance. Only those who have voting privileges will be able to authenticate on the voting page.
Meeting organization	When arriving at the meeting, a registration desk will be set up at each site. Attendees are checked off and given a voting card or electronic response card (clicker) if appropriate.	When arriving at the webcast, an introductory registration page will be set up to allow attendees to view the meeting using the current webcast program.
Attendance	Before entering, attendees at each site will be required to have their names checked off on the register to confirm their attendance and their voting status.	Before viewing the webcast, attendees are required to register using whatever fields we specify– i.e. name, dept - which will confirm their attendance. Attendees can confirm their voting status via a link to the Senate page of Faculty of Medicine voting members. Attendees can register before the meeting begins, during the meeting or after if desired. *Note:* the meeting will be available as view only after the meeting and for 30 days.
Attendance	Voting members are given a card with which to vote on each motion. Although all faculty plus the other voting members (eligible students, other Faculty reps, etc) are invited to the meeting, only voting members may vote on the motions.	Voting members are given access to a voting page. Although all faculty plus the other voting members (eligible students, other Faculty reps, etc) are invited to the webcast, only voting members may vote on the motions.
Attendance	Meeting attendance, as recorded on the minutes, is based on the registers from each of the five sites.	Meeting attendance, as recorded on the minutes is based on the electronic attendance sheet provided by the webcast provider.
Participation	The Chair will require that regular procedures be followed for votes on motions.	The Chair will require that regular procedures be followed for votes on motions.

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Participation	Rules and procedures will be determined by the Chair who will be guided generally by Roberts Rules of Order.	Rules and procedures will be determined by the Chair who will be guided generally by Roberts Rules of Order.
Participation	Voting and non-voting members may speak to the minutes or make corrections using the microphones provided and identifying themselves before speaking.	Voting and non-voting members may speak to the minutes or make corrections by enabling the 'ask a question' feature on the webcast program. A moderator will direct these comments to the Chair.
Participation	Motions and amendments to motions may only be made by members with voting privileges using the microphones provided and identifying themselves before speaking.	Motions and amendments to motions may only be made by members with voting privileges by enabling the 'ask a question' feature on the webcast program. A moderator will direct these comments to the Chair.
Voting	Voting by proxy or alternate is not permitted.	Voting by proxy or alternate is not permitted.
Voting	At the conclusion of the discussion with respect to a particular motion, voting is conducted by a show of hands using voting cards or if the Audience Response System is being used, by electronic response card (clicker)	At the conclusion of the discussion with respect to a particular motion, those participating via the webcast will toggle to the voting page to vote.
Voting	At the May meeting, student representatives are asked to leave before the motion to approve the graduating classes..	Student representatives attending via the webcast will be asked to leave before the motion to approve the graduating classes.
Voting	The quorum is 50 voting members (total from all five sites including voting members attending via webcast) for issues of policy (based on a count of voting cards or the automatic tally of responses provided by the Audience Response System).	The quorum is 50 voting members (total from all five sites and the tally from the webcast provider) for issues of policy.
Voting	When warranted and with advance notice, voting by secret ballot on issues may be conducted electronically by Enrolment Services . Examples might include motions with respect to significant curriculum changes, the creation, merging or disbanding of academic units.	When warranted and with advance notice, voting by secret ballot on issues may be conducted electronically by Enrolment Services. Examples might include motions with respect to significant curriculum changes, the creation, merging or disbanding of academic units.