



School of Nursing Faculty Council
Carmen Portillo, RN, PhD, FAAN
Chair

Annual Report 2004-05

The School of Nursing Faculty Council (SON FC) met ten times during 2004-05. In addition, Chair Portillo, with the assistance from the Office of the Academic Senate, coordinated and chaired three School of Nursing Full Faculty meetings.

Campus Issues reviewed and acted on by the SON FC include:

- Reviewed and commented on the Senate Wide Task Force Report on Faculty Recruitment, Retention and Promotion.
- Reviewed UC Tax-Advantaged Retirement Savings Plan 457(b).
- Reviewed School of Medicine Faculty Council Report on Stress
- Reviewed on-going issues/problems with classrooms related to lack of adequate campus-wide classroom support.
- Provided comments to SON FC representative to the UCSF Senate Task Force on Resolution on Research Funding
- Reviewed campus-wide budget issues and considered implications related to state budget cutbacks on the School of Nursing
- Reviewed and provided informal comments to the Sally Marshall, Associate Vice Chancellor of Academic Affairs on the proposed revisions to APM – 710 Leaves of Absence/Sick Leave; Proposed new APM – 080, Medical Separation; and APM – 700, Leaves of Absence/General
- Provided comments to SON FC representative to the UCSF Senate Task Force on APM Policies Related to Work and Family

School Issues reviewed and acted on by the SON FC include:

- Improved communications between Faculty Council and School Committees.
- Considered ways to improve Faculty Council infrastructure.

- Considered ways to effectively implement succession planning and transitioning School of Nursing leadership within the next five years.
- Planned School of Nursing Faculty Summit.
- Reviewed proposed Statement on Tobacco Funding Proposal that was submitted for endorsement by the School of Nursing Full Faculty.
- Reviewed proposed changes to the infrastructure of School of Nursing Faculty Practice Committee.
- Reviewed and commented on the Salaried Clinical Faculty Series Guidelines drafted by Zina Mirsky, Associate Dean of Administration.
- Developed process to fully engage School Committees in the implementation of the School of Nursing Strategic Plan

Campus Issues

Reviewed and Commented on the Senate Wide Task Force Report on Faculty Recruitment, Retention and Promotion

Leonard Zegans, Chair of the UCSF Division of the Academic Senate, provided each Faculty Council with the opportunity to provide comments on the Task Force Report on Faculty Recruitment, Retention and Promotion. Chair Portillo asked that each department representative solicit feedback from the members of their respective departments. A communication was drafted and forwarded on to Chair Zegans on behalf of the SON FC using the information that was collected. [**Appendix 1**].

Reviewed UC Tax-Advantaged Retirement Savings Plan 457(b)

This year it was announced that faculty can now enroll in the new UC Tax Advantaged Retirement Savings Plan 457(b). Detailed information is available through the UC Human Resources and Benefits website at URL http://atyourservice.ucop.edu/news/retirement/new_457b_plan.html. Chair Portillo requested that Faculty Council members discuss the new plan with their Departments in order to determine whether or not online information and supplementary training was sufficient.

Reviewed School of Medicine Faculty Council Report on Stress

The Faculty Council reviewed the Report on Stress generated by the School of Medicine shortly after the suicide of one of their faculty members. The Council agreed that due to the competitiveness of the academic environment, stress is an issue within the SON. The SON has tried to maintain a culture that lends to the open discussion of stress related issues without fear of stigma. However, quality of life issues are not specifically addressed in the strategic plan and there are no committees within the school that address this topic. While there is a Wellness Series which has been offered, due to the increase in work demands, there is little time to attend such meetings.

The Council recommended that departments have discussions with their faculty to determine whether focus groups should be held in the School of Nursing to identify issues of concern for the Nursing School of

Faculty. The Council decided that they would ask that the School's Committee on Faculty Retention and Recruitment consider the issue in depth at one of its future meetings.

Reviewed Issues Related to Ongoing Issues Occurring in the Classroom Due to Lack of Adequate Campus Wide Classroom Support

The Faculty Council expressed concerns about the continued problems with Classroom Support. Early in the academic year, Monica McLemore, the student representative to the SON Faculty Council, reported that the students were beginning to organize around the issue. The Council agreed that the lack of technology access and A/V visual problems have not been addressed effectively. Additionally, the classrooms are rarely stocked with basic supplies. Chair Portillo agreed that these issues deserved campus wide consideration and agreed to forward it on to the Coordinating Committee as an issue in need of Senate consideration.

Provided Comments to SON Faculty Council Representative to the UCSF Senate Task Force on Resolution on Research Funding

Kathleen Puntillo served as the SON Faculty Council representative to the UCSF Senate Task Force on the Resolution on Research Funding. The charge of the Task Force was to review the report and recommendations of UCORP related to Restrictions on Research Funding Sources and assess its impact on our campus and faculty. The Task Force consisted of representatives from each of the four Faculty Councils, the Committees on Research, Academic Planning and Budget, and Academic Freedom. The Task Force was required to give a final report to by March 2005. Catherine Chesla, Professor, SON Department of Family Health Care Nursing was the Chair.

At the suggestion of C. Chelsa, the SON Faculty Council department representatives were asked by Chair Portillo to take the issue back to their departments for their feedback. These responses were forwarded to K. Puntillo [**Appendix 2**] and used as the basis for the School of Nursing's input on the final Task Force Communication that was forwarded to Leonard Zegans, Chair of the UCSF Division of the Academic Senate. [**Appendix 3**]. The report of the Task Force was forwarded by Leonard Zegans, Chair of the UCSF Academic Senate to George Blumenthal, Chair of the UC Academic Council for further consideration.

Reviewed Campus Budget Issues and Considered Implications of State Budget Cutbacks on the School of Nursing

Zina Mirsky, Associate Dean for Administration, presented on budgetary issues being considered campus wide. This year the University of California had an opportunity to propose merit and cost of living increase recommendations to the Governor. The University put forth a recommendation for salary merit and cost of living increases ranging from 3% to 3.5%. The breakdown of that proposal is expected to be approximately 1.5% for merit for staff and 1.75% for faculty and approximately 1.5% cost of living for both. Requests were also put in for workload increases for undergraduates and monies for maintenance of undergraduate campuses. Money for research was a low priority in the overall proposal. Professional school fees will increase for School of Nursing Masters students in the 05-06 year, as in other professional schools.

This is the first budget increase from the State to UC in approximately three years. For the past three years the UCSF Chancellor's Office has covered increased expenses. The Dean's of the respective schools will be required to prioritize their reductions. Deans were informed of the expected budget reductions by January. Chair Portillo recommended that the Faculty Council form an ad-hoc committee that can help inform the Deans of the SON as they make the budget reduction decisions.

Dean Dracup stated that determining where the budget can be reduced would be difficult. The Dean suggested three possible approaches that faculty in the respective departments can begin to think about as the SON prepares to deal with budget reductions. The suggestions were as follows:

1. Increase research funds that can be used to supplement faculty salaries and support clinical faculty.
2. Make clinical practices as economical as possible;
3. Increase foundation grants and gifts. To this end, Chair Portillo recommended that faculty be reeducated on how to gain and maximize media exposure in order to increase the opportunities to speak with donors.

Reviewed and Provided Informal Comments to Sally Marshall, Associate Vice Chancellor of Academic Affairs on the Proposed Revisions to APM – 710 Leaves of Absence/Sick Leave; Proposed new APM – 080, Medical Separation; and APM – 700, Leaves of Absence/General.

Chair Portillo received a request from Sally Marshall, Associate Vice Chancellor of Academic Affairs to provide comments on the proposed revisions to APM – 710 Leaves of Absence/Sick Leave; Proposed new APM – 080, Medical Separation; and APM – 700, Leaves of Absence/General. Chair Portillo asked of the SON FC to review the revisions and provide her with feedback. The Senate Analyst circulated the proposed revisions via email and a formal communication was generated and forwarded on to AVC Marshall on behalf of the Faculty Council [**Appendix 4**].

Reviewed the Comments of SON FC representative to the Senate Wide Task Force on APM Policies Related to Work and Family

Chair Portillo represented the SON Faculty Council on the Academic Senate Task Force Reviewing APM Policies Related to Work and Family which was chaired by Candy Tsourounis, PharmD, School of Pharmacy. Each of the four schools were represented. Chair Portillo presented the recommendations of the Task Force to the Faculty Council for review.

The Task Force provided comments and recommendations on the following major themes:

1. The APM Policies Related to Work and Family only apply to Ladder rank Academic Senate series faculty
2. The policy language should be neutral in order to encompass diverse family situations
3. UC faculty promotion criteria should not be weakened in terms of quantity or quality of scholarly work. However, the Eight Year Rule should be extended more than two years.
4. The revised policy language equates a quarter-based system to a semester-based system.
5. Review of the APM Policies Related to Work and Family should be included in the Checklist for New Faculty Appointments.

The recommendations of the Task Force were forwarded by Leonard Zegans, Chair of the UCSF Academic Senate to George Blumenthal, Chair of the UC Academic Council for further consideration [**Appendix 5**].

School Issues

Improved Communications between Faculty Council and School Committees

Chair Portillo, with the assistance of the Office of the Academic Senate, worked to improve communications and engagement between the Faculty Council and School Committees. A form, which was created by the Office of the Academic Senate, was circulated prior to each SON FC meeting and School of Nursing Full Faculty meeting to solicit written reports from committee chairs and representatives [Appendix 6]. These written reports significantly enhanced the Faculty Council's ability to be aware of the priority issues that were under review by the School Committees and be proactive in supporting their efforts. In addition, Chair Portillo extended invitations to all School Committee Chairs to attend SON FC Council meetings to provide updates as needed.

Considered Ways to Improve Faculty Council Infrastructure

This year the Faculty Council considered several ways to improve the existing infrastructure. One potential change the Faculty Council strongly considered was changing the policy used to elect Faculty Council Chairs. The current policy requires departments to rotate the Faculty Council Chair position annually. This process effects the nomination of representatives as junior faculty are rarely asked to sit on the Faculty Council because of this method of appointment. The Faculty Council is in support of changing the current policy used to appoint Faculty Council Chairs. The Council feels that in order to implement such a significant change in the School of Nursing's faculty the issue of the Chair rotation should be considered at the departmental level and by the tenured faculty. This item will remain on the Faculty Council's agenda for consideration next year.

Chair Portillo worked with Zina Mirsky, Associate Dean for Administration to gain administrative support for incoming Faculty Council Chairs as they address school specific issues. Chair Portillo, Dean Mirsky, Mike Henseler, Administrative Analyst, SON Dean's Office; Tamara Maimon, Director of the Office of the Academic Senate and Janelle Green, Senate Analyst, Office of the Academic Senate met in early June 2005 to discuss and further clarify the division of work related to support for the School of Nursing Faculty Council and transition of administrative assignments/tasks associated with school-specific issues from the Senate Office to the Dean's Office administrative support. The meeting notes generated by the Senate Analyst clarifies the collaboration that will occur between the Senate Analyst and the School Committee Analyst in the future. [Appendix 7].

Finally, the SON FC agreed that in order to encourage the open discussion of pertinent school wide issues by the Council none of the minutes generated by the Council would be made available to the public.

Considered Ways to Effectively Implement Succession Planning and Transitioning School of Nursing Leadership within the Next Five Years

Kathleen Dracup, Dean, School of Nursing reported that there are currently twenty-nine (29) full professors in the School. However, many will be retiring over the next 5-10 years. She believes that now is the time for leaders within the School of Nursing Faculty Council to start the process of succession planning, including attention to mentoring and resources for incoming assistant professors and new adjunct faculty since transition strategy will be critical in terms of maintaining the School's excellence in research, teaching and faculty practice. This issue was one of the major agenda items at the School of Nursing Faculty Summit

Planned School of Nursing Faculty Summit

The Faculty Council, with Chair Portillo serving as the lead organizer, played a pivotal role in the planning of the 2004-2005 School of Nursing Faculty Summit which was held in April of 2005. Susan Kools, Associate Professor, SON Department of Family Health Care Nursing and Howard Pinderhughes, Associate Professor, SON Department of Social and Behavioral Sciences were asked to assist in the initial planning of retreat as representatives of the Diversity in Action Committee (DIVA). The Summit provided the faculty with an opportunity to discuss the direction the School will be taking in the next three years. Input received at the Summit was used to help the Faculty Council assign goals listed in the Strategic Plan to the appropriate School Committees for implementation in the future.

Reviewed Proposed Statement on Tobacco Funding Proposal that was submitted for endorsement by the School of Nursing Full Faculty

The Faculty Council reviewed a statement written by Wendy Max, Co-Director of the Institute for Health and Aging, and Ruth Malone, Associate Professor of Physiological Nursing for endorsement by the School of Nursing on the Tobacco Funding Proposal [**Appendix 8**]. The report was presented at the October 29, 2005 Full Faculty meeting for consideration. An online vote will be conducted by the School of Nursing in the future to determine whether the statement is approved by the faculty.

Reviewed Proposed Changes to the Infrastructure of School of Nursing Faculty Practice Committee

The Faculty Council was asked to review and vote on a proposed SON bylaw changes regarding the function of the Faculty Practice Committee. Dean Dracup would like to see a mechanism that can be used by clinical faculty to apply for school monies added to the oversight responsibilities of the Faculty Practice Committee. With that in mind, future appointments to the Faculty Practice Committee would have to take into consideration whether faculty nominated to sit on the committee have the expertise to review such grant applications. The Council decided to postpone the review of the Faculty Practice Committee Bylaw until this provision could be added. Chair Portillo passed Dean Dracup's suggestions on to the Faculty Practice Committee.

Reviewed and Commented on the Salaried Clinical Faculty Series Guidelines

The Faculty Council reviewed the Salaried Clinical Faculty Series Guidelines drafted by Zina Mirsky, Associate Dean of Administration. The document represented the current Guidelines for Appointment and Advancement in the Salaried Clinical Professor in the School of Nursing. Dean Mirsky asked both the Faculty Council and the Dean's Council to review the document and provide any questions or suggestions they may have to her. At the suggestion of Barbara Burgel, Clinical Professor, Department of Community Health Systems, the guidelines were submitted to the SON clinical faculty for review.

At the meeting of SON clinical faculty organized by B. Burgel and Ellen Scarr, Associate Clinical Professor, Department of Family Health Care Nursing, the clinical faculty discussed the importance of the document to help guide the peer review process and the mentorship/guidance provided by the Department Chairs, in the career development of faculty in the Clinical series. The meeting generated several recommendations that were forwarded on to Dean Mirsky for consideration.

Developed Process to Engage School Committees in the implementation of the School of Nursing Strategic Plan

The Faculty Council created a grid that can be used by each of the School Committees to identify what the committee's "Strategic Plan" priorities are and the progress that is being made towards the implementation of those priorities. In order to encourage communication and collaboration across committees on important issues, each School Committee will be able to view the priorities of other School Committees and what steps they are taking to move the strategic plan forward. Betty Davies, 2005-2006 Faculty Council Chair, is working with Mike Henseler, Administrative Analyst, SON Dean's Office to finalize the grid so that it can be distributed in the fall.

Issues for 2005-2006

In June 2005, Dr. Elizabeth (Betty) Davies, Professor and Chair, Department of Family Health Care Nursing was appointed Chair of the Faculty Council for a one year term beginning September 1, 2005. The Council will continue to respond to issues brought before it and will address the following ongoing issues:

- Continue to Make Improvements to School of Nursing Faculty Council Infrastructure
- Continue to Monitor the School Wide of Implementation of the Strategic Plan
- Continue to Engage in Succession Planning
- Conduct School wide Electronic Vote on Tobacco Funding Proposal
- Consideration of Bylaw Change to Elect Instead of Appoint Future Faculty Council Chairs

Respectfully submitted,

School of Nursing Faculty Council

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Appendices

- Appendix 1: Communication from School of Nursing Faculty Council to Chair Zegans Regarding the Report of the Academic Senate Task Force on Faculty Recruitment, Retention, and Promotion (12/15/2004)
- Appendix 2: School of Nursing Faculty Response to UCORP Resolution on Restrictions on Research Funding Sources (03/01/2005)
- Appendix 3: Communication from the Task Force Reviewing Academic Council Resolution on Restriction on Research Funding to Chair Zegans (03/04/2005)
- Appendix 4: Communication from the School of Nursing Faculty Council to Sally Marshall, Associate Vice Chancellor of Academic Affairs Comments on proposed revisions to APM – 710 Leaves of Absence/Sick Leave; Proposed new APM – 080, Medical Separation; and APM – 700, Leaves of Absence/General (06/10/2005)
- Appendix 5: Communication from the Task Force Reviewing APM Policies Related To Work And Family to Chair Zegans (05/04/2005)
- Appendix 6: Revised Form to Request Communication from School of Nursing Committees (06/07/2005)
- Appendix 7: Notes from School of Nursing Administration Meeting with Academic Senate (06/02/2005)
- Appendix 8: Request to the SON Faculty Council from Wendy Max and Ruth Malone Regarding Resolution of the Faculty of the UCSF School of Nursing Regarding Tobacco Industry Funding (10/06/2004)