

November 23, 2015

Ruth Greenblatt, MD
Chair 2015-2017
UCSF Academic Senate
500 Parnassus Ave, MUE 231
San Francisco, CA 94143

Re: Rules & Jurisdiction Committee Request/Position on Chancellor's/FAR Funds 2015-2016

Dear Senate Chair Greenblatt:

Thank you for requesting feedback from UCSF Senate Standing Committees on the use of the 2015-2016 Chancellor's/Faculty Academic Renewal (FAR) Funds

The Rules & Jurisdiction Committee (RJC) discussed this at its September 2015 meeting and via email and has the below requests for funding. RJC members propose the below new idea which is a two-year project aimed at supporting faculty in their administrative and information-gathering efforts within UCSF.

This year RJC members understand the funds will remain in a single pool and not be divvied out to standing committees or councils. However, committees can still petition for a portion of the funds to be used for specific purposes.

Big Idea – Funding Request

RJC members discussed the need for many faculty to handle things previously managed by administrative assistants, with little assistance or direction provided by UCSF. Or for those who've never had such assistance, to increase the ease with which they can find necessary information.

RJC members recommend the development of either a "one-stop shop" website similar to Family@UCSF but focused on Faculty@UCSF with a robust search engine and indexing to facilitate finding such information, or the boosting of the current general UCSF website to produce the same results.

The goal would be to have information currently residing on a myriad of department- or center-specific websites consolidated such that it is searchable from one location. This would assist faculty in finding answers in a manner that provides clear next steps.

The intention would be to have this site be searchable via Google – and for it to become the go-to site for faculty in search of administrative information.

Preliminary research has revealed that this is a multi-year project with the following cost estimate. Budget asks will be re-examined at each stage of development and revised if necessary.

\$15,000 (2015-2016) – Phase 1

\$60,000 (2016-2017) – Phase 2

\$20,000 (2017-2018) – Phase 3 (if necessary)

Phase 1

Phase 1 request for \$15,000 will go toward:

1. Partnering with ITS to determine if a stand-alone website is the right path; or
 - a. If development of a robust search engine within a pre-existing UCSF site would suffice.
2. Development of a project plan and program compatible with UCSF
 - a. Working with a UCSF programmer to design framework of and begin work on project
3. Determine next steps for 2016-2017 development and implementation

This initial cost request includes the hiring of a programmer (either from within UCSF or beyond) to develop the search engine or bolster a pre-existing one. The fifteen thousand would represent roughly three months worth of programming work once the project plan and program was determined.

Preliminary discussion with UCSF ITS programmers about this project yielded a two- or possibly three-phase timeline, with Phase 1 occurring in 2015-2016 and Phases 2-3 happening in following years. We will put in a request for funds for Phase 2 and 3 during the next academic year.

The key issue surrounding this project—which is as of yet undetermined—is scope. Initial communication with CIO J. Bengfort advised that the overall cost of developing a new site would most likely be around \$200k in total. To bolster the pre-existing site, much less, but still around \$100k.

Background

UCSF has several sites—UCSF Pulse and the in-development UCSF Life—which aim to become this type of location. However this still presents the same problem of faculty needing to go to various sites to find relevant information. The goal would be to have just one location with a sufficiently robust search engine to scour all UCSF and UCSF-related sites at once.

The UC Berkeley site “Cal Answers” (calanswers.berkeley.edu) is one such University-affiliated example. That site is sourced through the Planning & Analysis Office at UC Berkeley, so its intended use is different. It is also an employee-staffed site, and at present RJC doesn’t envision this new site being staffed.

RJC members did appreciate discovering that doing a Google search for “Faculty at UCSF” produces www.ucsf.edu/pulse as the top answer. However at present, neither Pulse nor UCSF Life possesses the kind of robust search engine that we’re seeking to have developed.

Phase 2 (and Phase 3)

Depending on the outcome of Phase 1, the cost for Phase 2 would be focused on programmer efforts and product testing with a select group of faculty.

1. If it’s determined that a new website is the best pathway, funds will go into programmer effort to create the new site as well as indexing of relevant UCSF information currently available.
 - a. Preliminary research have revealed that this pathway would require a Phase 3 focused on site testing with a select group of faculty. Projected cost would be around \$20,000.
2. If bolstering an existing UCSF website is determined to be the best path, then cost will go into multiple faculty group sessions to gather information that’s missing (with stipends for attendees) and for programmer efforts towards indexing and testing.

Other Suggestions

Members of the Rules & Jurisdiction Committee also suggested:

- Posting questions on this “one-stop shop” site – and having designated faculty answer them.
 - This could be a rotating group of faculty, or it could be one of the Senate Officers.
- Further, this could be linked with the Senate’s Answer of the Month.
 - Example, “did you know that if you’re returning to research after sabbatical or personal time off, the Senate has the Re-entry Grant available through Research Allocation Program (RAP) specifically designed to assist you in resurrecting your research program.”
- If funding is approved, RJC would hope to partner with the Faculty Welfare Committee and the IT Project Management Office on the development of the content and first steps towards project completion.

Thank you for considering the RJC funding request for 2015-2016.

Sincerely,

Rules & Jurisdiction Committee

Marek Brzezinski, MD, PhD, Chair
Linda Angin, DDS
Dorothy Apollonio, PhD
Michele Bloomer, MD
Sheila Brear, BDS
Mark Seielstad, PhD
Katherine Yang, PharmD
Douglas Carlson, JD, Registrar (Ex Officio)
Jae Woo Lee, MD, UCRJ Representative (Ex Officio)