MINUTES
Friday, November 30, 2001
10:00 am – 12:00 pm
Room N319Y

Present: Chair Sally Rankin, Erika Froelicher, Mitch LaPlante, Mary Lynch, Howard Pinderhughes, Carmen Portillo, Nancy Stotts, Kathleen Dracup

Absent: Catherine Kelber (Medical Leave)

Guest: Zina Mirsky

The meeting of the School of Nursing Faculty Council was called to order by Chair Rankin on November 30, 2001 at 10:03 a.m. in Room 319Y. A quorum was present.

Minutes

The minutes of the meeting of September 21, 2001, were approved as edited. The minutes of the meeting of October 12, 2001 were approved as edited.

Chairs Announcements

The Chair thanked and commended those members who were at the Academic Senate meeting.

Academic Senate Faculty Recruitment, Retention and Promotion Task Force

This is a campus-wide task force whose concern is the increased hiring of faculty in non-Academic Senate series and their lack of understanding amongst Clinical and Adjunct faculty that their opportunities are very different from those in tenure track, In-Residence and Clinical X series. The task force is focusing on gender equity and series equity, which were also topics of discussion at the Committee on Equal Opportunity. Zina Mirsky and Meg Wallhagen are the School of Nursing representatives on the task force.

Academic Senate Mentoring Task Force

This task force encompasses faculty mentoring at all levels. Drs. Ed and Linda McCabe, a husband and wife team, have been invited to UCSF to conduct a two-hour general campus program on February 26, 2002, with arrangements pending for them to meet with School of Nursing department chairs and faculty. Dr. Ed McCabe (department chair in Pediatrics at
UCLA) and Dr. Linda McCabe (a trained psychologist who conducts research) have co-authored a book on mentoring, *How to Succeed in Academia.* The Dean’s Office and all department chairs have copies and the Dean asked the Council to encourage faculty to attend.

**Implementation of a Common Calendar at UCSF & Classroom Scheduling Matters**

Both of these items were topics at the Coordinating Committee and Executive Committee meetings of the Academic Senate. The question was raised and there was a brief discussion about the feasibility of implementing a common calendar in order to facilitate students who are taking classes across schools, as well as past attempts to institute a common calendar. The Educational Policy Committee has been charged with examining these issues. Additionally, faculty raised the matter of problems with the condition of classrooms (lacking supplies, having broken equipment) and classroom scheduling difficulties (having room assignments change at the last minute, being assigned to rooms that are inadequate due to size or configuration for the class being taught, etc.).

**5th School for Advanced Health Studies**

Because of the current budget crisis, a fifth school is not feasible at this time. Two committees, Graduate Council and Budget, have examined this concept and are writing a joint report.

**Dean’s Announcements**

**Faculty Council Input on SON Budget in Light of Requested Budget Cuts**

Dean Dracup invited Associate Dean Mirsky to the meeting to participate in the discussion.

The Dean stated that she has been asked several times whether the School of Nursing will drop its current searches to fill a total of 7.5 FTE positions, since the proposed 5% or $500,000 cut to the SON budget is equivalent to 7.5 FTE. Although stopping the searches would result in the necessary decrease, Dean Dracup indicated that she would like to take a broader and more long-range view that would involve planning for the future of the School of Nursing.

There is a 1% budget cut, defined as temporary, for this year. The projection for the State budget for the coming year will not be known until at least January 2002, although the Governor has projected a potential 15% budget reduction for State-funded entities. The University has discussed increasing revenues, and decreasing funding for legislatively-mandated special interest items, which would lessen the overall impact on UCSF, making the cut more likely to be 5% than 15%. The Dean indicated that if permanent cuts are imposed, reductions in student enrollment will be necessary.

Dean Dracup stated that the importance of Nursing was clearly recognized at various health science meetings and by the Office of the President. She indicated that such factors as the decimation of the infrastructure of the health care system, the overall nursing shortage, and the U.S. public health system’s inability to handle bio-terrorism underscore the fact that this is not the time to cut Nursing. Although the Dean and Associate Dean are trying a variety of means to protect Nursing, it is still necessary to ascertain where cuts can be made should such reductions become necessary. Unfreezing professional fees could offset some loss from budget reductions, but it is not known whether this will be done incrementally or at once.
The Council agreed that there is a critical need for faculty to become informed about potential budget cuts and to have an opportunity to voice their concerns and opinions in an open forum as soon as possible. The Council indicated that potential budget reductions should be examined within the broader context of the School and institutional planning over the next 5-10 years. The Council also indicated that it is important that collaboration and interdepartmental efforts not be due to funding reductions. The School of Nursing will host two Brown Bag meetings -- one on Wednesday, December 12, 11:00 a.m. – 12 noon and the other on Friday, December 14, 11:00 a.m. – 12 noon to facilitate these discussions amongst Nursing faculty.

Dean Dracup discussed a report (please get the name of this report or ask Dean Dracup to fill this information in), created for the President and the Chancellor, that provides important data relative to potential budget reductions for the School of Nursing. She cited a few examples: 60% of all new California RN graduates have been educated in the Philippines; 70% of all RN’s in California have AA degrees; California as a state is second to last in ratio of population to nurses. Dean Dracup stated that the data are so compelling that the health sciences subcommittee of a group created by the Vice President for Health Affairs voted unanimously to move forward the proposal for expansion of the Schools of Nursing at UCSF and UCLA and that this should be treated as a funding priority when monies become available.

The Council discussed the need for the School of Nursing to formulate a strategic plan and to begin the process as soon as possible. Chair Rankin announced that she will chair the strategic plan meeting and will obtain the services of a facilitator to aid in the process. The Council agreed that the sessions should begin with a wider discussion of vision and goals followed by a process to narrow these down definable areas, which would then be discussed in greater detail. The Dean and the Chair will identify dates to begin this effort. The School of Nursing Strategic Planning Committee will include E. Froelicher, M. Lynch, H. Pinderhughes, C. Portillo.

Health Sciences Enrollment

The Dean distributed a handout describing enrollment at the four UCSF schools. For 2001-2002, the School of Nursing is budgeted for enrollment at the level of 598, with actual enrollment of 550 as of October 2001.
Alumni Association Funded Endowed Chair

Dean Dracup announced that the School of Nursing Alumni Association has funded the Mary Harms Alumni Chair, the first alumni group on campus to do so.

The Dean distributed a handout on guidelines for endowing a chair. There are two levels, one at $500,000 level, the other at $1.2 - $1.4 million level. The Mary Harms Chair is the former, which means it has no FTE. Between 3 and 5% of the endowment can be spent each year. These funds are widely discretionary to the chair. The Dean asked Council members to assist in obtaining nominations for faculty representatives from each department. Representatives can be either self-identified or nominated, but must hold an FTE. Names of representatives should be sent to Chair Rankin.

Patient Confidentiality

Dean Dracup expressed her concerns for patient confidentiality through a recent incident involving a celebrity whose MRI appeared on a national TV show. Through computer access codes, the medical center discovered that 50 people who had nothing to do with the person’s care accessed the file. The medical center’s policy now is that anyone found accessing information that he/she does not need to know will be warned the first time and dismissed the next. The Council believes that this is of great importance and asked the Dean to email faculty about it.

Department Announcements

None.

School of Nursing Committee Reports

Research Committee – Carmen Portillo

The Research Committee recently put out the call for the Helen Nahm Endowed Lecturer. The Committee has made minor revisions on the forms for research proposals. The call for proposals should be distributed by the beginning of next week and are due in February. Faculty will no longer receive a hard copy of such announcements, only an email notice accompanied by the form that can be downloaded.

Campus-wide Academic Senate Committee Reports

Graduate Council – Nancy Stotts

The Graduate Council has drafted a response to the School of Nursing Report for the doctoral program review. Chair Rankin will ask Jane Norbeck, Chair of the Doctoral Program, to distribute the report from the external reviewers and the response.

Academic Planning & Budgeting – Carmen Portillo

C. Portillo read from Jane Norbeck’s report. The AP & B is formally involved in the campus budget and other planning activities through representation on the Chancellor’s Executive
Budget Committee and through having members on various campus Planning subcommittees, as well as the Long Range Development Plan Amendment for the new hospital. J. Norbeck, Vice Chair of the Senate’s APB Committee is on the Academic Planning subcommittee of the LRDP. Stan Glantz, Chair of the Senate’s ABP Committee sits on the Executive Budget Committee, along with the Chair and Vice Chair of the Senate and the focus of this committee has been to address contingency planning for proposed mandatory budget cuts.

Two other activities of the Senate APB Committee include participation in an inter-committee ad hoc task forces to review (a) Nancy Adler’s proposal for the Center for Health and Community to become a big “C” center, a step towards becoming an ORU in the future, and (b) the 5th School. J. Norbeck sits on both of these task forces, chairing the one for the 5th School. Both Committees should finish their reviews by early winter.

The Council asked the Dean to invite J. Norbeck to do a presentation regarding the budget at the up-coming Brown Bag meetings.

Committee on Academic Personnel (CAP)– Carmen Portillo

C. Portillo read from Sandra Weiss’s report. The primary responsibility of CAP is to review and make recommendations on all actions relating to faculty appointments, merits and promotions. The Committee is developing recommendations for revised processes and procedures for Stewardship reviews. CAP has also developed recommendations for a Career Review that could be made available to faculty. The Committee has outlined suggested guidelines and procedures for that review, which would be initiated by a faculty member if he/she wishes to be considered for an accelerated merit or promotion or to be placed in a different series (e.g. the adjunct series rather than the clinical series). The Committee is also developing a resource guide for faculty and Department Chairs to use when faculty appointments are made. It will describe important information to be negotiated and confirmed between the faculty member and Chair.

Equal Opportunity – Sally Rankin

This Committee is looking at stewardship reviews and has asked that chairs be reviewed in light of such things as affirmative action decisions, gender equity decisions, etc. There appears to be a lot of campus-wide discussion on the stewardship issue.

Clinical Affairs – Mary Lynch

Clinical Affairs’ charge for the upcoming year is to look at proposed budget reduction changes in the four schools and articulate the clinical and academic impact across the campus.

Old Business

Discussion of Clinical Site Sharing with Medical School

The Dean and some faculty representatives met with Dr. Eliseo Perez, in the Department of General Internal Medicine, to discuss Ambulatory Care placements, specifically the need for more student clinical placements which have been severely reduced because of nurse practitioner layoffs. Following the meeting, Dr. Perez responded in writing and Dean Dracup has forwarded this correspondence to appropriate departments. The Dean highlighted part of Dr. Perez’s response:
• General Internal Medicine faculty feel that the pressures of time and the need to supervise medical students residents makes it impossible for attending faculty to also supervise nurse practitioner students;
• General Internal Medicine faculty are willing to have nurse practitioner faculty see patients with students.
• General Internal Medicine faculty is supportive of getting Brown and Toland listing for the nurse practitioners.

Kathleen Quinn, Associate Director of Ambulatory Care, is meeting with clinical professors to continue these discussions. Dean Dracup and two faculty members met with Susan Wall, Associate Dean for Graduate Medical Education, to present the School of Nursing’s case for having clinical placements in the medical center, which would mean incorporating nurse practitioner students on teams which have not previously had students.

New Business

Compensation Plan Committee

Chair Rankin has received requests from faculty that the advisory committee that was voted upon actually meet. The Dean will call a meeting of this Committee.

Process for Nominations for Campus Awards

The Dean is concerned that with the increasing volume of awards, particularly those with very short response times, some could be missed. Discussion centered around what would be the most appropriate group to be responsible for this. Chair Rankin will meet with Susan Dibble, Chair of the Student Awards Committee, to discuss giving this Committee the charge of handling faculty awards for the remainder of the year. An evaluation would be done at the end of that period to see if this is the appropriate centralized location.

Chancellors Award for Advancement of Women

E. Froelicher distributed the announcement for this annual award. This award is designated for one faculty member, one staff member and one student, men and women. Nominations are due December 21st. Angela Banks, the student representative, is trying to increase the number of student nominations, which have been scarce in the past.

Last year’s selection committee wanted to stress the importance of nominating letter/letters being very well written, thoroughly documenting the individual’s contributions. Because those who are nominated are usually well-known on campus, often it is assumed that everyone knows what they have done, so letters are not written in as great a detail as they should be. The committee can only use what is in the letter/letters of nomination as the basis for their decisions.
Full Faculty Meeting

The next Full Faculty meeting will be held on February 22, 2002. Instead of organizing a Hot Topics Discussion in the hour prior to the meeting, the 12:00 – 1:00 slot will be given to the Dean to give her State of the School address. Prior to the full faculty meeting, there will be a School of Nursing Faculty Council meeting at 10:00 a.m.

The meeting was adjourned at 11:56 a.m.