SCHOOL OF PHARMACY FACULTY COUNCIL
Betty-ann Hoener, PhD, Chair

MINUTES
Meeting of September 19, 2002

PRESENT: B. Hoener (Chair), C. Cullander, S. Kahl, L. Kroon, H. Lipton, A. Louis, L. Rice, C. Tsourounis, C. Wang, K. Yang


GUESTS: Robert Day (for M. Koda-Kimble), Tamara Maimon, Director of the Office of the Academic Senate

The School of Pharmacy Faculty Council was called to order by Chair Hoener on September 19, 2002 at 2:30 PM in S-30. A quorum was present.

Introductions
Chair Hoener invited attendees to introduce themselves.

Approval of Minutes
The minutes of June 17, 2002 were approved unanimously and with no changes.

Chair’s Report
No report.

Dean’s Report
Associate Dean Day reported that the recruitment of the Associate Dean of Administration is in the final stages. The appointment is anticipated for next week.
The School of Pharmacy homecoming event is scheduled for November 2, 2002 for faculty, friends, and alumni. Associate Dean Day encouraged Faculty Council members to attend the gala event.

Discussion of Faculty Council Agenda for 2002-2003
Chair Hoener presented a list of possible agenda items for this academic year. The items include:
• Impact of the move to Mission Bay on Pharmacy faculty morale
• Vital need to forge a strong bond to the School in all faculty members
• Potential impact of the move of the hospital on academic programs
• How the Faculty Council can effectively work with the Committee on Academic Planning and Budget in delineating its priorities for the campus budget
• How to encourage younger faculty to begin taking leadership roles in the governance of the School and campus without jeopardizing their careers
• Issues relating to Mission Bay and teaching PharmD and PhD students
• Staff concerns

The Faculty Council agreed to examine barriers to university governance for all faculty. This may entail speaking with department chairs to encourage faculty participation in senate activities. Chair Hoener asked for a report from the Senate Office on the number of faculty in the School of Pharmacy - sorted by senate and non-senate series. In addition, a report will be produced by the Senate Office on all efforts currently being undertaken by the Academic Senate related to identifying ways to include participation by Clinical and Adjunct faculty in Senate committees and activities. After the Faculty Council receives this information, it will determine how to focus on this issue; H. Lipton agreed to lead this effort.

Another area of concern related to low attendance at the full faculty meetings. These meetings occur three times a year, but the attendance has been decreasing in the last few years. The question was raised about whether these meetings will continue to be an effective form of communication, especially when so many faculty will be moving to Mission Bay in January 2003. A suggestion was made that departments with high attendance at full faculty meetings could be rewarded in some way. Concern was expressed that a lack of commitment to the School was a possible reason for low attendance. It was suggested that faculty members be required to respond to the email notices sent before each meeting and that an attendance sheet be circulated at each meeting. Chair Hoener solicited volunteers to assist with planning the next full faculty meeting, scheduled for November 7, 2002 from 12 to 2 PM. L. Rice, C. Tsourounis, and L. Kroon offered to assist.

The Faculty Council discussed what is believed to be a lack of interaction between PharmD and PhD students. It was suggested that the Associated Students of the School of Pharmacy and the Graduate Students Association be encouraged to coordinate communication between the two student tracks.

The Faculty Council discussed the impact that the separation of faculty between Parnassus Heights and Mission Bay is anticipated to have on the School, including how to make faculty feel “at home” at both Mission Bay and Parnassus Heights and vice versa and how to create, maintain, and sustain a sense of community among the faculty. C.C. Wang indicated that Dean Debas has agreed to provide two office spaces in the School of Medicine for School of Pharmacy faculty based at Mission Bay to conduct office hours and other meetings at Parnassus Heights. The location of the offices needs to be identified.

Approval of School Committees

The Faculty Council discussed the need to improve the coordination and completion of school committee assignments, as well as to review the membership numbers and charges to all school committees. It was suggested that in order to have a complete list of school committees in place by the beginning of the academic year (September 1) that the membership for school committees be determined in the spring and that department chairs present a list of faculty members who are anticipated to be on sabbatical leave available before appointments to school committees are considered.

Chair Hoener agreed to write a letter to last year’s committee chairs to ask for a description of the committee and solicit input on the time requirements of the committee, the minimum number of members needed on the committee, and whether it is necessary to require at least one representative from each department on the committee.

Associate Dean Cullander noted the low number of faculty from the Department of Biopharmaceutical Sciences on the Admissions Committee. Chair Hoener will solicit the department chair for additional faculty members for this committee.

Election of Faculty Council Vice Chair

Lisa Kroon, Associate Clinical Professor in the Department of Clinical Pharmacy was unanimously elected vice chair for 2002-03.
Selection of Member from Faculty Council to Serve as Member of Ad-hoc Committee to Revise the School of Pharmacy Student Misconduct Policy

Associate Dean Lorie Rice agreed to represent the Faculty Council on this committee. This process was initiated as a result of a memorandum from the Office of the President which presented new policies now under consideration at UCSF.

Continued Discussion of Problems Related to Classroom Scheduling, Grade Posting

The Faculty Council agreed to send a letter to Chancellor Bishop to thank him for his letter of August 6, 2002. The Faculty Council also agreed to send a letter to Dean Attkisson to acknowledge his letter of July 23, 2002 and to issue a formal invitation to a Faculty Council meeting to report on his progress.

New Business

The Faculty Council selected Leslie Benet to replace Emil Lin on the Faculty Council as a representative from the Department of Biopharmaceutical Sciences. Dr. Lin will be on sabbatical leave for 2002-03
Tamara Maimon presented to the Faculty Council a motion from the School of Medicine to request expansion of eligibility requirements for Academic Senate travel grants and the Distinction in Teaching Award. The Faculty Council discussed and indicated general support for the School of Medicine’s Motions.
Steve Kahl reminded the Faculty Council of the Town Hall meeting on September 25, 2002 at 1:00 in Toland Hall to consider Tobacco Industry Funding for Research at UCSF. This forum will allow faculty to hear Pro and Con arguments, as well as to express their opinions on the petition to not accept tobacco industry funding for research at UCSF.

The meeting adjourned at 4:30 p.m.
### Meeting Attendance Record

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