School of Pharmacy Faculty Council
Betty-ann Hoener, PhD, Chair

Minutes
Meeting of November 21, 2002

Present: B. Hoener (Chair), L. Kroon, (Vice Chair), C. Cullander, S. Kahl, M. Koda-Kimble, A. Louis, H. Lipton, L. Rice, C. Tsourounis, M. Winter, K. Yang

Absent: B. Alldredge, L. Benet, P. England, G. McCart, C. Wang,

Guests: Cliff Attkisson, Dean of Graduate Division and Associate Vice Chancellor-Student Academic Affairs; Don Curtis, Vice Chair of School of Dentistry Faculty Council; Robert Day, Associate Dean; Patricia Robertson, Chair of School of Medicine Faculty Council; Cindy Watchmaker, School of Pharmacy Director of Student Affairs

The School of Pharmacy Faculty Council was called to order by Chair Hoener on November 21, 2002 at 2:30 PM in S-118. A quorum was present.

Approval of Minutes
The minutes of October 17, 2002 were approved with changes. There was an error in omitting Leslie Benet on the roster of those present at the meeting. In addition, on page 3 under the section “Preparation for November 7, 2002 Faculty Town Hall,” the statement that Chair Hoener had invited Mark Laret to the January 2003 faculty meeting was corrected to state that Chair Hoener and Dean Koda-Kimble are in the process of inviting Mark Laret.

Chair’s Report
Chair Hoener reported that a Faculty Council Subcommittee on Academic Planning and Budget has not been created. Chair Hoener will invite Arnold Kahn, chair of the Senate Committee on Academic Planning and Budget (APB) to the next Faculty Council meeting to clarify the process of APB and Faculty Council review of and input to the Chancellor’s discretionary budget.

The classroom facilities surveys of faculty and students was completed in early November 2002. Cliff Attkisson, Dean of Graduate Division and Associate Vice Chancellor-Student Academic Affairs, has received the survey results and will attend today’s meeting to discuss his progress on classroom facilities and scheduling problems. The results have also been transmitted to Patrick Fox, chair of the Committee on Academic Freedom, to consider whether the negative student evaluations of faculty performance due to classroom facilities problems may affect faculty academic freedom.

Chair Hoener called attention to minor errors in the student survey results. The corrected results will be available on the Academic Senate website in the School of Pharmacy section under documents of interest (http://www.ucsf.edu/senate/2002-2003/SOP-11-07-02-SurveyResults.pdf).

The full faculty meeting on November 7, 2002 was a success and saw an increase in the number of faculty members in attendance. Chair Hoener thanked L. Rice, L. Kroon, and C. Tsourounis in assisting
with creating the new format of the meeting. The $500 raffle held to encourage faculty attendance at the meeting was won by Helene Lipton. Additional prizes may be available at the next full faculty meeting on January 29, 2003. The meeting will occur from 1 to 3 PM in HSW 302.

The ballot regarding the Petition for UCSF Faculty Not to Accept Tobacco Industry Research Funding has been distributed via email to all paid UCSF faculty members. Prior to the ballot’s release, the two proposed questions for the ballot were:

1) Should we, the faculty, at UCSF refuse to accept any funding from the tobacco industry, an agreement which would be binding for all UCSF faculty and

2) Should any outside organization, with no responsibilities for the academic mission of UCSF, be allowed to dictate terms that would impose restrictions of any kind on the academic activities of UCSF faculty?

Ultimately, the latter question was deleted. Chair Hoener agreed to send an email message to the School of Pharmacy faculty members to remind them to vote. The results of the ballot will be communicated from the Academic Senate to Chancellor Bishop as an advisory vote and to the Academic Council.

**Dean’s Report**

Dean Koda-Kimble reported on the lack of future funding for the California Poison Control System (CPCS), a partnership between by the School of Pharmacy and the state of California. Discussions are underway with the governor’s office to secure permanent funding for CPCS.

The School expects a budget reduction between 2-3% for this year, with additional reductions in 2003-04. It is anticipated that proposed student fee increases will reduce the budget deficit.

Three new FTEs have been allocated to the School for graduate programs. These new FTEs resulted from a growth in graduate student enrollment.

**Classroom Support Problems– Cliff Attkisson, Dean of Graduate Division and Associate Vice Chancellor-Student Academic Affairs**

Dean Attkisson summarized the factors that have contributed to current classroom scheduling and support problems:

- New curriculum in the School of Pharmacy and School of Medicine were created without considering the availability of small classrooms for the new courses
- Increased interest in technological classroom devices
- Loss of key employees in Classroom Support unit
- Lack of an adequate financial model to charge users for classroom support services
- Lack of billing system to charge for use of classrooms for non-curricular events

Dean Attkisson reported on the significant capital investment in classroom remodeling during the previous summer and continuing into the current fall quarter, including new paint, carpeting, and installation of LCD projectors. All classrooms will be equipped with LCD projectors and other audio visual equipment by January 2003. Matt Epperson, the Classroom Support Event Manager, has been hired to manage classroom scheduling and support. He can be reached at 502-1086 or via email: matt@saa.ucsf.edu.

Classroom supplies such as chalk, markers and overhead projectors are the responsibility of the Classroom Support unit, and cleaning the classrooms is the responsibility of Facilities Management. The Council proposed transmitting a communication to School of Pharmacy faculty reminding them to tidy the classrooms after each use, to end class punctually, and not to enter classrooms until the current class has ended. An additional communication will be sent to students to encourage keeping classrooms tidy.
A new financial model is being developed to increase revenues to support hiring additional classroom support personnel and equipment. The underlying financial model will require fees for non-curricular uses.

The office has planned to implement new scheduling during the winter quarter 2003 that would allow users to view classroom availability and reserve classrooms.

With regards to the unavailability of classrooms for ad hoc class meetings, Dean Attkisson suggested the creation of a policy to address this need. In addition, it has been proposed that departmental conference rooms be made available for classes and other meetings by the entire campus. The Council suggested including the classrooms in the library as possible additional space. Dean Attkisson also stated that one factor contributing to low classroom availability has been faculty reserving more classrooms than necessary to allow for class schedule flexibility but then failing to cancel classroom reservations when they are no longer needed.

**Campus Long Range Development Plan-Faculty Input on Career Paths at UCSF**

The faculty councils have been charged with gathering information from faculty on requirements for a successful career at UCSF. The Council will request a copy of the survey that has been created by the School of Medicine Faculty Council for gathering faculty input. This topic will also be the focus of the January 29, 2003 faculty meeting. M. Winter, L. Kroon, and H. Lipton have volunteered to create a survey for the School of Pharmacy faculty and assist with potential focus groups. Chair Hoener will also ask for assistance from P. England.

**School of Pharmacy Liaisons to Academic Senate Committees**

The Council discussed requesting reports from School representatives on other Academic Senate committees in order to maintain communication between the School and those committees. Chair Hoener will assign Council members to coordinate with those representatives on reporting at the next Council meeting.

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

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