MINUTES DRAFT
Meeting of February 27, 2004

PRESENT: B. Drew (Chair), K. Chesla, K. Dracup, R. Miller, C. Kelber, H. Pinderhughes, K. Puntillo, S. Robinson, E. Scarr

ABSENT: C. Portillo

GUESTS: Geri Collins-Bride (for Portillo), Dorrie Fontaine, Associate Dean, Rosemary Plank, Academic Coordinator, Jim Grout, Director of the Learning Resource Center, and Zina Mirsky, Associate Dean

Chair Drew called the meeting of the School of Nursing Faculty Council to order on February 27, 2004 at 9:04 AM in Room N319. A quorum was present.

Minutes
The Faculty Council unanimously approved the minutes from the meetings on January 23 and February 5, 2004.

E-Reserves and the Library Role in Replacing Services of the LRC
Rosemary Plank, Academic Coordinator, Dean’s Office and Jim Grout, Director of the Learning Resource Center (LRC) joined the Faculty Council to discuss copyright law as it applies to E-Reserves, and library resources that can replace some of the services lost through closure of the LRC.

R. Plank compiled copyright guidelines in response to: increased use of WebCT; inconsistencies between hard copy and electronic reserves as they relate to copyright laws; and questions asked by the Nursing Online Task Force. Plank outlined university policies and distributed a handout that compares copyright guidelines for both E-Reserves and Hard Copy Reserves (Attachment 1). Although UCSF does not have a dedicated staffer to facilitate copyright compliance, Library staff, like Christopher McConnell, Manager, Public Services, and Andy Panado, Circulation Supervisor, can assist faculty with copyright issues.

In general, instructors at UCSF are responsible for obtaining copyright privileges for material used in their courses. However, copyright guidelines are ambiguous and depend on the “fair” usage of material. The UCSF Library characterizes fair use as “brevity, spontaneity, and cumulative effect.” If faculty repeatedly copy the same material term to term, they must either pay for copyright privileges or ask...
students to look-up material on their own (links to articles can be provided without infringement). Copyright permissions are available online at URL: http://www.copyright.com. Permissions can easily double the price of a course reader, but often material is already part of E-Reserves or is otherwise available as a *.pdf. The Library can also purchase electronic journals or hard copy textbooks, thereby making course material available without needing to purchase additional copyright permissions.

In response to comments made by Susan Robinson at the January 23, 2004 meeting in regard to the closure of the LRC, Faculty Council agreed to include information about this decision in an upcoming newsletter, including information about alternative Library resources. Students will also be reassured that Grout will remain in the School of Nursing as Academic Coordinator and Lecturer, and is available to them. The Faculty Council also agreed to make E-Reserves and copyright compliance the Hot Topic for the May 14, 2004 Full Faculty meeting. Plank and Grout agreed to organize this event.

**Development of Guiding Principles for the Budget Process**

Chair Drew distributed a compilation of guiding principles recommended by the departments (Attachment 2). Dean Dracup remarked that the principles reflect “new thinking” that will provide benefits to the School beyond the budgetary concerns. The Faculty Council agreed to collect remaining department responses, revise the document, and then distribute it to the departments for further comment. At its next meeting, Faculty Council will discuss ways to implement the principles.

Dean Dracup commented that the principles document is incredibly useful because it prioritizes options using faculty input, and it empowers work of the Doctoral Program Council (DPC) and Masters Program Council (MPC) to make radical suggestions. The Faculty Council agreed to ask the MPC and DPC to present explicit recommendations for potential specialty areas and courses to cut. The Chair of the S/N Educational Policy Committee will also be invited to the next meeting. Faculty Council will seek input from departments as well, since they often have the best information on courses offered. H. Pinderhughes suggested that the appropriate role for Faculty Council is to provide input to the MPC and DPC, and then provide criteria to help evaluate recommendations, i.e., look at decision-making from a macro-level. K. Chelsa cautioned the Council to respect clinical knowledge and expertise about which individual council members may not be the most appropriate judges. Dean Dracup suggested shifts in market trends do not necessarily correlate to the fracturing of specializations within the School; rethinking specialties and courses could help realign the School with real-world demand. K. Chelsa suggested looking at the costs per specialty, i.e., student to faculty ratio.

G. Bride suggested replacing the ‘comp’ exam because it is archaic and time could be better spent teaching students to write in a more usable format. Chair Drew agreed, and suggested that co-authoring work with faculty provides better training and experience, while also benefiting faculty.

Dean Dracup agreed to speak with Jeff Kilmer, Director of the Office of Student and Curricular Affairs, about increasing the use of work-study students to offset losses in staff support. However, Chair Drew commented that work-study is not always available when students are enrolled at other schools (e.g., community collages which have limited work-study funds).

Other comments were incorporated directly into the revised document.

The Faculty Council agreed to invite Marguerite Engler, School representative to the UCSF Committee on Academic Planning and Budget, and Dean Zina Mirsky to all future meetings to discuss updated budget issues.
School Bylaw Revisions – Response of the UCSF Rules and Jurisdiction Committee
Faculty Council reviewed comments made by the UCSF Rules and Jurisdiction Committee in regards to School Bylaw revisions. Suggested changes to the revision were approved by the Council and will be incorporated into the Bylaws. Senate Analyst Janet Whittick agreed to investigate next steps needed to approve and finalize the revisions at the May 14, 2004 Full Faculty meeting.

Term and Membership in School Committees
The Faculty Council agreed to place this topic on the agenda for the next meeting.

Rules and Jurisdiction—the Faculty Council unanimously voted to eliminate this committee as part of the bylaw revision.

Education Policy—the Faculty Council will consider suspending this committee for one year to determine, what, if any, impact its elimination would have. It is expected that functions for Ed Policy listed in the Bylaws will be performed by the three program councils (MEPN, Masters, and Doctoral Program Councils). If this works well, the Bylaws will be revised in the future to reflect this change.

Recruitment and Retention—the Faculty Council will consider suspending this committee for one year since committee duties should rightfully be the responsibility of the new Assistant Dean for Academic Services and Diversity Enhancement, Judy Martin-Holland. When necessary, ad hoc committees of faculty can support the Assistant Dean.

Letter from Steve Barclay to Dean Dracup
Faculty Council members are asked to email Dean Dracup with suggested language to include in a response.

Strategic Plan
The Faculty Council agreed to discuss implementation of the Strategic Plan at its next meeting. The Faculty Council has approved the entire document, including the addendum. The final copy will be distributed soon to all faculty, and a portion will appear this spring in the Science of Caring magazine.

Student Health Insurance – Article in Current Synapse by Susan Robinson
Susan Robinson, in an article from the current issue of Synapse, has raised a number important points related to the UCSF Student Health Insurance plan. These points cover the cost of insurance, the apparent inequities in premiums across the different UC campuses, the lack of a waiver option at UCSF, and a proposal to merge with other UC campuses to decrease overall costs. Robinson reports that students across campus are raising health care as a concern to the Chancellor.

There being no further business, Chair Drew adjourned the meeting at 11:00 AM.