MINUTES
Friday, September 26, 2003
Room N319D


Excused: K. Puntillo

Guest: N. Stotts, Professor, Department of Physiological Nursing

The meeting of the School of Nursing Faculty Council was called to order by Chair Drew on September 26, 2003 at 9:05 a.m. in Room N-319D. A quorum was present.

Chair’s Report

Hot Topic for October 10, 2003 Full Faculty Meeting
Last year, following a violent incident at the University of Arizona, the Council agreed to dedicate a Hot Topics session to security resources and practices at UCSF. A presentation on Violence in the Workplace will be given by Andrew Parker, PhD, of the UCSF Faculty & Staff Assistance Program at the October 10, 2003 Hot Topics session. Chair Drew thanked School of Nursing faculty members Julia Faucett, Marion Gillen and Catherine Kelber for arranging this presentation. There will be a follow-up private, informal discussion on this topic for faculty only on December 12, 2003, from 12 to 1 p.m. in Room N-721. Chair Drew also thanked the School of Nursing Dean’s Office for providing a wine and cheese reception following the first full faculty meeting on October 10, 2003, from 2:00 to 3:30 p.m. in Room HSW 300.

Dean’s Report

Budget Update
Dean Dracup explained that increases in student fees are projected for this coming year. Student fees do not come directly to the campuses, but rather, are used by the UC Office of the President (UCOP) to maintain 19900 funds. Ninety percent of the funding for the UCSF School of Nursing comes from 19900 funds. This year, budget cuts were made to travel programs and Regents scholarships, although in some instances, this resulted in students not receiving funds previously promised to them. The Dean’s Office provided funds to rectify this situation, by reinstating previously promised funds to students. Budget cuts for the School in 2004-05 are projected to be at about 4 to 5%. However, there is a commitment to increase staff salaries by 3.5%.

Orientation and Overview of Issues and Timetable for 2003-2004
Selection of Chair and Vice Chair for 2003-2004
Barbara Drew was unanimously elected Chair of the School of Nursing Faculty Council for 2003-2004. Carmen Portillo was unanimously elected Vice Chair of the Council for 2003-2004.

Approval of School of Nursing Proposed Committee Reporting Assignments
Chair Drew presented the Council with a list assigning Council members to report on the work of the standing committees of the School of Nursing. See Attachment 1. The Council approved the reporting assignments with three changes: Carmen Portillo will also report on the Rules and Jurisdiction Committee; Kit Chesla will now report on the Educational Policy Committee; and Robert Miller will now report on the Doctoral Practice Committee.

Discussion of Input Mechanisms Between Faculty Council and Committee on Academic Planning and Budget
Chair Drew explained that Marguerite Engler and Susan Janson, the School of Nursing’s representatives on the Academic Senate Committee on Academic Planning and Budget (APB) will be regularly invited to report to the Council about the activities of APB.

Dean Dracup explained her view that the School’s budget process should be as transparent as possible, and that departments should run their own budgets. Dean Dracup welcomes input from the faculty on budgetary issues, and the faculty may have access to any budgetary information. In 2002-03, Dean Dracup and Zina Mirsky, Associate Dean for Administration, created a letter setting out the School’s funding requests, which they presented to the Chancellor’s Executive Budget Committee (EBC). Dean Dracup will attend EBC meetings this year and will provide budget information to the Council as part of the Dean’s Report. Dean Dracup also committed to provide information to the Council as outlined in items (i) – (vi) of Section III-B-1-b of the Senate’s Plan for Integrating the Academic Planning and Budget into Campus Short- and Long-Range Planning and Budgeting. See Attachments 2A and 2B. This year, the School of Nursing will need to prepare a plan for a 4 to 5% budget cut. The Council agreed that it was not necessary to form a School of Nursing Planning and Budget Committee. Council members also agreed to communicate budget information to their departments. In November, the Council should provide budget cut parameters to the departments.

Overview of Senate Office Resources
Senate Analyst Melanie Fisch gave a brief overview of the materials in the orientation folders provided to the Council by the Academic Senate Office.

Discussion of Mechanisms for Obtaining Feedback from Divisional and Systemwide Senate Committees
Chair Drew explained that to increase the communication and linkage between the Council and the Academic Senate committees, both at UCSF and at the systemwide level, feedback would be regularly requested from the School of Nursing representatives on these committees and reported to the Council.

Timeframe for Making School of Nursing Committee Appointments
Each year, the School of Nursing conducts a survey of its faculty to determine their preference for service on School standing committees. The Council agreed that this survey should be initiated in March 2004, which is earlier than in prior years. This will help to ensure that standing committee
assignments can be made at the Council meeting in May 2004, and that faculty members will know their assignments before the academic year is over.

Departmental Reports

Community Health Systems – (C. Portillo)
C. Portillo reported that Professor Julia Faucett had been appointed as the new chair of the department. Clinical Professor Geraldine Collins-Bride will serve as interim vice chair of the department until other arrangements are made. The search for the leader of the informatics program is on hold. A new adjunct professor, Fang Yu Chow, has been hired, and there is an agreement to conduct a search for one FTE appointment. Connie Curran has been hired as a part-time Clinical Professor, and she will start in January 2004.

Family Health Care Nursing – (K. Chesla)
K. Chesla reported that Betty Davies will serve out her 5-year term as chair of the department. Vice Chair Brenda Roberts will retire in June 2004. The department has not yet held a meeting, but one new FTE will teach in the cross-disciplinary program at the master’s level.

Institute for Health and Aging
No Report.

Physiological Nursing -- (B. Drew)
B. Drew reported that there is a new adjunct faculty member, Claire Summergren, in the department. The department has received seven grants, six of which are RO1s through the National Institutes of Health (NIH). The department probably will not fill an FTE for a faculty member in critical care pending further discussion of budget cuts.

Social & Behavioral Sciences -- (H. Pinderhughes)
H. Pinderhughes reported that Patricia Benner is the new chair of the department. H. Pinderhughes is the new vice chair as well as the Director of the Doctoral Program for Sociology. The department has not yet held a meeting.

Student Report – S. Robinson
S. Robinson reported that the Nursing Student Council (NSC) elected its officers, and she is president. The NSC will hold a graduation party and will offer a travel scholarship fund. The NSC will be recruiting for officers for next year.

Report from School of Nursing Committee Representatives
No Reports.

Discussion of Amendments to School of Nursing Bylaws
Chair Drew suggested that the Council review the Bylaws of the School of Nursing. Proposed changes need to be provided to the Academic Senate Committee on Rules and Jurisdiction by November 1. The Council agreed that the School of Nursing standing committee on Rules and Jurisdiction should review the Bylaws and provide comments to the Council, and that each standing committee should also review the Bylaws applicable to it. Chair Drew will e-mail a request for feedback to each of the standing committee chairs. The Council also agreed to request an extension
to provide feedback until December 1, 2003, to allow time for the standing committees to provide their comments. Discussion of specific amendments to the Bylaws was deferred to the next meeting.

School of Nursing Representation on Academic Senate Clinical Affairs Committee – N. Stotts

N. Stotts, a School of Nursing representative on the Academic Senate Clinical Affairs Committee (CAC), explained that CAC has proposed to address issues this year, most of which appear to be more relevant to the School of Medicine than to the School of Nursing. See Attachment 2. The Council was asked for feedback to assist in increasing the visibility of School of Nursing issues in the work of CAC. The Council discussed differences in approaches to teaching in the School of Medicine and the School of Nursing, and suggested that N. Stotts could talk with the School of Nursing Faculty Practice Committee. It was agreed that N. Stotts would also e-mail School of Nursing faculty to request issues that could be addressed by CAC.

New Business

Announcement of Award to Dean Dracup

Chair Drew announced that Dean Kathy Dracup had received the American Heart Association’s prestigious Eugene Baunwald Award. This award is given to recognize outstanding mentorship over decades, and is based on an evaluation of the achievements of those who were mentored by the recipient.

Selection Process for Endowed Chairs in the School of Nursing

Marylin Dodd has received an endowed chair in the School of Nursing. The Council discussed the selection process for endowed chairs. Currently, Professor Kathryn Lee chairs the endowed chair selection committee, which is composed of faculty members who hold endowed chairs. Thus, the committee membership changes only when new endowed chairs are selected. The Council agreed that they will ask their departments to name a member to be added to the selection committee. The Council also agreed that the role of chairperson should rotate among faculty who hold endowed chairs and must be a Senate member, and that the new chair should be nominated by the Council.

School of Nursing Committee Assignments

The Council discussed several items relating to School of Nursing standing committee assignments, including:

- **Research Committee.** It was noted that currently members of the Research Committee must be Senate members and former or current principal investigators on funded research projects, but that one members of this Committee is not a member of the Senate. The Council agreed to consider a bylaw amendment so that members could be either Senate members or former or current principal investigators, and to allow the non-Senate member to remain on the Committee for the present.

- **Educational Policy Committee.** It was noted that Linda Chafetz had asked to be removed from this committee because she is not on Graduate Council this year. The Faculty Council agreed that Marian Gillen, who is serving on the Graduate Council for 2003-04, should replace her. In addition, Chair Drew will ask this committee to select a chair for this year.

The meeting was adjourned at 11:15 a.m.
# Meeting Attendance Record

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A = Absent  
EX = Excused  
X = Present

Senate staff:  
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