MINUTES
Friday, October 10, 2003
Room N-319D


Excused: C. Kelber, E. Scarr

Guests: Barbara Burgel, Member, School of Nursing Faculty Practice Committee; Nancy Donaldson, School of Nursing Associate Dean for Clinical Practice; Marguerite Engler, School of Nursing Representative to Academic Planning and Budget Committee; Susan Janson, School of Nursing Representative to Academic Planning and Budget Committee

The meeting of the School of Nursing Faculty Council was called to order by Chair Drew on October 10, 2003 at 9:10 a.m. in Room N-319D. A quorum was present.

Minutes
The Minutes of the September 26, 2003 meeting of the School of Nursing Faculty Council were unanimously approved with minor changes.

Chair’s Report

Hot Topic for October 10, 2003 Full Faculty Meeting
Chair Drew reminded the Council that the Hot Topic session immediately preceding the Full Faculty meeting on October 10, 2003 is a presentation on Violence in the Workplace by Andrew Parker, PhD, of the UCSF Faculty & Staff Assistance Program. 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.

School of Nursing Strategic Plan
Chair Drew met with Lori Yamauchi, Assistant Vice Chancellor for Advancement and Planning, and learned that the Chancellor and Vice Chancellors Steve Barclay and Bruce Spaulding will be asking each of the four Schools to prepare a strategic plan which addresses budgetary and long-range planning issues over the next 15 to 30 years. In 2002-03, the School of Nursing worked on a strategic plan, which was primarily geared toward articulating the School’s philosophy and core values, and which addressed long-range planning for the next five years. In light of the forthcoming request from the administration, it will be necessary to revisit the strategic plan to ensure that budgetary and long-range planning issues have been sufficiently addressed. L. Yamauchi, Dean Dracup, B. Drew and H. Pinderhughes will meet on October 21, 2003 to review and discuss any needed revisions to the School of Nursing’s draft strategic plan.
Report on Academic Senate Executive Committee Meeting – H. Pinderhughes
H. Pinderhughes attended the October 2, 2003 Academic Senate Executive Committee meeting in place of Chair Drew. The Executive Committee meeting was devoted to discussing the process for siting the new hospital. Last year, it appeared that plans were going forward for a women’s and children’s hospital at Mission Bay, with a second hospital to be located at the Parnassus campus. This plan has now been tabled, and a Task Force has been created to revisit this issue, composed of members from the Medical Center and the School of Medicine. H. Pinderhughes and others strongly objected that the Schools of Nursing, Dentistry and Pharmacy were not included in the planning process for the new hospital, and expressed the need for attention to be given to teaching issues in all four Schools, as well as to clinical and research issues, in planning for the new hospital.

Dean’s Report

Planning for the New Hospital
Dean Dracup attended a meeting at Laurel Heights to hear presentations from three consultants who were bidding for the consulting contract to plan the new hospital at UCSF. The Deans of the Schools of Pharmacy and Dentistry also attended this meeting. Dean Dracup explained that the scope of the consulting contract has been expanded to include interviews of faculty regarding which clinical practices should remain at Parnassus, and which should move to a hospital at Mission Bay. Dean Dracup thanked H. Pinderhughes for supporting the participation of the other Schools in the planning process.

Update from Faculty Practice Committee – N. Donaldson, B. Burgel

Report on the Work of the School of Nursing Faculty Practice Committee in 2002-03
N. Donaldson, School of Nursing Associate Dean for Clinical Practice, provided an overview of the work of the Faculty Practice Committee (FPC) in 2002-03 (see Attachment 1), and explained that the FPC would be presenting two items for approval at the Full Faculty meeting: (1) a Charter for the School of Nursing Committee on Interdisciplinary Practice (CIDP) (see Attachment 2); and (2) UCSF School of Nursing Faculty Practice Standards (see Attachment 3). In 2002-03, Dean Dracup asked the FPC to assist the School of Nursing in providing information to faculty related to Faculty Practice issues and to engage in a systematic risk reduction/compliance effort. The FPC looked at risk and compliance issues, which resulted in the formation of the School of Nursing CIDP, as a subcommittee of the FPC, and the drafting of the proposed Charter. Goals of the FPC Risk Reduction & Compliance Initiative for 2003-04 include: (1) to convene a Quality Committee and develop consensus on cross practice metrics, data capture methods and database development/reporting processes; (2) to conduct and analyze compliance self-assessment, gap analysis and develop supports to expedite compliance; (3) to strengthen the credentialing process; database and compliance monitoring; and (4) to evaluate ongoing administrative support needs and advance a proposal to ensure sufficient support to sustain risk reduction/compliance and strategic goals. See Attachment 1.

Report on School of Nursing Committee on Interdisciplinary Practice (CIDP) and Faculty Practice Standards
B. Burgel, member of the FPC, explained that the FPC (chaired by Pilar Bernal de Pheils) established the CIDP as a subcommittee. To standardize faculty practices across departments, the CIDP was established to assure compliance with required standards, such as those established by the Board of Registered Nursing. The CIDP Charter will be brought to full faculty for discussion and approval.
The FPC also established a set of eight Faculty Practice Standards for self evaluation of practices, and to strive for best practices and standardization across departments. These Standards will be brought to the full faculty for discussion and approval. N. Donaldson shared the Definition of Faculty Practice adopted by the Full Faculty in 1995 (see Attachment 4). Dean Dracup thanked N. Donaldson and B. Burgel for their extensive efforts in support of the work of the FPC and the CIDP. Chair Drew stated that it will be important for the CIDP to develop methods to assess faculty competence and to review cases involving possible faculty malpractice.

**Departmental Reports**

Department Reports were deferred to the next meeting.

**Student Report**

The Student Report was deferred to the next meeting.

**Reports from School of Nursing Committee Representatives**

Reports from Committee Representatives were deferred to the next meeting.

**Update on Activities of Committee on Academic Planning and Budget - S. Janson, M. Engler**

S. Janson and M. Engler are the School of Nursing representatives on the Academic Senate Committee on Academic Planning and Budget (APB). They explained that APB looks for ways to benefit the entire campus regarding budget and planning issues. APB has affirmed the role of the Faculty Councils as an important part of shared governance in the budget process; the Academic Senate views the Faculty Councils as leaders of the Schools, with the ability to provide direction to faculty and the administration. The School of Nursing Faculty Council was urged to read the budget integration plan provided to the Council at its September 2003 meeting; this plan is also available on the Academic Senate’s website, at [http://www.ucsf.edu/senate/0-committee/c-apb.html](http://www.ucsf.edu/senate/0-committee/c-apb.html) under “Documents of Interest.” It was also noted that APB reviews various initiatives and programs. For instance, at the October 2003 meeting, APB discussed the proposal for the Global Health Institute, a new Organized Research Unit (ORU), including its history, proposed funding structure, and its relationship to a new global health group being formed by Haile Debas, former Dean of the UCSF School of Medicine. APB also discussed a proposal to create a new Department of Bio-engineering in the School of Medicine. Regarding budget issues, the guiding principles established by the Chancellor’s Executive Budget Committee (EBC) are to preserve those programs and resources that are essential to the overall academic mission of UCSF. The Chair of APB is a member of EBC and serves as the link between APB and the EBC. It was recommended that the Faculty Council take a proactive role in planning for the next round of budget cuts by identifying areas where cuts can best be absorbed. One suggested mechanism would be to survey faculty in the School of Nursing regarding what areas are seen as nonessential and could be cut, as well as to develop a list of essential services or programs that should not be cut. The list would then be discussed within the departments and recommendations sent back to Faculty Council. The Faculty Council would ultimately develop a consensus statement on where cuts can best be accommodated and refer the recommendations to the Dean. The Faculty Council agreed to consider mechanisms for increasing faculty input on budget issues, and to review existing surveys requesting faculty input that have been created by the School of Medicine, the School of Dentistry and the Committee on Committees.

**Discussion of Amendments to School of Nursing Bylaws**
Chair Drew advised that the Academic Senate Committee on Rules & Jurisdiction (Divisional R&J) will be reviewing proposed bylaw amendments from each School. The School of Nursing received an extension to December 1, 2003 to provide its proposed amendments to Divisional R&J. The Council plans to send its proposed amendments to the School of Nursing Rules and Jurisdiction Committee (SON R&J) for review. The Faculty Council and SON R&J will also review suggested amendments from each School of Nursing committee regarding bylaws specific to each committee. The Faculty Council will then review all proposed amendments and forward the suggested amendments on to the Divisional R&J. The Faculty Council discussed several bylaw amendments, including: (1) eliminating the Secretary/Treasurer as an officer; (2) decreasing the number of graduate students on the Faculty Council from two to one; and (3) expanding the membership of the School of Nursing Committee on Research to include adjunct faculty. In addition, the Faculty Council will ask SON R&J to comment on whether amendments are needed in light of the School’s policy of allowing doctoral students to serve on the faculty, whether the quorum for Full Faculty meetings should be changed, and whether the policy of rotating the Chair and Vice Chair of the Faculty Council through departments should be a part of the bylaws or left as an informal guideline.

The meeting was adjourned at 11:15 a.m.

**Meeting Attendance Record**

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>9/26/03</th>
<th>10/10/03</th>
<th>11/21/03</th>
<th>12/12/03</th>
<th>1/23/04</th>
<th>2/27/04</th>
<th>3/19/04</th>
<th>4/23/04</th>
<th>5/14/04</th>
<th>6/25/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Drew</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kit Chesla</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathy Dracup</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob Miller</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cathy Kelber</td>
<td>X</td>
<td>EX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Howard Pinderhughes</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carmen Portillo</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Punitillo</td>
<td>EX</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Robinson (Student)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ellen Scarr</td>
<td>X</td>
<td>EX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A = Absent
EX = Excused
X = Present

Senate staff:
Melanie Fisch
Senate Analyst