REVISED MINUTES
Friday, November 21, 2003
Room N-319D


Excused: K. Chesla, R. Miller, C. Portillo

Guests: 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 November 21, 2003 at 9:10 a.m. in Room N-319D. A quorum was present.

Minutes
The minutes of the meeting of October 12, 2003 were unanimously approved without changes.

Chair’s Report
Chair Drew reminded the Faculty Council that on December 12, 2003 from 12:00 to 1:00 p.m. in N-721, there will be a forum for faculty to discuss issues relating to violence in the workplace.

UCSF has retained consultants to assist in planning for the replacement of the Moffitt/Long hospitals. The consultants are meeting with the Faculty Councils of the four schools to obtain input from the faculty on hospital replacement issues. The School of Nursing Faculty Council agreed to meet with the consultants on December 1, 2003, from 5:00 to 6:00 p.m. in N-319D. The Council will invite Scott Ziehm, Assistant Dean, Master's Entry Program in Nursing, to the meeting.

In 2002-03, the School of Nursing worked to develop a strategic plan. The plan is in its final stages, and Chair Drew anticipates that it will be ready for presentation to the School at the next full faculty meeting on February 27, 2004.

Chair Drew reported that the Endowed Chair Committee for the School is comprised of a member of the board of overseers, and representatives from each department in the School. Dean Dracup recommended that the chair of this committee should rotate and that there should be a faculty member who has received an endowed chair and another member from each department on the committee. The Faculty Council agreed with this recommendation. The next endowed chair will be awarded to a member of Mental Health Nursing as a result of an endowment from Delphene Eschbach. The endowed chair will convert into a professorship in the future. It is anticipated that the recipient will be selected by February 2004.
**Dean’s Report**
Dean Dracup reported that the Moore Foundation will be funding a 10-year, $110 million initiative. The School of Nursing developed and submitted over 20 concept papers for growth for the MEPN and doctoral programs to the Foundation, but at this time, it is unknown whether any funding will be received.

UCSF School of Nursing faculty members Catherine A. Chesla and Linda Franck were inducted as fellows of the American Academy of Nursing at its annual meeting in November 2003. Ramona Mercer, a UCSF professor Emerita, was also honored.

**Department Reports**

**Community Health Systems**
Catherine Kelber reported that Roberta Oka, a former doctoral student at UCSF, will join the faculty of the department in January 2004.

**Family Health Care Nursing**
Ellen Scarr reported that Dr. Sally Rankin has advanced to the rank of full professor. Dr. Betty Davies will be stepping down as chair of the department. The Vice Chair of the department, Brenda Roberts, is also stepping down. Dr. Janice Humphreys will serve as Vice Chair of Clinical Practice and Dr. and Dr. Catherine Chesla will serve as Vice Chair of Academic Personnel. A search committee will be appointed to fill the two positions.

**Social and Behavioral Sciences**
No report.

**Physiological Nursing**
No report.

**Institute for Health and Aging**
No report.

**Student Report – Susan Robinson**
The Nursing Student Council (NSC) is working to solve an issue relating to travel funds. The Graduate Students’ Association (GSA) has been declining to pay for UCSF nursing students’ travel because the NSC has a travel fund, despite the fact that nursing students make contributions to the GSA as well as the NSC. The NSC is renaming its fund, and NSC students are being encouraged to apply to both groups for funding for travel.

Health insurance costs have increased for nursing students. The NSC is exploring whether pooling with UC Berkeley students will enable students to achieve any cost savings or to increase the ability of students to afford insurance. C. Kelber reported that she is the chair of the Student Health Sciences Advisory Committee, which is working to present ideas for helping NSC students with this issue.

**School of Nursing Committee Reports**
Rules and Jurisdiction Committee – Patrick Fox, Chair
In October 2003, the Faculty Council sent forward to the School’s Rules and Jurisdiction Committee (SON R&J) several suggested amendments to the bylaws of the School of Nursing. The standing committees of the School were also asked to review their individual bylaws and send any suggested amendments to SON R&J for consideration. SON R&J provided a report which agreed with the amendments suggested by the Faculty Council, provided advice on questions raised by the Council and noted that no other suggested amendments had been received from the standing committees. See Attachment 1. The Faculty Council reviewed and unanimously approved the report without changes. The proposed bylaw amendments will now be sent to the UCSF Academic Senate Committee on Rules and Jurisdiction (Divisional R&J) for review and comment, to ensure that the proposed amendments are consistent with Divisional rules. After Divisional R&J conveys its opinion, the amended bylaws will be presented to the full faculty for approval, and it is anticipated that this will occur at the February 27, 2004 full faculty meeting.

Report from Divisional and Systemwide Academic Senate Committees

Committee on Courses of Instruction – Kathleen Puntillo
Kathleen Puntillo reported that the Committee on Courses of Instruction (COCOI) has been working to improve systems to allow a smoother flow of information from the four schools to the Committee, from the Committee to the Office of Admissions and Registrar (OAR), and from the OAR back to the schools. Substantial progress on these issues is being made.

School of Nursing Compensation Plan Advisory Committee
The Faculty Council considered whether the representatives on this committee should be added to the roster of standing committee representatives. The Council decided not to add the representatives to the roster because this committee is not a standing committee of the School of Nursing. Dean Dracup will gather information to confirm the membership of this committee.

School of Nursing Screening Committees
Historically, members of the School of Nursing’s screening committees have been selected by the administration, while the Faculty Council has selected members of the standing committees of the School. The Faculty Council agreed that it should select the members of the screening committees for next year, in order to equalize committee assignments among the faculty. The Council will submit its recommendations for screening committee assignments to the administration in spring of 2004 for 2004-05.

Chair Drew intends to work on the Survey of Interest for standing committee and screening committee assignments, which will include criteria for service on each committee. Input for the survey will be sought from department chairs and vice chairs. The Faculty Council agreed that faculty members should be alerted that faculty members can be assigned to committee assignments even if they do not complete the survey.

Report from Academic Senate Committee on Academic Planning and Budget – Susan Janson
S. Janson, one of the representatives from the School of Nursing on the Academic Senate Committee on Academic Planning and Budget (APB), reported on the November 13, 2003 APB meeting. APB voiced its approval for the Institute of Global Health (IGH), a proposed new Organized Research Unit (ORU). The IGH is a joint venture between the UCSF School of Medicine and the UC Berkeley School of Public Health. Initially, APB was concerned about funding and certain programmatic
aspects of the IGH, but its concerns were satisfied by Dr. George Rutherford, Interim Director of the IGH, who attended the November 13, 2003 APB meeting to discuss these issues with the APB.

Each of the schools is considering whether to form its own APB committee. The School of Dentistry has had an APB School Committee for a number of years, which will continue to work on budget issues this year. The School of Medicine Faculty Council is considering forming an APB. In addition, Steve Barclay, Vice Chancellor for Administration and Finance, and Chair of the Chancellor’s Executive Budget Committee (EBC), has suggested retaining consultants to advise on campus-wide budget cuts. In 2002-03, budget cuts were allocated pro rata across schools, but it is unlikely that this formula will be useful this year.

A new subcommittee of the Long Range Development Plan Amendment Committee (LRDPA) has been formed. The subcommittee is known as the Clinical Planning and Research Subcommittee (CDPR), and is co-chaired by Dean Kessler and Mark Laret, CEO of the UCSF Medical Center. Members include the deans, chairs of major clinical departments, and members of the Academic Senate, including Leonard Zegans, Chair of the Academic Senate, Deborah Greenspan, Vice Chair of the Academic Senate and David Gardner, Chair of Academic Senate APB. The CDPR will provide input to the consultants who have been engaged to advise on the hospital replacement project. S. Janson encouraged the Faculty Council to provide its input to the hospital consultants.

Mary Malloy, Chair of the Clinical Affairs Committee (CAC), reported to APB on the planned work of CAC this year. CAC provides an interface between the Academic Senate and the UCSF Medical Center. CAC will work on issues involving Mt. Zion, computerized physician order entry (CPOE), the impact of reduced resident work hours on clinical faculty, faculty recruitment and retention issues, faculty stress, the Physicians Services Agreement, and ways in which the schools can work together to improve opportunities for interdisciplinary teaching.

APB will be discussing ways in which UCSF could move to a unified calendar. Currently, there are two calendars: the academic calendar and the clinical calendar. The two calendars begin on the same date, but do not conclude on the same schedule. Dean Dracup clarified that the deans of the four schools have discussed interschool and interdisciplinary education. A group of Associate Deans, including Jeff Kilmer, Director of Student and Current Affairs and Dorrie Fontaine, Associate Dean for Academic Programs, from the School of Nursing, have been asked to work on the development of shared courses and curricula. In addition, K. Puntillo reported that she is working with members of the Schools of Pharmacy and Dentistry to coordinate interschool curricula and scheduling for courses relating to end of life issues.

The systemwide University Committee on Planning and Budget (UCPB) is working on the issue of how to decide which students will be able to enter the University in light of the state’s refusal to fund student enrollment in 2003-04. There is also an issue of decreased financial aid for graduate students, which impacts UCSF.

**New Business**

The Faculty Council was asked to provide its opinion on a proposal to change the defined contribution plan for health sciences faculty. This issue was discussed at the recent Division meeting of the Academic Senate. The School of Nursing will formulate a response and send it to the Academic Senate office.
H. Pinderhughes asked the Faculty Council to consider raising the cap on doctoral program admissions in the School of Nursing. Over the last two years, there were more qualified students seeking admission into the doctoral program than there were available slots. It is anticipated that the number of students in the Health Policy program seeking admission into the doctoral program will continue to increase. The doctoral program would like to be able to include more high-quality students. However, an increase in students would have the effect of increasing the number of first-year students in core courses, and state FTE are based on a ratio of 8:1 students per teacher. The Faculty Council suggested that this issue be discussed in the Doctoral Program Council (DPC), with directions to consider the impact on core courses, and that the DPC should talk with the faculty member who served as chair of the doctoral program screening committee last year. The DPC will be meeting in December 2003, and Chair Drew will contact the Chair of DPC about this issue.

**Poster Producing Equipment**

It was noted that the equipment to produce posters is expensive. Dean Dracup will investigate the cost of obtaining this equipment.

The meeting adjourned at 11:00 a.m.

**Meeting Attendance Record**

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