The meeting of the School of Nursing Faculty Council was called to order by Chair Drew on December 12, 2003 at 9:00 a.m. in Room N-319D. A quorum was present.

Minutes
The minutes of the meeting of November 21, 2003 were unanimously approved with 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.

Chair Drew provided an update on the discussion at last month’s Faculty Council meeting about assignment of faculty to MEPN and Doctoral Screening committees. In the past, these “administrative” committees have not been appointed by Faculty Council, but rather, by Department Chairs/Vice Chairs and the Associate Dean for Academic Programs. It was suggested that it might make sense for all School committees to be appointed by Faculty Council so that faculty workload would be evident at the time assignments were made. Drew reported that she had asked Department Chairs, Vice Chairs, and the Associate Dean for Academic Programs whether they had any objections to Faculty Council appointing membership to MEPN and Doctoral Screening committees. Since none of these parties had any objections, the Faculty Council will try it this year and see how it works out. Chair Drew continues to work on the Survey of Interest for standing committee and screening committee assignments, which will include criteria for service on each committee. Input regarding the time commitment for the committee and characteristics important for service on the committee will be sought from current School committee chairs.

A new MS program in health policy as well as increased enrollment in other masters’ programs such as gerontology, make it likely we will see more applications for the doctoral program. Drew has asked Ginger Carrieri-Kohlman, Chair of DPC to explore what it would take to increase the cap on enrollment and report back at the next Faculty Council meeting.

The Call for a part time Faculty Search Committee Ambassador has been distributed to the campus. The Ambassador Program was created by the Committee on Equal Opportunity and funded for a two-year pilot by the Office of the Vice Chancellor for Academic Affairs. This program is designed to develop dedicated resources and provide training and oversight related to UCSF faculty searches with the goal of...

Members of the Committee on Committees (COC) will begin meetings with committee members and committee chairs to increase communication between COC and the other committees.

The Call for nominations for the Academic Senate Distinction in Teaching Award has been announced to the campus. This award annually recognizes exceptional Senate faculty members in the Ladder Rank, In Residence and Clinical X series who have shown distinction in teaching. Beginning in 2002-03, eligibility for this award was expanded to include faculty in the Clinical and Adjunct series, salaried at 50% or more. All UCSF faculty in the Ladder Rank, In Residence, Clinical X, Clinical and Adjunct series, salaried at 50% or more are now eligible for two different award categories:

- Category 1: Faculty in the above series who have been at UCSF for five years or less (from January 1999 to present)
- Category 2: Faculty in the above series who have been at UCSF for more than five years

The call may be accessed at the website: http://www.ucsf.edu/senate/2003-2004/DIT-03-04-CallForNomination.pdf.

Reductions in state funds for fiscal year 2004-05 will likely result in additional budget reductions for the School in addition to increases in student fees. The opening of the UC Merced campus has been postponed due to the budget reductions.

Stanton Glantz, the representative to the University Committee on Planning and Budget from the divisional Committee on Academic Planning and Budget, has requested assistance from a marketing consultant to create publicity advertisements to draw public attention to the impact of reductions in state funds on enrollment support at UC. These pieces are currently in draft form and have not been circulated to the public.

**Dean’s Report**
No Report.

**Student’s Report**
No Report.

**Department Reports**

**Community Health Systems**
Julia Faucett has been named chair of the department as of September 1, 2003 and Gerri Collins-Bride has been selected to serve as temporary vice chair. The department is studying other departmental structures in the School in its reorganization efforts.

**Family Health Care Nursing**
Betty Davies, chair of the department, will be stepping down and a search committee is being formed to fill that position.

**Social and Behavioral Sciences**
No report.

**Physiological Nursing**
The Department developed guidelines for NRSA applications. The purpose is to provide timelines and responsibilities for the student, faculty sponsor, and staff support so the process is more orderly.

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

**School of Nursing Committee Reports**

**Educational Policy – Kit Chesla**
Janice Humphreys has begun her service as chair of the committee for Winter and Spring quarters. Creation of the AD to MS program proposal continues. A completed proposal will be presented to the departments before seeking approval at the faculty meeting on February 27, 2004. An MPH/MSN joint program with UC Berkeley is currently under discussion. Marion Gillen, a member of the committee, will represent the committee for these discussions.

**Faculty Practice Committee – Ellen Scarr**

The Faculty Practice Committee’s Quality Improvement Subcommittee is holding its first meeting on January 26, 2004 to discuss development of infrastructure to study patient care quality and safety in the School.

**MEPN Council – Catherine Kelber**

The Master's Entry Program in Nursing received 500 applicants last year and will interview 152 applicants for the 76 openings.

**MS Program Council – Kathleen Puntillo**

The Master's of Science Program is currently evaluating its core courses in the program curriculum and a faculty meeting on core courses is planned for January 9, 2004. A meeting to discuss specialty courses will be held on January 23, 2004.

**Hospital Planning Task Force**

The Academic Senate has created the Hospital Planning Task Force to coordinate faculty input in the planning of a new hospital. The task force will collaborate with Kurt Salmon and Associates, consultants identified to assist UCSF in the planning process. The consultants will gather information and submit a proposal to the Chancellor in July, 2204. The task force has identified faculty from the four schools to participate in focus groups with the consultants in order to provide feedback on planning the hospital. Chair Drew agreed to transmit an email to those faculty members in the School who have been identified to encourage their participation in the focus groups.

**Research Committee Amendments to Bylaws**

After the Faculty Council approved the School’s bylaws amendments at the last meeting, the Research Committee submitted additional revisions to its section of the bylaws. The Faculty Council discussed these revisions and agreed to the amendments. The bylaws will now be sent to the Academic Senate Committee on Rules and Jurisdiction (R&J) for review to ensure that they are consistent with the divisional bylaws and systemwide bylaws. Chair Drew will request that R&J complete its review in time to present them at the full faculty meeting on February 27, 2004.

**Forming Academic Planning and Budget Subcommittee and School of Dentistry Model**

The Faculty Council reviewed the School of Dentistry’s bylaws which detail the composition and duties of Academic Planning and Budget to determine whether the School of Nursing should form its own committee. Because of the large number of current standing committees and the limited number of faculty members to serve on such a committee, the Faculty Council agreed that it should serve as the body to review planning and budget issues.

**New Business**

The Faculty Council received copies of the addendum to the strategic plan for the School. Chair Drew requested that Faculty Council review this document for the next meeting.

The meeting adjourned at 10:50 a.m.
### Meeting Attendance Record

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Senate Staff:
Judy Dang
Senate Analyst
jdang@senate.ucsf.edu
476-1308
www.ucsf.edu/senate