Chair Winter called the meeting to order on Monday, March 1, 2004 at 3:04 PM. A quorum was not present.

Approval of Minutes
The minutes from the January 5, 2004 meeting could not be approved; no quorum was present.

Chair’s Report
Chair Winter reported that the Committee on Academic Planning and Budget is considering imposition of a strict quarter calendar based on the assumption that students are prevented from taking electives because of the differing calendars. While fall and spring quarters are problematic because a small number of courses have different start/stop dates, it is questionable whether a strict quarter calendar would improve student access to electives.

In related news, Chair Winter informed the committee that there has been no communication about R25, nor has the training cancelled in September 2003 been rescheduled.

Proposal to the Faculty Senate for an Internet-based Course in Responsible Conduct of Research
Members of the subcommittee developing this UCSF course in responsible conduct of research (RCR) met with members of the full CEP to discuss the draft proposal. CEP members are asked to forward comments to P. Fox or D. Deen. The CEP will vote at its next meeting on May 3, 2004 whether or not to approve the proposal. If approved, CEP will forward the proposal to the Coordinating Committee for review and approval.
Chair Winter commented that, given current budget reductions across campus, the proposal could be approved but not funded. However, ensuring funding for the course is not, at this time, the purview of the CEP. Committee members suggested that units with only a few post-doctoral students might be willing to offset some of the costs since these units would not have to provide training themselves. It may also be possible to apply for funding on a per-student basis as part of a training grant.

The course initially targets post-doctoral students, although it could later be adapted to serve a larger student population.

Chair Winter reflected that some RCR courses now available on-campus are viewed by some to merely meet administrative requirements, and asked that the proposed course include more substantive lessons. P. Fox responded that the subcommittee has tried to accomplish this, and, as a result, has focused on teaching ethics rather National Institute of Health (NIH) compliance. However, the majority of faculty and students are only interested in meeting NIH requirements, and may not want to spend time on the convocation component of the course. Susan suggested that having prominent and dynamic faculty participating in the convocation will attract students and stimulate discussion. Ultimately, faculty support and participation will create credibility for the course among students.

P. Fox suggested that the RCR course should be presented to post-doctoral students as part of their fellowships. Chair Winter recommended working with Vice Chancellor Bainton to elicit Administration support for this.

P. Fox commented on the value of feedback from end-users. One tool could be to survey post-doctoral students to determine how many have had RCR training. This could be effected through an online survey administered by the Academic Senate (AS) and/or Post-doctoral Student Association (PSA). Another tool could be to discuss the proposal with grant coordinators, ORUs, principal investigators, and the coordinators of post-doctoral training programs. D. Deen will be asked to discuss these and other contacts in detail at the next meeting.

Chair Winter agreed to discuss the potential of a system-wide course at the next UCEP meeting. At this time, each campus must establish its own training and enroll individually with the Responsible Conduct of Research Education Consortium (RCREC)\(^1\).

Gail described the proposal as a single online course accessible to students at any time. WebCT administers exams online and generates grades electronically. P. Fox noted that the WebCT provides immediate feedback to students, which enhances their learning. Gail noted that someone would need to be responsible for structuring the online course so that it is effective and then later monitoring the system to ensure password, logins, etc. are properly maintained; familiarity with the content is helpful, but staff should have skills creating website architecture. A RCR specialist can work with staff to edit the content. UCSD is building its web architecture now, and will send a sample of links to UCSF.

There being no further business, Chair Winter adjourned the meeting at 3:55 PM.

\(^1\) RCREC is a non-profit consortium dedicated to promoting effective teaching of RCR. The public may access the Online Resource for RCR Instructors through the RCREC website at [http://rcrec.org](http://rcrec.org). RCREC sponsors, like UCSF, may also access additional resources, e.g., annual licenses to use a RCR internet-based course and tutorial.
## Committee on Education Policy
### 2003-04 Attendance Grid

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>9/8</th>
<th>11/3</th>
<th>1/5</th>
<th>3/1</th>
<th>6/7</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Winter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>D. Deen</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>P. Fox</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>H. Sanchez</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>R. Schafer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>R. Turner</td>
<td>X</td>
<td>EX</td>
<td>absent</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Senate Staff:
Janet Whittick
476-1308
jwhittick@senate.ucsf.edu
www.ucsf.edu/senate