COMMITTEE ON EDUCATIONAL POLICY
Mike Winter, PharmD, Chair

MINUTES DRAFT
Meeting of June 7, 2004

PRESENT: M. Winter (Chair), R. Schafer, R. Turner
ABSENT: D. Deen, P. Fox, H. Sanchez
GUEST: Tamara Maimon, Director, UCSF Academic Senate

The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Winter on Monday, June 7, 2004 at 3:00PM. A quorum was not present.

Minutes
The Committee approved the minutes of the meetings of January 5, 2005 and March 1, 2004 by email.

Responsible Conduct of Research (RCR) Training Program Proposal
In May 2004, the CEP approved a proposal developed by a sub-committee of CEP to implement a campus-wide, web-based training for post-doctoral students on “Responsible Conduct of Research.” Upon approval, Chair Winter transmitted the Committee’s proposal to Academic Senate Division Chair Leonard Zegans and requested that the Academic Senate’s Coordinating Committee formally review and comment on the proposal at its June 8, 2004 meeting.

Tamara Maimon, Director of the Academic Senate, discussed issues surrounding the need to develop further clarification for funding and staffing needs as well as strategies for implementation of the proposal. Maimon suggested that the Senate Office could assist the Committee to enhance its letter of transmittal to include an executive summary of the proposal and firm recommendations to initiate a formal review and formal consideration for funding and implementation on the campus. Maimon further suggested that the Committee expand the proposed training to include new and junior faculty as well as post-doctoral graduate students. Maimon indicated that any budget requests would have to be made to the Chancellor, through the Executive Budget Committee (EBC) and that this should be a formal request from the Senate to the EBC.

Based on discussion with Director Maimon, the Committee agreed to refer to the proposal as “RCR Training” rather than “Ethics Course” since this more accurately reflects the content of the program. The Committee also agreed to modify its request of the Coordinating Committee, where it will ask for endorsement and approval in concept and then request review by the campus administration and other Senate Committees before transmitting to Chancellor Bishop with a request for adoption.
All the Committee members commented on the value of the proposal, and noted their appreciation for Committee members, Dennis Deen and Patrick Fox who spearheaded the development and design of the training program.

Chair Winter thanked the Committee and Senate staff for the good work over the past year. With that, and with no further business, Chair Winter adjourned at 3:28PM the last meeting of the Committee on Educational Policy for the academic year of 2003-04.

### Committee on Education Policy
#### 2003-04 Attendance Grid

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