MINUTES

Monday, September 8, 2003
3:00 – 4:00 p.m.
Room CL101

Present: M. Winter, D. Deen, P. Fox, H. Sanchez, R. Shafer, R. Turner

Excused: R. Kamei

Guest: Elizabeth Langdon-Gray, Senate Analyst, San Francisco Academic Senate

Chair Winter called the meeting of the Committee on Educational Policy to order on Monday, September 8, 2003 at 3:08 p.m. in Room CL101. A quorum was present.

Welcome and Introductions

Senate Staff Orientation – Elizabeth Langdon-Gray, Senate Analyst, Academic Senate

E. Langdon-Gray conducted an orientation on the Academic Senate and described the role of the Senate Analyst with respect to the tasks of the Committee.

Review of Meeting Times/Location – M. Winter

Chair Winter reviewed the meeting schedule and announced that this Academic Year, the CEP will meet on a bi-monthly basis. Due to the infrequency of meetings, the Chair encouraged each member come to the meetings prepared and ready to make decisions.

Chair’s Report

Chair Winter reviewed continuing issues from last year and suggested that these issues should be the focus of the CEP for this year: Ad Hoc Classroom Scheduling Advisory Subcommittee, development of campus-wide ethics course, development of a “portable lecture series”, and development of web-based teaching.

Ad Hoc Classroom Scheduling Advisory Subcommittee

Chair Winter provided members of the Committee with background information on the formation of the Ad Hoc Classroom Scheduling Committee – which was formed during the May 2002 Educational Policy Committee Symposium of Leaders, at which resource allocation for classroom scheduling and support was a major focus of discussion. The Ad Hoc Committee has been working to identify and provide solutions to problems related to classroom scheduling and resource allocation related to classroom space, condition of classrooms and equipment and other
teaching tools needed for UCSF classroom space. The next meeting is scheduled for September 25, 2003, at which time the Management Service Officers (MSOs) from each school, along with members of the Ad Hoc Committee, will test the new online scheduling program. More information regarding this Subcommittee may be found at http://www.ucsf.edu/senate/0-committee/f-edup.html.

Joint Meeting with Committee on Courses of Instruction
Chair Winter indicated that he will be meeting informally with Professor Mel Heyman, Chair of the Academic Senate Committee on Courses of Instruction (sometime before the next meeting of this Committee, scheduled for November 3, 2003) to discuss how the two Committees can work together to identify courses and a process to promote and support interdisciplinary teaching.

Development of Campus-wide Ethics Course
The Committee agreed that the development of a campus-wide ethics course will be one of its priorities for 2003-04. Members D. Deen and P. Fox volunteered to serve on a Sub Committee to develop the course. K. Topp, former member of Educational Policy Committee will be asked to serve on the subcommittee as well. The Committee requested Senate Office staff to research the protocol for approving a new course on campus.

Development of a “Portable Lecture” Series
Chair Winter encouraged the Committee to continue to pursue the development of a portable lecture series. R. Turner agreed to lead a Sub Committee to develop the series and will coordinate her efforts with immediate past Educational Policy Committee Chair, P. Benner and VC Bainton to determine the status of this effort and the level of support that can be anticipated from the Vice Chancellor

Development of Web-Based Teaching
Chair Winter will request a report from Professor D. Teitel regarding the Center for Informational Technology (CIT) Advisory Group and its activities and to determine how the Committee can ensure its continued participation and coordination.

Task Force on the Creation of the Department of Bioengineering
Chair Winter announced that Division Chair Len Zegans has created a Task Force consisting of representatives from Graduate Council, APB, Research and Educational Policy Committees to review a proposal to create a new Department of Bioengineering. Committee member R. Shafer agreed to represent the Committee on this task force.

Old Business
None.

New Business
None.

There being no further business, Chair Winter adjourned the meeting at 4:10 p.m.
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