COORDINATING COMMITTEE
LEONARD ZEGANS, MD, Chair

MINUTES
Meeting of April 13, 2004


ABSENT: J. Levine, D. Greenspan, D. Curtis, P. Darney, C. Attkisson, B. Hoener, M. Kodakimble, S. Majumdar

Chair Zegans called the Coordinating Committee to order on April 13, 2004 at 10:02 a.m. in room S-118. A quorum was present. The Minutes of the meeting of February 10, 2004 were unanimously approved.

Chair’s Report
Chair Zegans made the following announcements:

- Of concern is the medical coverage available to faculty traveling abroad. Members of the faculty need to be made aware of the scope of their benefits.
- President Dynes will be visiting UCSF and will meet with Chair Zegans and other faculty to hear imminent concerns of the University.
- Review of the report on Faculty Recruitment, Retention, and Promotion is ongoing. There is some concern that the Important Points for Discussion between New Faculty Members and Chairs/ORU Directors Checklist are not being uniformly used.
- The Senate has received a request for a formal review of APM 260, 278, 210-6, 279, and 133. CAP has been asked to take the lead on the formal review of the APM 260 which outlines new guidelines for the University Professor series. CAP and each School’s Faculty Council have been asked to provide input on the remainder of the reviews relating to the Clinical Professor series.
- Requested all Committee Chairs to follow the existing protocol for Academic Senate Committee communications with campus administrators. All formal communications from the Senate must be sent from the Chair or with concurrence from the Chair. Committee Chairs should transmit all communications through the Office of the Academic Senate, who will coordinate formal transmittal with the Senate Divisional Chair.
- Faculty Research Lecture will be given by James E. Cleaver on Monday, April 26, 2004 – 3:30 pm in Cole Hall – everyone is encouraged to attend.
- Distinction in Teaching Award Ceremony will be held as a stand-alone ceremony this year, at the urging of the Chancellor. The ceremony will be held on Thursday, April 29, 2004 at Noon in Cole Hall where Betty Ann Hoener, Douglas Fredrick and Kanu Chatterjee will all be honored.
Hospital Replacement Planning - Update—David Gardner
At the Subcommittee meeting in mid March 2004, four options for Mission Bay were advanced: a women’s and children’s facility, a stand-alone children’s hospital, a stand-alone cancer hospital, a women’s and children’s and cancer hospital, and lastly, the establishment of a tertiary, quaternary facility. This facility will house some combination of the neurosciences including neurosurgery and neuro-oncology or a combination of cancer and surgery, or transplant services. No formal decision was made.

With regard to Parnassus, that discussion was based on options for program development. Some of the options include:

- expanding/renovating Moffit-Long to accommodate the new programmatic development;
- Construction of a tower on the Langley-Porter blueprint which would house a new emergency department, 4-5 floors of ICU, and the option to expand 4-5 floors of surgical space.

With all of these options projected to cost close to $1 Billion, the Consultants have been asked to provide projected costs for each of these options. For more information, visit: http://clinicalresearchplanning.ucsf.edu.

Revision of Internal Protocols
Following the retreat last year, S. Majumdar expressed concern that the Division’s interpretation of the University Compendium for Review Processes for Academic Programs, Academic Units, and Research Units Graduate Council had inappropriately named the Graduate Council as lead for certain reviews/actions. S. Majumdar met with Committee Chairs D. Gardner (APB) and M. Winter (Education Policy) and determined that modifications should be made to identify Education Policy Committee as the lead reviewing committee on such actions as the creation of new colleges, schools, name changes, and disestablishment of schools. The revised chart will be posted on the Senate’s website at www.ucsf.edu/senate.

Reports from Faculty Council Chairs
Dentistry – Don Curtis
No report.

Medicine – Patty Robertson
- At the retreat, D.Kessler updated the Faculty Council on the LRDP.
- Dr. Bloom gave a summary on electronic medical records
- The Faculty Council’s official report on Faculty Stress has been forwarded to D. Kessler.
- The School’s bylaws revisions are almost done and include increasing the number of Council members.
- At the next meeting, the Faculty Council will be discussing diversity and the negative effect of reduction in Resident work hours is having on the faculty. Because Resident hours are limited, faculty have been attempting to compensate for the limitation, but are beginning to tire out. The issue is two pronged: it is unclear how to measure the problem and it is unknown what can be done to resolve it.

Nursing – Barbara Drew
No report.

Pharmacy – Betty-ann Hoener
No Report.

**Reports from Committee Chairs:**

**Academic Freedom – Mark Eisner**
- The Committee completed an inquiry into the Cancer Center Protocol Review. No systematic abridgments of academic freedom were found and the recommendations were summarized in a letter to Chair Zegans.
- The Committee is also discussing the NIH ‘hitlist’ and the number of UCSF researchers who have received warnings about the content of their abstracts.
- Recent US restriction on travel to Cuba affected neurologists attending a conference there. The Committee is determining how to respond.
- Some issues taken up systemwide include the Patriot Act and stem cell research which will be discussed upcoming in the Committee.
- The Committee is beginning to plan a Symposium, at the request of Chair Zegans to address the issue of science, academic freedom and the government.

**Academic Personnel – Joe Guglielmo**
- CAP continues to review files, policies as requested and is currently participating in six to eight Stewardship Reviews. The Committee will hold its annual retreat with VC for Academic Affairs and Academic Personnel Deans from each school in May, 2004.

**Academic Planning and Budget (APB) – David Gardner**
There will be no additional information to report on the budget until the May revise. UCSF’s cuts are projected at $8-10 Million. Last year, the Committee responded to recommendations from each of the control points that were based on across the board cuts. This year, the campus is looking at how it can institute a much more long term, strategic plan.

**Clinical Affairs – Mary Malloy**
- The Committee has finished a questionnaire aimed at faculty who are in clinical practice at UCSF which will be released in June 2004. It is designed to identify what makes a good practice, what the problems are, and what can be done to make practice better. Also, the Committee has been working directly with Medical Center Administration and has been successful in getting responses to problems raised by the Committee related to improving day-to-day functions in clinical practices and at the hospital.

**Committee on Committees – Eliseo Perez Stable**
- The call for service has been distributed.
- This year, the COC will undergo a change in format. The COC will be meeting with chairs to report on their respective committees in terms of what their goals were and what they accomplished. This is a shift from last year where the same information was requested in writing and garnered a low response.

**Committee on Courses of Instruction – Mel Hyman**
- The Committee just completed its reviews of applications for Instructional Improvement Grants which are funded and administered by the Library. A total of eight grants were recommended for funding, which is a reduction from past years due to funding reduction for this important program.

**Committee on Educational Policy – Michael Winter**
The Committee is nearing the end of its work on a proposed campus-wide ethics course. A proposal is from the Committee will be forthcoming – hopefully by the June 2004 Coordinating Committee meeting.

The systemwide committee is discussing using the registrar’s database as a measure of faculty teaching load. However, M. Winter expressed concern that as a health science campus, several things such as postgraduate medical teaching, graduate teaching and mentoring are not reflected in the UCSF database and thus, such a measure would be inaccurate.

Equal Opportunity- Ruth Malone
- Dr. Harvey Brody, an Emeritus faculty member from the School of Dentistry has been selected as the Faculty Director for the Search Committee Ambassador Program. Dr. Brody is committed to diversity at UCSF has extensive experience in diversity issues.
- Revisions to the Faculty Handbook are underway and the Committee will begin reviewing sections.
- The call for Faculty Development Awards funded and administered by the VC for Academic Affairs has been released.
- The Committee is convening a special meeting to develop a clearinghouse website in efforts to consolidate all diversity resources.

Faculty Welfare – Bob Newcomer
No report.

Graduate Council – Sharmila Majumdar
No report.

Library- David Rempel
- Print copies of Journal publications are being reduced/eliminated due to budget cuts and a heavier reliance on electronic versions/online resources. However, a decrease in print materials should not be equated with a decrease in use of the library. Use during peak times has steadily increased. In addition, use of the CIT has increased and at some times of the day, it is hard to get a computer terminal.
- The Committee continues to address space needs at Mission Bay and its concern that current planning has not identified adequate Library space.
- The Committee is developing a written policy regarding privacy relative to the Patriot Act which will be forwarded to the Coordinating Committee and the Division for adoption.

Privilege and Tenure- Ruth Greenblatt
- The Committee is making recommendations to improve practices which include transparencies with regard to criteria for FTEs and faculty understanding of these criteria.
- There seems to be confusion and unrealistic expectations about the scope of P&T. For example, P&T cannot grant FTEs.
- P&T wants to formally recommend to COC that P&T advisors are appointed for all series because in the situation of termination, P&T can hear from any series.

Research – Sharon Hall
- Review of Shared Equipment Grants is complete and six have been funded.
- The Committee noticed many problems in the way people are filling out the application – people weren’t turned down because of science but because they didn’t know how to properly complete the application. The Committee will discuss this at a future meeting and revising the application, if necessary.
• The Committee responded to a request from UCORP to discuss restraints on publications and restraints on acceptance of funding.

Rules and Jurisdiction- Carmen Portillo for Susan Miller
• Two rules have been submitted to the Committee for approval. First, the Committee has approved language to the Senate Division Bylaws which will clearly identify The Standard Code of Parliamentary Procedure by A. Sturgis as the official reference for UCSF Academic Division Bylaws. Second, the Committee has approved procedures by which individuals in committees can propose bylaw changes.
• Bylaws for the School of Nursing are ready for full vote.
• Bylaws for the School of Pharmacy have some proposed changes.
• The Committee responded to COC’s proposed changes to UCSF bylaws which would clarify the ability of COC to both appoint and remove faculty from Academic Senate Committees. The Committee requested that COC submit a statement of purpose for the proposed change and consider the Committee’s revision which would require a two-thirds vote as opposed to a full quorum vote required right now.

Other Announcements:
Dan Bikle – Academic Senate Task Force on Conflict of Interest
The Task Force has completed its work and will be proposing to faculty a vote to (a) either maintain UCSF policy which distinguishes between non-federally funded clinical research and all other non-federally funded research in that any financial ties an investigator may have with any funding agency would have to be put aside or (b) to adopt state policy which has a very low threshold for disclosures of potential conflicts of interest. The two primarily differ in that the state allows the Chancellor’s Advisory Committee on Conflict of Interest to review the disclosure to determine whether that conflict can be managed.

Before the vote, there will be a special Town Hall meeting to discuss both sides. Position papers as well as illustrative cases are also being prepared.

Meeting Attendance Record

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