The School of Medicine Faculty Council convened at 3:35 p.m. on Monday, February 14, 2005 in Room S160. A quorum was not present.

Dean’s Report

Dean Kessler reported briefly on the School of Medicine Leadership Retreat. Participants gained insight into campus planning issues surrounding the expansion to Mission Bay. The Retreat helped to lend transparency to the planning process and allow for better understanding of the collective needs of the school, including clinical departments.

No decisions were made at the Retreat. Town Hall meetings are planned in the coming months to continue the discussion and gain additional input.

Chair’s Report

Coordinating Committee

Chair Smith reported to the Council on the February 8, 2005 Coordinating Committee meeting. Mary Malloy, Chair of the Committee on Clinical Affairs, presented on the results of the Clinical Operations Survey which was distributed on June 7, 2005. The Clinical Operations Survey Report identified five key areas that are in need of improvement in order to increase faculty satisfaction and enhance patient services. These include communication, teaching and research opportunities, advocacy, patient care, and morale.

UCSF Divisional Chair Zegans requested that the four faculty councils provide feedback on how to implement the recommendations of the Report. The School of Medicine Faculty Council thus agreed to invite speakers to address the areas of communication and advocacy (i.e., mentoring) at upcoming meetings. Senate staff will invite Michael Blum from the Department of Information Technology to discuss efforts to improve electronic medical record systems and possibly Mary Croughan, PhD to present on the status of the School of Medicine Mentoring Program.

The Council also discussed the problem of low faculty morale. L. Pitts stated that it is often difficult for faculty to strike a balance between the multiple demands of clinical work, teaching, and research. W. Gold added that cumbersome electronic record systems and low fee collection rates exacerbate this problem by creating additional demands for faculty who must see more patients to make up for these types of inefficiencies. P. Robertson suggested that increased utilization of advice nurses may help to lighten the workload of clinicians. The school should allocate resources to departments currently lacking this service.
Chair Smith raised the issue of increased insurance co-pays, which lead patients to call and e-mail clinicians with greater frequency (an additional time burden). Chair Smith also suggested that the Council consider recommending a review of Medical Group Billing Services in order to address low collection rates. Council members agreed that while patient care is a central mission at UCSF, faculty should also be able to focus on teaching and research, which are equally as important.

**Elections**

Chair Smith reminded the Council to begin thinking about a replacement for H. Chen’s vacated seat. Pursuant to the bylaws, the replacement must be in the clinical series. Members were asked to come prepared to the next meeting ready to propose at least one potential candidate.

Chair Smith also provided a brief overview of the election process for new members and leadership. The Call for Nominations will go out in March.

**Bylaws Amendments**

The Rules and Jurisdiction Committee reviewed the School of Medicine Faculty Council’s proposed bylaw revisions and provided modifications to clarify intent, ensure consistency, and bring the bylaws into compliance with the revised Division bylaws and the bylaws of the Academic Senate. The Council reviewed the communication from Rules and Jurisdiction and agreed on minor changes, as follows:

**Bylaws I.3.C.2. and I.4.E.**

The Council felt that the modified language recommended by Rules and Jurisdiction did not accurately capture the relationship between Council leadership and the Academic Senate Office. Therefore, the Council suggested the following revisions:

The Vice Chair shall coordinate with the Director and Divisional Chair in overseeing the duties of the Executive Office of the San Francisco Division, which provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaw 25), when the Executive Office functions pertain to Academic Senate matters in the School of Medicine.

**Bylaw II.1.A.1.**

The School of Medicine Faculty Council is currently out of compliance with its bylaws, as more than two members from one department (the Department of Medicine) currently serve. The Council had proposed deleting language that prohibits more than two members from a single department or its divisions from serving simultaneously. Rules and Jurisdiction pointed out that such a deletion would have the unintended consequence of allowing, in theory, the entire Council to be composed of members from one department. Rules and Jurisdiction instead recommended inserting language to increase the cap on members from the Department of Medicine. The Council considered the recommendation and agreed that the following revision would not only avoid unintended outcomes but would also allow for greater flexibility with respect to representation from all departments:

No more than two three members from one department or its divisions may serve simultaneously.

The Council also discussed S. Wall’s suggestion to amend the bylaws to permit an ex officio member from UCSF Fresno to serve. Chair Smith felt this merited further discussion and requested that it be added as an agenda item for the March 28, 2005 meeting.
Finally, the Council considered a proposal to amend the bylaws to allow the School of Medicine Faculty Council the ability to recommend to the President of the University of California candidates for posthumous medical degrees. The Council discussed guidelines that would help to ensure fairness and uniformity in the recommendation process. These included requiring a majority vote by the Council and mandating completion of certain courses and/or clerkships. Members also discussed the idea of devising a mechanism to poll students for input. Senate staff will draft proposed language for deliberation at the March 28, 2005 meeting.

**CCEP Report**

None.

**GME Report**

None.

**New Business**

None.

**Old Business**

None.

Chair Smith concluded the meeting with acknowledgement of and thanks for the superb service by Elizabeth Langdon-Gray, Senior Senate Analyst with the Office of the Academic Senate, who is leaving UCSF to join the staff of the Research Division of the Office of the President. The meeting adjourned at 4:52 p.m.

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