Chair Kroon called the meeting to order on Thursday, October 28, 2004 at 1:35PM in Room S-936. A quorum was present.

Approval of Minutes
The minutes of the September 23, 2004 minutes were approved.

Chair’s Report

Full Faculty Meeting
Chair Kroon announced that the Full Faculty meeting will be held on November 17, 2004 in HSW 302 from 1:00pm-3:00pm. Items to be featured on the agenda include: Presentation on Benefits of Open Enrollment presentation by Pamela Hayes, School of Pharmacy Committee Reports from Committee Chairs, and a Skit Presentation by the School of Pharmacy Faculty.

Academic Planning and Budget Committee
Chair Kroon reported on issues and announcements made at the Academic Planning and Budget Committee meeting that she attended on October 14, 2004:

- A presentation was given by Mike Irwin, Executive Director of the UCSF Development Office on proposed funding for the Office which is currently under consideration by the Chancellor. The proposal is to reduce the 6% gift tax to 3% and increase the percentage of Short Term Interest Payments (STIP) and later implement a 1% spending fee to make up for lost revenue. The Chancellor’s office is open to receiving feedback from the various schools and departments on the proposed changes.
- The representative from the system wide Planning and Budget Committee reported that a three percent increase in state funding is projected for the 2005-2006 academic year. Each campus’ APB committee has been asked to write a letter indicating the spending priorities for their respective campuses; the APB Committee expressed their priorities of faculty salaries and graduate student aid.
**Coordinating Committee**
Chair Kroon reported on the issues and announcements made at the Coordinating Committee meeting she attended on October 07, 2004:

- Harvey Brody has been hired as the UCSF Faculty Search Ambassador. His job is to develop a database containing resources for faculty searches in order to support the recruitment of underrepresented minorities, including woman for UCSF faculty searches.

**Dean’s Report**

**Executive Level Planning**
Dean Koda-Kimble reported that as a part of the Parnassus Planning process, the Deans of the respective Schools and all Vice-Chancellors will be a part of a committee to discuss the relocation of faculty members from UC Hospital. The second phase of the MB will be discussed at the Chancellor’s retreat for the Deans and Vice Chancellors.

**Animal Research Communication**
Dean Koda-Kimble reported that UCSF will be publishing an Animal Research Communication reiterating that the campus has a zero tolerance for the inhumane treatment of animals.

**Budget Update**
Robert Duca, Associate Dean of Administration reported on issues and announcements relating to the School of Pharmacy’s budget:

- The 2004-2005 California State Budget was signed. The University of California System took an $8 million budget cut. $460,000 of that cut was absorbed by UCSF.
- There is a $1.2 million operating line item for QB3 institute. Spending plans for these funds are in development.
- In lieu of the system wide budget cuts, the funding for UCSF Academic Preparation Programs was cut by $16,000.
- Next year the number one budget priority will be restoring salaries for faculty and students. There will be a 3% increase in state funding for the 2005-2006 year, likely to go to salary support.
- There has been a reorganization of the School’s administrative processes. The Pharmaceutical Chemistry Department has been decentralized. The Department plans on applying for a Research Administration Program (RAP) certification that expedites the process for contract and grant applications. The School will have to sign off on the application. The application should be finalized by end of the month.

**Student’s Report**
Farid Sheikh from the ASP reported on a variety of issues relating to student life within the School. This year’s student class election went smoothly. The updated student directory, newspaper and a draft of the Student Lounge Policy should all be available to the campus community soon. Students are concerned with the San Diego Site rotation. This issue is being addressed by M. Winter.

Second year students have expressed concern about the midterm scheduling. In the future, they would like to see more days between scheduled exams. C. Cullander recommended that the Student Representative conduct research on past midterm scheduling to determine whether those issues have been addressed before
and possibly make a suggestions to the Faculty Council based on that research. The first year students are scheduled to participate in a white coat ceremony on October 29, 2004. The Council is welcomed to attend.

**Graduate Program updates**

**Joint Graduate Group in Bioengineering**

Christoph Schreiner, Chair of the Joint Graduate Group in Bioengineering (Joint Group) program reported on the following:

- The Joint Group is in its 21st year as graduate program. There are 140 faculty associated with the program and a total of 145 students at the UCSF and UC Berkeley campuses. The program accepts students with a wide variety of interest. Students attend courses on both campuses and are generally required to complete one to three lab rotations. Although the increase in student fees have hurt enrollment, the program has grown steadily over the years and C. Schreiner anticipates continued growth.

- UC Berkeley’s program has recently become a department. UCSF is in the process of determining the feasibility of making its program a department as well. Promoting the program to department will provide the infrastructure necessary to increase student enrollment and faculty recruitment. Currently the program has no administrative support. The goal is to increase enrollment to at least 200 students.

- Funding for students in the program is guaranteed for first year. After the students first year students must seek funding from lab training grants, fellowships, etc. Faculty interest in having students participate in their labs has surpassed current student enrollment.

- Senate level faculty members can join the group and have a student placed in their lab if they are able to be a thesis mentor, provide financial support for the student, participate in program committees and attend program retreat. Faculty who are interested in joining can send C. Schreiner a letter of intent expressing interest and they will be contacted.

- Graduates of the program are able to find a variety of employment opportunities in fields ranging from academia to, private industry, to the FDA.

**Pharmaceutical Sciences and Pharmacogenomics (BPS)**

Betty Ann Hoener, Professor in the Pharmaceutical Sciences and Pharmacogenomics program gave a PowerPoint presentation (Attachment 1) which included the following information:

- The Pharmaceutical Sciences and Pharmacogenomics program started and is based in the BPS department in the School of Pharmacy however the majority of the faculty associated with the program are from the School of Medicine. The average length of the program is five to five and a half years. There are currently 45 students enrolled in the program for the 2004-2005 school year. The goal is to increase student enrollment to 60 by Fall 2006. Graduates of the program find employment opportunities in a variety of fields.

- The program receives funding from various sources including the UCSF School of Pharmacy, UCSF Graduate Division, UCSF Division of Human Genetics, Merck Research Laboratories and NIH Training Grant GM07175. The program also administers the Ira Herskowitz Award for Excellence in Research for Graduate Students in the Pharmaceutical Sciences and Pharmacogenomics Graduate Program that is funded by a gift left to the program by the late Ira Herskowitz, Ph.D.

- The Program sponsors the PSPG Seminar Series which are conducted once or twice a month on Wednesdays. The Faculty Committee recommended that the PSPG Series be advertise through list-serves throughout the School of Pharmacy and other Schools to increase attendance.

**Chemistry and Chemical Biology (CCB)**
Charles Craik, Chair of the Chemistry and Chemical Biology program presented a handout to the committee (Attachment 2) and reported on the following:

- The CCB program was initiated in 1999 as an outgrowth of Pharmaceutical Chemistry program in 1999. The program standing has increased and CCB is now competing with the top public and private and public school chemistry programs for students. Program has received accolades for consistent pool of underrepresented minority applicants. While the school is now able to extend offers to top students from around the country, there has been a 3% decrease in overall acceptance. This is due in part to “bidding war” that schools are engaging in to recruit top students.
- The program became a member of Herbert W. Boyer Program in Biological Sciences (PIBS) in 2000. It is the 6th program to join. PIBS has served as a valuable source of funding for the program in addition to the training grants that it receives. However, funding has become a problem for the program. The annual cost of funding a graduate student has doubled in the last three years. Additionally, one of the programs major funding sources, the Howard Hughes foundation has decided to stop funding graduate programs in order to build a new campus. The loss of this funding source resulted in program budget cut of approximately $200,000. In order for the program to continue to strive and be competitive, the institutions funding will have to be increased. M. Koda-Kimble will follow up on this issue with the Chancellor.
- The program will sponsor its 2nd CCB Program Day which allows students from across the UC campus to come and participate in a day of activities. The program has also received its first endowed lectureship entitled Andrew Graystead lectureship.

Old Business

Revised Student Misconduct Policy

Chris Cullander, Associate Dean of Student and Curricular Affairs presented the revised final draft of Student Misconduct Policy. Carole Rossi, Deputy Campus Counsel, served on the Ad-hoc Committee that revised the misconduct policy and was present to answer questions. At the previous meeting, the Faculty Council expressed concern about what the reporting process would be when faculty suspected misconduct. The revised misconduct policy was changed to include language that gives faculty the discretion to either (1) “verbally” admonish students suspected of misconduct or (2) issue a “written” notice to the students that conduct violated campus policy; or (3) submit a written description to the Dean or Dean’s designee “for consideration of formal discipline” 1

The Council engaged in a discussion on the implications of allowing faculty to verbally admonish students without issuing a written notice. The Council concluded that the flexibility that the revised misconduct policy provides, which allows the faculty to decide whether to issue a verbal warning or a written notice, was an important feature of the policy. However, the Council decided that footnote one of the revised misconduct policy, which outlines the steps that will take place after the written admonishment is issued 2,

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1 Revised Misconduct Policy, Page 1, Paragraph 1, Lines 7 – 14 were revised to reads as follows: “If, following this initial fact finding process, the faculty member believes that the accusation has merit, the faculty member shall, depending on the seriousness of the offence, either: (1) verbally admonish the student; or (2) issue a written notice to the student that his or her behavior may be in violation of campus policy and that, if repeated, such behavior will be subject to the disciplinary process or (3) submit a written description of the incident and supporting materials, if any, to the Dean or Dean’s designee for consideration of formal discipline.”

2 Revised Misconduct Policy, Page 1, Footnote reads as follows: “The faculty member shall provide a copy of the written notice to the Dean or Dean’s Designee. Although the notice will not be placed in the student’s file at that time, evidence of the behavior as detailed in the written notice may be introduced in any subsequent disciplinary action in order to enhance the penalty. (See
needed to be added to into the full text of Section (2) of the policy. With this revision, the Revised Student Misconduct was unanimously approved by the Council. The Revised Student Misconduct Policy will appear on the Pharmacy Full Faculty meeting agenda for a vote.

Report on Comments Provided to the Academic Senate on the Task Force on Faculty Recruitment
Chair Kroon reported that she submitted a letter to Leonard Zegans, Chair of the Academic Senate which summarized the Faculty Councils comments on the Task Force Report on Faculty Recruitment, Retention and Promotion (Attachment 3). Copies of that letter were distributed at the meeting.

Continued discussion of Faculty Appointments to School Committees for 2004-2005
Chair Kroon reported that the letter to the Department Chairs recommending earlier appointment of faculty to school committees was revised to include suggestions made by Faculty Council members and would be sent to the Chairs. (Attachment 4) Copies of that letter were distributed at the meeting.

A revised School Committee List for 2004-2005 was distributed at the meeting. Faculty Council unanimously agreed to approve the Faculty Appointments as written.

New Business
The School of Pharmacy estimates that there will be 1,700 applicants for admission to the 2005-2006 class.

There being no further business, Chair Kroon adjourned the meeting at 3:50 PM.

| SCHOOL OF PHARMACY FACULTY COUNCIL MEETING ATTENDANCE RECORD |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| NAME            | 09.23.04        | 10.28.01        | 12.02.04        | 01.27.05        | 02.24.05        | 03.24.05        | 04.28.05        | 05.26.05        | 06.23.05        |
| Lisa Kroon      | X               | X               |                 |                 |                 |                 |                 |                 |                 |
| Brian Alldredge | X               | X               |                 |                 |                 |                 |                 |                 |                 |
| Al Burlingame   | X               | EXS             |                 |                 |                 |                 |                 |                 |                 |
| Xin Chen        | X               | ABS             |                 |                 |                 |                 |                 |                 |                 |
| Chris Cullander | X               | X               |                 |                 |                 |                 |                 |                 |                 |
| Patrick Finley  | X               | EXS             |                 |                 |                 |                 |                 |                 |                 |
| Stuart Heard    | Emil Lin (sub)  | X               |                 |                 |                 |                 |                 |                 |                 |

University of California Policies Applying to Campus Activities, Organizations and Students, Policy on Student Conduct and Discipline, Section 104.80.)"
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X = RSVP attendance  EXS = RSVP excused  ABS= Absent, no RSVP

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