The meeting of the San Francisco Division of the Academic Senate was called to order by Chair Zegans on March 24, 2005 at 12:05 p.m. in Room HSW-300 on the Parnassus Heights Campus.

Minutes
The minutes of the Divisional meeting of November 18, 2004 were not approved. A quorum was not present.

Announcements from the Chair
Chair Zegans made the following announcements:

• The Chancellor has agreed to provide funds to support faculty members who serve in a leadership capacity in the Academic Senate. Officers, all Committee Chairs and members of the Committee on Academic Personnel are the positions that will receive stipends. The stipends will be available beginning in the 2005-2006 Academic Year.

• The report and recommendations which were generated by the Academic Senate Task Force on Conflict of Interest were rejected by the Chancellor’s Office. The Responsible Conduct of Research proposal for an online ethics course has been approved by the Committee on Academic Planning and Budget and is currently under review for funding by the Chancellor’s Executive Budget Committee.

• A campus wide committee has been formed to assess space needs throughout the campus. The Kalmanowitz Library at Parnassus is being considered for use for classroom space. The Committee will be conducting long term planning to determine what standards exist for a 21st century library and learning space, in order to better address the space issues on campus. Chair Zegans reported that the Academic Senate will provide feedback to the committee regarding the need for increased teaching space on campus. Currently the Committee on Educational Policy is collecting data that will serve as the foundation for a formal report and recommendation. Chair Zegans noted the need to view educational space needs at UCSF as a campus-wide priority.

• The Committee on Committees (COC) is beginning the process of making appointments for Academic Senate Committees and Officers for 2005-2006. Deborah Greenspan, Professor, School of Dentistry will become Divisional Chair, David Gardner, Professor in Residence in the School of Medicine, has been appointed in-coming Vice Chair of the Senate, Mary J. Malloy, Professor in the CVRI, will become the Secretary of the Senate, and Jean Olson, Professor of Clinical Pathology in the School of Medicine, has been recommended to continue in the position of Parliamentarian. The entire slate of Officers and Committee appointments will be put before the Division for confirmation the June 9, 2005 Division meeting.
• In order to ensure that the UC Retirement System (UCRS) remains fully funded, the Office of the President is projecting that within the next few years faculty and staff will be required to resume paying into the UCRS. As a part of the ongoing efforts to reform the UCRS, the Office of the President is considering redirecting contributions currently going the Defined Contribution Plan (DCP) back into the UCRS. By redirecting the DCP funds, it is not anticipated at this time that faculty or staff will be required to contribute any additional payments in order to ensure that the UCRS remains fully funded.

Special Orders

Certificate of Appreciation Presented to Diane Dillon, UCSF Director of Academic Personnel Upon Her Retirement
Chair Zegans presented Diane Dillon, UCSF Director of Academic Personnel with a Certificate of Appreciation from the Academic Senate for 36 years of service to the University. Chair Zegans applauded D. Dillon for her hard work and unparalleled ability to humanize an otherwise “tedious administrative process”. D. Dillon made brief remarks in which she thanked the Senate for the honor of being the first staff member in the history of UCSF to be acknowledged by the Senate at retirement. D. Dillon emphasized the importance of the faculty role in shared governance of the UC and encouraged the Senate to continue to honor dedicated staff members in the future.

Annual Presentation to the Faculty by University Librarian – Karen Butter
Karen Butter, UCSF Librarian, made her annual presentation to the faculty, outlining the projects that the Library has been and continues to be involved. (Attachment 1) Summarily, the projects highlighted by K. Butter are as follows:

• The Library is part of the campus long range development plan which will reassess the best way to use library space in lieu of the need for additional teaching space on campus. The Library plans to accomplish this by working in conjunction with the Advisory Committee on Library Space Utilization, Parnassus Planning Group, Academic Senate Committees to engage in a campus discussion, data collection and analysis. The group will prioritize the needs of the campus and plan accordingly. Currently under consideration is to utilize the fourth floor of the library to be utilized as classroom space.

• In lieu of the escalating costs of print materials available, the Library is considering ways to decrease the amount of paper materials which have to be purchased and stored. K. Butter also encouraged faculty to submit their work to be published with “Open Access” where faculty members pay a nominal amount to have their work published, but it then becomes available at no additional cost.

Reports of Standing Committees

Committee on Courses of Instruction – Presentation on Course Form Tutorial – Eileen Grady, Chair
Eileen Grady, Chair of the Committee on Courses of Instruction made a power point presentation on the Course Form Tutorial which was developed by the committee in conjunction with the Office of the Academic Senate (Attachment 2). The Committee reviews Course forms four times a year. The tutorial was developed to eliminate reoccurring problems that arise related to late submission of course forms and the review of the forms, by providing a comprehensive overview of the course form submission process. E. Grady encouraged faculty, Deans and Department Chairs to utilize this new resource which is currently available at http://www.ucsf.edu/senate/courseactions/tutorial.html.

Clinical Affairs Committee – Overview of Findings from Clinical Practice Survey-Mary Malloy, Chair
Mary Malloy, Chair of the Clinical Affairs Committee, presented a handout (Attachment 3) that summarized the findings from the Clinical Practice Questionnaire which was conducted during the Summer of 2004. Faculty who are currently engaged in patient care were the target group of the survey. The purpose of the survey was to solicit information regarding factors that contribute to the success of clinical practices at UCSF and identification of those areas which could be improved. The survey was conducted electronically and was released to all clinical faculty with
appointments at 50% or more in the Schools of Medicine, Nursing and Pharmacy. A similar survey was released to all clinical faculty in the School of Dentistry with questions tailored to clinicians in dental practices.

The survey questions were tailored to pinpoint specific issues regarding clinical efficiency and provider satisfaction. While the survey was available electronically, most of the respondents were senior faculty members. A total of 185 responses were received. A comprehensive report on the findings of the survey is posted on the Academic Senate website at: http://www.ucsf.edu/senate/2004-2005/d-CAC-01-15-05-ClinPrac.pdf.

Chair Malloy encouraged faculty to contact her or other members of the Clinical Affairs Committee with suggestions that they may have in regards to addressing Clinical Practice issues. Chair Zegans and Chair Malloy will meet with key administrators within UCSF to determine practical ways to address the issues raised by the survey in the near future.

There being no further business, the meeting was adjourned at 1:14 p.m.

Respectfully submitted,

Jon Levine, MD, PhD
Professor and Division Secretary