The meeting of the San Francisco Division of the Academic Senate was called to order by Chair Zegans on November 18, 2004 at 12:15 p.m. in Room HSW-300 on the Parnassus Heights Campus.

Minutes
The minutes of the Divisional meeting of June 1, 2004 were not approved. A quorum was not present.

Announcements from the Chair
• Chair Zegans reported that in order to maintain a high quality of membership, the Academic Senate has put in a request with Steve Barclay, Senior Vice Chancellor for Administration and Finance, for funds that will be used to provide stipends to faculty members who serve in a leadership capacity on the Academic Senate. The positions that will be eligible to receive the stipends Officers, all Committee Chairs and members of the Committee on Academic Personnel. The Chancellor is currently considering the Senate’s request. Chair Zegans hopes to have a response to the request by the end of 2004.

• The 2005 Edition of the Faculty Handbook for Advancement and Promotion is in the process of being completed. The Handbook has been a huge effort by the Office of the Academic Senate and faculty members who have served on the Equal Opportunity Committee of the Academic Senate. Chair Zegans stated that the revised handbook will be a valuable resource to junior and senior faculty.

• Chair Zegans reported that at the last meeting of the Academic Council, the Office of the President indicated that they would request that any additional funding from the State be made available to provide at least a 1.5% COLA increase and a 1.75% merit increase for faculty, as well as an unspecified increase for graduate student stipends and relief for faculty student ratios. The Academic Council will put in a separate statement to the Regents requesting that the COLA increases, merit increases and increases in graduate student stipends be given equal priority in any budgetary decisions that are made. The Academic Council feels that the ability to compete with other Universities nationally and internationally for the most academically qualified students is essential to the future of the University of California (UC) therefore graduate stipend increases must be given a high priority.

• In order to ensure that the UC Retirement System remain fully funded, the Office of the President is projecting that within the next few years that faculty and staff will be required to resume paying into the UCRS. For over a decade, because the UCRS has been over funded, faculty and staff have made payments to a Defined Benefit Plan (403b) in lieu of making payments to the UCRS. The Office of the President is also considering no longer offering membership in the UCRS to new faculty and staff hires. Instead new faculty and staff would be required instead to contribute to a Defined Contribution Plan which would be portable in the event that faculty or staff choose to leave the UC after a limited number of years. All of these matters are under currently under discussion.
• The Office of the President and the Academic Council are continuing to discuss the status whether the UC will put in bid for the Los Alamos and Lawrence Livermore contracts. One of the primary issues that has been greatly debated is whether the UC should partner with a private entity to bid on the contracts. Many of the universities and corporations that initially expressed an interest in bidding on the contracts have withdrawn. There has been no final decision reached on this issue.

• The Chancellor’s Executive Budget Committee has met once since September 2004. The Committee is expecting that our campus will be asked to absorb a six million dollar budget reduction for 2005-06. The Committee has determined that they will not recommend strategic budget cuts that target particular department, programs or defined organizational research at this time. Instead, budget reductions will be assigned proportionately across control points. Once the budget reductions are determined, the respective schools and departments will be responsible for allocating them accordingly.

• Chair Zegans reported that the Committees of the Academic Senate have been very active this year. The Committee on Academic Freedom is planning a symposium entitled “Science, Government and Academic Freedom in a Polarized Political Freedom”. The symposium will the relationship between government and academic freedom in the context of scientific research. The Committee on Clinical Affairs completed its Clinical Practice Questionnaire survey to determine faculty satisfaction with clinical opportunities on campus. The Task Force Report on Faculty Recruitment, Retention and Promotion has completed its report. Finally, the Task Force Report on Conflict of Interest has been completed and will be discussed at the next Coordinating Committee meeting.

• Looking to the future, the Academic Senate will take an active role framing the discussion regarding what the academic needs are for the Parnassus Heights.

Special Orders

Approval of Proposed Changes to UCSF Divisional Bylaws
Jean Olson, Parliamentarian of the Academic Senate, made a presentation (Attachment 1) highlighting the proposed changes to UCSF Divisional Bylaws. Due to a lack of a quorum at the meeting, the vote on the changes to the Bylaws will be conducted electronically by the end of November. Summarily, the proposed changes are as follows:

1. UCSF Division Bylaw 35 - Modification of Legislation
   Proposed change provides reference to a new Appendix VIII, which collates required steps for bylaw amendments stated in various sections of the bylaws into a single procedure.

2. UCSF Division Bylaw 5 - Powers and Duties
   Proposed change provides language indicating that Sturgis’ The Standard Code of Parliamentary Procedure will serve as the Divisional written source of authority for parliamentary actions.

3. UCSF Division Bylaw 105 - Organization of the Committee on Committees
   Proposed change clarifies the authority and responsibility of the Committee on Committees related to the appointment and removal of UCSF faculty to Senate committees.

4. UCSF Division Bylaw 17 (Parliamentarian) and 120 (Committee on Rules & Jurisdiction)
   Proposed change designates the Parliamentarian as a regular guest rather than a member of the Committee on Rules & Jurisdiction.

   This proposed amendment was modified at the suggestion of an attending Senate faculty member. The title of “regular guest” was removed and replaced with the title of “non voting ex-officio”. This change in terminology
will ensure the Parliamentarian’s right to attend the meetings of the Committee on Rules & Jurisdiction in a formal capacity.

5. UCSF Division Bylaw 135 - Research Committee
   Proposed change revises Committees on Research bylaws to provide consistent language and to eliminate the requirement for confirmation of selected lecturers.

6. UCSF Division Bylaw 112 - Committee on Academic Planning & Budget
   Proposed change allows for an increased number of members on the Committee on Academic Planning & Budget of up to 19 and designates that the Chair of the Committee should serve a two year term for continuity of leadership.

7. UCSF Division Bylaw 110 - Committee on Academic Personnel
   Proposed change increases size of committee membership from seven to nine.

Reports of Standing Committees

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 2) that summarized the findings from the Clinical Practice Questionnaire which was conducted during the Summer of 2004. Faculty that 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. The survey was made up of several categories. Summarily, the findings of the survey are that were highlighted by Chair Malloy are as follows:

• Efficiency:
  o The medical records system is inadequate and needs to be changed.
  o Many times support staff is not properly trained to provide adequate support for their assigned practice area.
  o The patient/provider ratio is becoming increasingly disproportionate.
  o There is a lack of communication with amongst providers.

• Teaching:
  o The teaching experience at UCSF is not very satisfactory and generally takes away from the time spent on patient care.
  o Faculty do not receive feedback on the effectiveness of their teaching on a regular basis.

• Clinical Research:
  o Many faculty members would like to participate in clinical research but are unaware of programs that were available to help them begin the research process at UCSF.
  o Time constraints prevent most faculty from participating in clinical research opportunities.

• Mentoring:
  o There is a lack of meaningful mentorship amongst Junior and Senior Faculty.

• Referrals within UCSF:
  o It is difficult to get referrals from colleagues due to a lack of opportunities for peer interaction.
  o It is generally difficult for Junior faculty to communicate with Senior faculty.

• Overall Satisfaction with Clinical Practice:
Senior staff members are more satisfied with clinical practice than junior members.

Opportunities to meet with practice members and discuss issues increases participant satisfaction with clinical practice.

- What needs fixing:
  - The communication among providers, the administration, the four Schools and the Medical Record System Patient Care.
  - Advocacy
  - Teaching and Research Opportunities
  - Morale

A comprehensive report on the findings of the survey will be posted on the Academic Senate website. Chair Malloy encouraged faculty to contact her or other members of the Clinical Affairs Committee with any suggestions that they may have in regards to addressing Clinical Practice issues.

**Academic Freedom Committee – Proposed Symposium- Stuart Gansky, Vice Chair**

Stuart Gansky, Vice Chair of the Committee on Academic Freedom made a presentation (Attachment 3) on the symposium that the committee will be holding entitled “Science, Government and Academic Freedom in a Polarized Political Freedom”. In lieu of the politicization of certain research areas and post 9/11 policies the Committee felt that a discussion of the impact of polarized politic environment would be timely. The Committee anticipates that the symposium would include four or five invited guest to make presentations and to address faculty and audience questions.

There being no further business, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Jon Levine, MD, PhD
Professor and Division Secretary