The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Deen on Tuesday, January 25, 2005 at 2:33pm. A quorum was present.

Approval of Minutes
The minutes of the November 23, 2004 minutes were approved with minor corrections.

Chair’s Report/Announcements
Chair Deen announced that he will serve on the Distinction in Teaching Award Committee. This committee will be responsible for selecting two faculty members for recognition at the University of California, San Francisco (UCSF) Founder’s Day Reception in April. The Committee has received several very competitive packets. Chair Deen looks forward to serving on the committee and selecting an award recipient from amongst the deserving candidates.

Chair Deen and Vice Chair Sanchez will participate in a mid-year meeting with Leonard Zegans, Chair of the UCSF Division of the Academic Senate, Deborah Greenspan, Vice Chair of the UCSF Division of the Academic Senate, and Tamara Maimon, Director of the UCSF Division of the Academic Senate to address on-going issues, matters of concern and priorities for the CEP. The meeting will occur sometime in mid February.

Chair Deen was invited to speak to the Committee on Academic Planning and Budget (APB) about the CEP’s proposal for a Responsible Conduct of Research online course. APB has decided to endorse the proposal and will be sending a formal recommendation to the Chancellor’s office for consideration in early February. Chair Deen invited Karen Butter, University Librarian and Gail Persily, Associate Director of Informatics Education/Center for Instructional Technology to the January CEP meeting to discuss the current status of copyright issues for web based courses so that the committee could be aware of possible problems that may arise as the course is being implemented.


**Presentation on Copyright Issues for Web Based Courses**

Karen Butter, University Librarian and Gail Persily, Associate Director of Informatics Education/Center for Instructional Technology presented a handout on copyright issues facing the students, faculty and staff at UCSF (Attachment 1).

One of the major issues facing the University of California (UC) on a system wide basis is how to impress upon students, faculty and staff the importance of following copyright law regarding the fair use of online materials. Excessive downloading of copyrighted images and articles can expose the university to liability. The System Wide Information Technology and Telecommunications Policy Committee (ITT Committee) is currently considering ways to address this issue. One suggested solution to the issue of copyright infringement is encouraging professors to retain the copyright to their published articles, instead of turning them over to the publishing companies who publish their articles. By retaining the copyright to an article faculty will be able to give UC, UCSF or any other educational institution, unlimited permission to use the article for educational programs thereby reducing the amount of copyright infringement that occurs on campus. However, it is unclear whether journals will permit publication of articles for which they do no have the copyright.

Another major issues being considered by the ITT Committee is who owns the copyright of online courses utilized by the respective campuses. G. Persily reported that currently UCSF uses the WebCT course management system to house online UCSF courses. Faculty are generally entitled to retain copyright of courses they create. However, if UCSF staff is used to help create the course or course content, the University retains the copyright. The amount of contribution necessary to qualify a course as owned by the University rather than owned by the faculty is a gray area that is still being defined. Issues surrounding the appropriate use and dissemination of copyrighted material are complex and review of these issues shave only just begun.

The ITT Committee is also considering ways of disseminating information regarding copyright issues to the UC population. G. Persily and the staff of the CIT will be looking into ways of making copyright information available on the UCSF campus. M. Feldman suggested that in addition to passing out information about the appropriate use of copyrighted material, the faculty should be provided information about what steps to take if their articles or curriculum are misappropriated. H. Sanchez noted that students also need to be aware of the issues involving copyright infringement. Downloading images and articles is a common practice by students and educating them on copyright laws may prevent future abuses.

Because the issues surrounding the proper use of copyright materials has serious campus wide implications, Chair Deen feels that it may be prudent to recommend that the leadership of the Academic Senate start a Task Force to address copyright issues. Chair Deen asked the members of the CEP to consider whether this is an issue that they feel needs to be pushed forward for discussion at a later meeting. Chair Deen will contact K. Butter once the committee has a recommendation.

**Update on University of California Committee on Educational Policy**

Vice Chair Sanchez reported on the December 6, 2004 meeting of the system wide Committee on Educational Policy. The budget reduction that the UC is being forced to operate under will require the committee to redefine educational policy at the state level. Issues currently under consideration include:
- Determining how much leeway should be given to students who continue to attend courses even though they are unable to pay for the courses because of financial difficulties.
- Looking into ways to decrease the size of writing classes for entering students from 20-23 down to the national average of 15.
- Creating a system wide library to reduce the redundancy of each UC purchasing full text libraries and encourage sharing of resources amongst the universities.
- Reducing the number of high school students that are guaranteed entrance into the UC system and making the admissions process generally more competitive.
- The Committee would also like to develop a math requirement because the math skills of entering students are continuing to decline.

**Subcommittee Reports**

**Teaching Facilities**
D. Shafer was unable to attend this meeting, so there was no formal report. However, P. Fox, Member, reported that the committee is currently working on scheduling a meeting with Vice Chancellor Bruce Spaulding in February to discuss the plans for teaching facilities across the UCSF campus. P. Fox currently serves on the Chancellor’s Classroom Audit Committee. Auditors will be sent to the respective campus locations to take inventory of all currently available space. Once an accurate inventory is created, the committee will look at how to address the issue of room space by possibly allocating a certain amount of square feet to each program or department.

**Health Science Institute Proposal**
Lynn Verhey, Chair, reported that he has been researching programs that can potentially house or help administer the Health Science Institute while it is initially being implemented. Dr. Verhey found several articles in the Journal of Academic Medicine about Medical Academies that provide mechanisms for awarding teachers profits for work output, although he did not find any articles dealing directly with curriculum development. The subcommittee will meet directly following the CEP meeting and will have a report for the committee at the next meeting.

There being no further business, Chair Deen adjourned the meeting adjourned at 3:43 pm.
## Committee on Educational Policy
### 2004-05 Attendance

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X = Present  
EXS = Excused Absence  
ABS = Absent

Senate Staff:  
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476-1308