COMMITTEE ON EDUCATIONAL POLICY
Dennis Deen, PhD, Chair

MINUTES
April 26, 2005

PRESENT: D. Deen (Chair), H. Sanchez (Vice Chair), S. Baranzini, A. Miller, R. Shafer, L. Verhey, M. Wheeler

ABSENT: M. Feldman, P. Fox, S. Jain

GUEST: Doug Carlson, Registrar, Office of the Registrar

The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Deen on Tuesday, April 26, 2005 at 2:42pm. A quorum was present.

Approval of Minutes
The minutes of the March 22, 2005 minutes were not approved.

Chair’s Report/Announcements
Chair Deen made a presentation to the Executive Budget Committee on the Responsible Conduct of Research (RCR) proposal which was generated by the CEP. Executive Vice Chancellor Eugene Washington feels that the program is critical. Chair Deen is optimistic that the RCR proposal will be funded.

Chair Deen reported that during the April 05, 2005 meeting of the Coordinating Committee Eileen Grady, Chair of the Committee on Courses of Instruction reported that she would be meeting with administration within the School of Nursing to discuss the Seminar Unit Calculation variation. Chair Zegans and other members of the Committee suggested that Chair Grady collaborate with other Committee chairs to determine the most effective way to address this issue as it has Senate wide implications. On April 22, 2005, Chair Deen, Dorrie Fontaine, Associate Dean, School of Nursing, Abbey Alkon, School of Nursing Representative, Committee on Courses of Instruction, Tamara Maimon, Director of the UCSF Division of the Academic Senate and Janelle Green, Senate Analyst met to discuss the variance. A history of the variance issue and its ultimate resolution can be found in (Attachment 1).

At the Coordinating Committee it was announced that the report and recommendations which were generated by the Academic Senate on Conflict of Interest were rejected in totality by the Chancellor’s Office. Chair Deen was a member of the Task Force that generated the recommendations and he is disappointed that the recommendations were not approved.
Update from the Office of the Registrar
Doug Carlson, Registrar, Office of Registrar reported that the job description for the Associate Registrar has been approved by Cliff Attkisson, Associate Vice Chancellor of Student Academic Affairs and has been sent to Human Resources to be posted on the UCSF employment page. Once hired, the Associate Registrar will be responsible for the implementation of R-25 Classroom Scheduling system. Registrar Carlson anticipates that the system will be available in Winter 2005. In the meantime, the Office of the Registrar is considering ways to begin classroom scheduling earlier in the year to ensure greater flexibility and less conflict when generating room assignments.

The Online Grade Reporting has successfully been launched. Currently 150 faculty members are enrolled. While in person training is no longer being offered, an online instruction manual is available for those faculty that still need help learning how to utilize the system. D. Carlson is currently looking into ways to prevent staff members from verifying online grades submitted by faculty without making the online grade submission process overly burdensome for its users.

Subcommittee Reports
Health Sciences Institute
Chair Deen requested that L. Verhey create a draft report with recommendations on how the Academic Senate should move forward with the implementation of the of the Health Science Institute (HSI) based on the information generated during the meetings of the subcommittee and discussions held about the HSI during the CEP meetings. Chair Deen would like a copy of the draft report to be presented to the CEP at the May 24, 2005 meeting.

Teaching Facilities
Chair Deen led a discussion on the Campus Planning documents which were provided to the CEP by Asst. VC Lori Yamuchi. The Coordinating Committee has asked that the report generated by the Teaching Facilities (TF) Subcommittee be used as the basis for the possible formation of a Senate wide Task Force on Classroom Space. Therefore, Chair Deen has asked the TF Subcommittee to provide a report by June that summarizes the campus planning information provided by Lori Yamauchi of the Campus Planning Department which answers, among others, the questions of "Where is teaching being done on campus? What are the anticipated plans for teaching space on campus? How does the change in curriculum and current needs for teaching space change the 2010 projections of classroom space needs?" A. Miller suggested that the report also address the need to change the culture of ownership (i.e. conference rooms, etc.) space that currently exists within many of the schools.

Chair Deen asked that a draft report be submitted for further discussion by the CEP at the June 28, 2005 meeting.

There being no further business, Chair Deen adjourned the meeting at 4:15 pm.
<table>
<thead>
<tr>
<th>NAME</th>
<th>9.28.04</th>
<th>10.26.04</th>
<th>11.23.04</th>
<th>1.25.05</th>
<th>2.22.05</th>
<th>3.22.05</th>
<th>4.26.05</th>
<th>5.24.05</th>
<th>6.28.05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Deen</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>EXS</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry Sanchez</td>
<td>X</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sergio Baranzini</td>
<td>EXS</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitchell Feldman</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>EXS</td>
<td></td>
</tr>
<tr>
<td>Patrick Fox</td>
<td>EXS</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>EXS</td>
<td></td>
</tr>
<tr>
<td>Sharad Jain</td>
<td>x</td>
<td>EXS</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>EXS</td>
<td>EXS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Miller</td>
<td>EXS</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>EXS</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Shafer</td>
<td>EXS</td>
<td>x</td>
<td>x</td>
<td>EXS</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynn Verhey</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>EXS</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margaret Wheeler</td>
<td>x</td>
<td>x</td>
<td>ABS</td>
<td>EXS</td>
<td>x</td>
<td></td>
<td>ABS</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

X = Present  
EXS = Excused Absence  
ABS = Absent

Senate Staff:

Janelle Green  
Senate Analyst  
jgreen@senate.ucsf.edu  
476-1308