MINUTES
September 28, 2004

PRESENT: D. Deen (Chair), H. Sanchez (Vice Chair), M. Feldman, S. Jain, Lynn Verhey, M. Wheeler

ABSENT: S. Baranzini, P. Fox, A. Miller, R. Shafer

GUEST: Tamara Maimon, Director, UCSF Academic Senate

The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Deen on Wednesday, September 28, 2004. A quorum was present.

Chair’s Report

Chair Deen announced his desire for the Committee to have a productive year and to proactively approach matters under the purview of the Committee, as well as to follow up on matters that carried over from last year. Chair Deen invited members to raise issues and initiate proposals.

Committee Orientation

Academic Senate staff provided all members with an orientation packet which included information related to the charge of the committee, contact information and the annual report from last year. Committee members were asked to inform the Senate Analyst of attendance in advance of the meeting, so that the Chair can be informed as to whether or not a quorum will exist at each meeting. Senate Director Tamara Maimon thanked all of the members for their participation on this important committee.

Discussion of Items for 2004-05

Chair Deen identified on-going and new matters before the Committee as follows:

- Goal of obtaining funding for the Committee’s Proposal from 03-04, which was approved by the Coordinating Committee of the Academic Senate at its 6/8/04 meeting, to implement an Internet-based course in Responsible Conduct of Research for all entering post-doctoral fellows (approximately 200/year) and eventually for new and junior faculty.
Resolution of long-standing problems related to classroom scheduling at the Parnassus Heights campus, including addressing the delayed implementation of the web-based application R25 by the Registrar’s Office.

Request by Division Chair Len Zegans that the Committee review and comment on the Health Sciences Institute Planning Group proposal and recommendations of June 11, 2004 (Attachment 1)

Discussion and evaluation of the concept of formally proposing that the development of the New Toland Hall on the Parnassus Heights campus be designed and used solely for education and teaching needs (i.e. various sizes of classrooms, meeting rooms, auditoriums designed with advanced technology capabilities and any other teaching based needs.)

Discussion of Proposed Educational Policy Subcommittees

Classroom Scheduling Advisory Subcommittee
Chair Deen raised the question of whether the Classroom Scheduling Advisory Subcommittee needed to be reinstated. The Committee discussed on-going problems related to classroom scheduling, which include lack of adequate classroom space, lack of adequate an scheduling system, inadequately supplied classrooms (lacking chalk, white board markers, technology connections) and improperly assigned space (rooms too small to accommodate class size). Chair Deen indicated that he and Vice Chair Sanchez would meet with the new campus Registrar, Doug Carlson to address some of the on-going faculty concerns and to inquire as to the delay in the roll out of R25 (Resource 25), a web-based application for managing classroom assignments. Chair Deen announced that following his meeting with D. Carlson, UCSF Registrar, he will determine if there is still a need for the Classroom Scheduling Advisory Subcommittee.

Health Science Institute Proposal
Chair Deen asked Lynn Verhey to Chair a subcommittee to include Committee members Margaret Wheeler and Mitchell Feldman to review the current proposal to determine the feasibility of the proposed model, an evaluation of the concept of sharing resources amongst the five UC Health Science campuses, and to identify how the proposal might benefit the UCSF campus.

Subcommittee members were asked to meet at least once prior to the next scheduled full Committee meeting on October 26, 2004 and to provide a status report at that time.

New Toland Hall – UCSF Education Center Proposed Concept
Chair Deen plans to ask Dick Shafer to chair a subcommittee, with other members to be identified, in order to explore the concept of the Academic Senate proposing to campus administration that the New Toland Hall become a UCSF Educational Center and be designed and built to accommodate the variety of classroom teaching spaces needed at UCSF. This would include consideration of various sizes of rooms, high functioning technological capabilities, auditoriums, meeting rooms and any other classroom/teaching needs. The committee also discussed the issue of what plans exist for creating new teaching facilities at the other UCSF sites (Mount Zion, SF General and Mission Bay). Chair Deen stated that the committee needed to gather this information to see if this has been thought through well by the administration.
Request by Division Chair Len Zegans for Education Policy to Assign Member to Task Force

Chair Deen announced that the Committee had been requested to identify a member to participate on an Academic Senate Task Force to review the proposed name changes of two departments in the School of Dentistry. Committee member Sharad Jain agreed to serve on the Task Force.

Status of Funding for Responsible Conduct of Research Proposal

Chair Deen informed the Committee that he and former Committee Chair Mike Winter had made a presentation before the Senate Coordinating Committee on June 8, 2004, which included a request for approval of the program and necessary funding.

The Coordinating Committee unanimously endorsed the Committee’s proposal and at the meeting, it was suggested that funding could potentially be identified by the Chancellor’s Council on Faculty Life Committee, which is chaired by Executive Vice Chancellor Gene Washington. Chair Deen and former Chair Winter had hoped to be able to meet with the Chancellor’s Council over the summer (2004), but the meeting never transpired.

Senate Office Director Maimon suggested to the Committee that it send a formal communication to Division Chair Len Zegans and Senate Academic Planning and Budget Committee Chair, David Gardner, with a formal request that the Senate submit funding for the Responsible Conduct of Research Proposal to the Chancellor (via the Executive Budget Committee) in order to place a formal request for funding into consideration. Director Maimon indicated that she would work with Chair Deen to prepare the communication on behalf of the Committee.

The meeting adjourned at 4:00 pm

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Committee on Education Policy
2004-05 Attendance

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