COMMITTEE ON EDUCATIONAL POLICY
Dennis Deen, PhD, Chair

MINUTES
October 26, 2004

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

ABSENT: S. Jain

GUEST: Erica Neely, Assistant Director, UCSF Academic Senate

The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Deen on Tuesday, October 26, 2004 at 2:41pm. A quorum was present.

Approval of Minutes

The minutes of the September 28, 2004 minutes were approved with minor modifications.

Chair’s Report/Announcements

Coordinating Committee Report
Chair Deen reported on the UCSF Academic Senate Coordinating Committee meeting which he attended on October 7, 2004. After giving a brief overview of the role of that committee, he reported on the following:

- Homer Boushey is the recipient of the Academic Senate’s 4th Distinguished Clinical Research Lecture award for 2004.
- Doug Carlson, JD, has been hired as the Registrar for the UCSF campus.
- Several Bylaw changes have been approved by the Coordinating Committee and will be submitted to the Division for a vote on November 18, 2004.
- Harvey Brody has been hired as the UCSF Faculty Search Ambassador. His job will be to develop tools and train additional Faculty Ambassadors in order to increase the recruitment of underrepresented minorities and women to the UCSF faculty. Chair Deen will continue to report on the progress of H. Brody at future meetings.
- The Academic Senate endorsed the Task Force Conflict of Interest Report. The report will go to Chancellor Bishop for review. Chair Deen felt that the report made the complex issue of conflict of interest as it relates to UCSF very understandable. Committee members were encouraged to go the
Parking Sticker Announcement
Chair Deen announced that parking stickers are available to committee members for Parnassus campus. However, they are only available if you are at a location that does not have a shuttle route to Parnassus. Parking stickers can be received by calling Janelle Green, Senate Analyst for the Educational Policy committee at 476-1308 or emailing her at jgreen@senate.ucsf.edu.

Update on University of California Committee on Educational Policy
Vice-Chair Henry Sanchez reported on the Systemwide University of California Committee on Educational Policy. His report included the following updates:

- The Davis campus wants to change the name of the Division of Biological Sciences to College of Biological Sciences. The faculty vote was 157 to 146 in favor of the name change. The faculty presented a 30 page report justifying the name change. However due to the large split in the faculty vote and a lack of pertinent information on several issues, the Committee sent it back for more information. The name change will be considered at a future meeting.
- The Committee is considering introducing a Subject A Math requirement for admittance into University of California to ensure that entering students are competent in math before being admitted.
- The Committee discussed reducing the percentage of high school students guaranteed entrance into University of California from 14% to 12.5% because of budget cuts.

Chair Deen encouraged Committee members to refer all Systemwide issues to Vice-Chair H. Sanchez as the Systemwide CEP representative.

Classroom Scheduling

Meeting with the Registrar
Chair Deen reaffirmed his commitment to resolving the issue of classroom scheduling noting what a serious problem it has been for UCSF. He reported on the meeting that he, Vice-Chair H. Sanchez, Tamara Maimon, Director of the Academic Senate and Janelle Green, Senate Analyst had with the Registrar Doug Carlson (see Attachment1). He noted that D. Carlson plans on addressing the issue by hiring an Associate Registrar to handle the scheduling problems by Fall 2005. Once an Associate Registrar is hired, Chair Deen will invite him/her to make a presentation to the Committee on their progress with implementing R-25, web-based Scheduling Software that the Registrar’s office purchased over a year ago. Chair Deen asked the Senate Analyst to contact D. Carlson monthly for a status report. The Committee would like to help facilitate the scheduling process by receiving a complete list from all the schools of all the rooms available. Senate Analyst will work with Chair Deen to locate this information.

Update and Re-appointment of Classroom Advisory Committee
In 2003-04 there was a subcommittee made up of primarily administrative staff from each of the schools who were attempting to work with the Registrar’s Office staff to improve the classroom scheduling and resource problems faced by teaching faculty. Chair Deen announced that he will re-appoint that committee to continue its efforts in trying to resolve the on-going problems that exist. The Senate Analyst will update the list of last year’s members by the next meeting. Chair Deen and Vice-Chair Sanchez will serve on the
committee in an advisory capacity. Chair Deen asked Committee Members to call J. Green at 476-1308 if they have any suggestions for other possible committee members.

**Discussion of Classroom Support**
Vice-Chair H. Sanchez reported that IRTS -Classroom Support Division under Dean Attkisson is responsible for the classroom support of all UCSF sites. There are currently four people staffing the department. Two people are assigned to Audio/Visual support and two people are assigned to teleconferencing/A/V back-up. The understaffing of this department has resulted in a deficiency of access to classroom support at all of the sites. Chair Deen and Vice-Chair H. Sanchez will draft a letter on behalf of the committee to Dean Attkisson expressing concern about lack of service and inquire about what his department’s plans are to address the unfilled needs. The letter will be reviewed by the Committee at the next meeting.

**Teaching Facilities at UCSF (all sites)**
Chair Deen appointed Dick Shafer to chair a subcommittee to include members Sergio Baranzini, Patrick Fox and Art Miller to determine what the current classroom availability is at all sites and what plans exist for creating new teaching facilities at other UCSF sites. The subcommittee will report monthly to the Committee. The final recommendation will be made at the end of the academic year. Chair Deen asked Senate Analyst to staff and help facilitate this committee. One possible outcome is to make a recommendation to the Academic Senate proposing that the campus administration designate New Toland Hall a UCSF Educational Center which will be designed to accommodate the variety of classroom teaching spaces needed at UCSF.

**Health Science Institute Proposal**
Lynn Verhey, chair of the subcommittee reviewing this proposal reported on the October 22, 2004 teleconference of subcommittee (Attachment 2). L. Verhey reported that the charge of the Vice President of Health Services to Health Sciences Institute Planning Group was not satisfied by this proposal. L. Verhey felt the proposal does not adequately address what resources would be necessary to implement the Institute. The Committee felt questions left unanswered by the report include:

- What are the academic paybacks for participating in the institute?
- How would courses be used to conduct faculty development?
- Would institute be administered by faculty appointment or administrative director?
- How will qualified faculty be identified for participation?
- Is there precedent in the UC system for this type of system-wide collaboration and if so how has it been conducted?
- How will desires of professors to patent their ideas be addressed? It is possible that Institute could fund itself by way of licensing agreements, etc.

While the Committee thought the idea of a Health Science Institute is generally a good idea, the initial thoughts are that the proposal will need to be expanded more on a practical level if there is to be any type of system wide buy-in. To that end, the subcommittee will continue to explore practical aspects of making the Health Science Institute feasible. At L. Verhey’s request, Vice-Chair H. Sanchez will join as a member of the subcommittee. A report will be generated on the subcommittee’s findings by January 2005 and discussed at the January 25, 2005 meeting of CED.
Academic Senate Task Force to Review Name Change of Two Departments in School of Dentistry
Committee member Sharad Jain represented Education Policy on this Task Force. His report will be given at the next Committee meeting.

Status of Funding for Responsible Conduct of Research Proposal
Chair Deen informed the committee that he is in the process of working with Tamara Maimon, Academic Senate Director, on drafting a Committee communication to send to Division Chair Len Zegans and Senate Academic Planning and Budget Committee Chair, David Gardner, to request that the Senate formally transmit a funding request to the Chancellor’s Executive Budget Committee to provide permanent funding to implement the Responsible Conduct of Research (RCR) Proposal, which was approved by the Coordinating Committee in June 2004. The Senate Office is in the process of developing a realistic budget based on UCSF staff and faculty salaries and actual program costs and a letter will be generated within the next couple of weeks for review by the Committee at the next meeting. Additionally, Chair Deen asked Senate Analyst to find out the status of the presentation of the RCR proposal to the Chancellor’s Council on Faculty Life.

New Business

Letter from Larry Pitts
At the request of Larry Pitts, Chair Deen will invite Mike Brooks, UCSF Representative to the Systemwide Information Technology and Telecommunications (ITT) to attend the next meeting and discuss Systemwide the issues being addressed by that committee. Chair Deen will also invite Karen Butter, University Librarian to report on the current status of copyright issues for web based courses at the next meeting.

The meeting adjourned at 4:00 pm

Committee on Educational Policy
2004-05 Attendance

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Senate Staff:  
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Senate Analyst  
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