COMMITTEE ON EDUCATIONAL POLICY
Dennis Deen, PhD, Chair

MINUTES
November 23, 2004

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

ABSENT: M. Wheeler

GUEST: Doug Carlson, Registrar, Office of Admissions and the Registrar

The meeting of the Committee on Educational Policy (CEP) was called to order by Chair Deen on Tuesday, November 23, 2004 at 2:35pm. A quorum was present.

Approval of Minutes
The minutes of the October 26, 2004 minutes were approved.

Chair’s Report/Announcements
Michael Brook, UCSF Representative to the System Wide Information Technology and Telecommunications Policy Committee would like to come to one of the CEP meetings to address the committee. He is interested in getting feedback on instructional challenges faced by the faculty because of campus technology. Chair Deen will invite him to the January 2005 meeting. Karen Butter, University Librarian, will also be invited to a future CEP meeting to discuss the current status of copyright issues for web based courses.

Chair Deen announced that CEP member Sharad Jain, MD, Associate Professor of Clinical Medicine received the Association of American Medical Colleges award for Humanism in Medicine. Students across the country nominate faculty members for this award.

Presentation of Plan for Online Grading
Doug Carlson, Registrar, Office of Admissions and the Registrar presented the Plan for Online Grading to the Committee (Attachment 1). Four training sessions will be held to orient faculty members in the new system. Eighty faculty members have already signed up to participate. By conducting the initial training sessions in person the Office of Admission and Registrar will be better able to accomplish the following three important objectives:

1. Discover any potential problems with the new system.
2. Maintain the integrity of the system by requiring identification be presented before passwords are released.
3. Offset support needs that would arise if faculty were responsible for learning the system independently.

In order to encourage increased participation in the training session, D. Carlson is considering holding them at other UCSF campus locations. Faculty who have already participated in the orientation expressed concerns with the online programs interface, its ability to upload information, and its ability to allow another designee to submit grades on their behalf. D. Carlson is currently looking into ways to resolve these issues. The next trainings will be held on December 2, 2004 and December 7, 2004.

Chair Deen inquired about the status of the appointment of an Associate Registrar that will work to address the classroom scheduling problems at UCSF. While D. Carlson has not started recruiting for a new Associate Registrar, he has personally started to evaluate the classroom scheduling problems and is working to develop ways to resolve them. Chair Deen extended D. Carlson a standing invitation to attend Committee meetings to receive support as he looks to appoint a new Associate Registrar and continues to look at classroom scheduling issues.

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

No report. The next UCEP meeting is scheduled for December 6, 2004. Vice-Chair Sanchez will have a report to give at the January 2005 meeting.

**Subcommittee Reports**

**Teaching Facilities**

Dick Shafer, Chair reported that on November 11, 2004 the subcommittee met to discuss goals and objectives for 2004-2005 (Attachment 2). This year the committee will primarily work to:

- Develop a list of the major classroom facilities on the various campuses that will include what rooms are available for use and who is available to use them.
- Find out what the official plans for the various construction and remodeling projects are for the various buildings on campus (i.e. Tolland Hall, U-456, U458, and Radiobiology).
- Find out how the rooms will be lost when certain buildings are torn down and how many rooms will be created by the upcoming projects.
- Determine the affect that Stem Cell Research Funding will have on pre-existing plans for facility development.
- Develop several policy scenarios that would address the “ownership” culture amongst the Schools in order to provide greater access to the classrooms and conference rooms throughout the campuses.

The Committee plans on scheduling a meeting with Vice Chancellor Bruce Spaulding in January to discuss the plans for Tolland Hall. Chair Deen asked that the Committee contact J. Green with names of Department Managers, etc. that may be willing to help facilitate compiling a list of available classrooms.

**Health Science Institute Proposal**

No report. The Health Science Institute Subcommittee will have a report to give at the January 2005 meeting. Thereafter, the subcommittee’s findings will be generated into a report for Division Chair Leonard Zegans.
Old Business

**Academic Senate Task Force to Review Name Change of Two Departments in School of Dentistry**
Sharad Jain reported that the proposed name change in the School of Dentistry was approved by the Task Force. A thirty page document was submitted to the Task Force at the last minute. S. Jain noted that the lack of time for consideration and substantive input on the proposal made it hard to know whether the Task Force added any value to the process at all. Chair Deen expressed concern with the tendency of the Administration to underutilize the Academic Senate by not involving it in the decision making process sooner. In order for the Academic Senate to effectively participate in the shared governance of UCSF it should be included in the decision making process sooner to ensure adequate time consider proposals by the Administration.

**On-Going Concerns Related to Classroom Support**
Due to on-going concerns expressed by the faculty, the Committee agreed to send a letter to the Stewardship Review Committee for Cliff Attkisson, Dean of Graduate Studies and Associate Vice Chancellor of Student Academic Affairs addressing the serious shortcomings related to Classroom Support and the negative impact these problems have for faculty who teach. The letter was approved and will be sent out this week.

**Responsible Conduct of Research Proposal Update**
Academic Senate staff assisted Chair Deen with the preparation of a Committee communication to Division Chair Len Zegans and Senate Academic Planning and Budget Committee Chair, David Gardner requesting support for funding to launch the Responsible Conduct of Research Program. The Communication requests that the Academic Planning and Budget Committee consider, and support funding totaling $65,037.00 to implement the Responsible Conduct of Research Program beginning 2005-06 and to formally forward this funding request to the Chancellor’s Executive Budget Committee to provide start up and permanent, ongoing funding to implement the Responsible Conduct of Research (RCR) Proposal. The Senate Office developed a proposed budget based on UCSF staff salaries and projected program costs which will be submitted with the letter. The Committee found the budget recommendations to be relatively modest in lieu of the benefits to be gained by the proposal. The Communication was approved with minor revisions and will be forwarded to Division Chair Zegans and APB.

Chair Deen announced that Ruth Greenblatt informed him that the (hoped for) presentation of the RCR proposal to the Chancellor’s Council on Faculty Life has been postponed indefinitely. Chair Deen may try to schedule a meeting with Executive Vice-Chancellor Eugene Washington to discuss the RCR proposal before EVC Washington has to make a final decision on whether to endorse it.

**Re-appointment of Classroom Scheduling Advisory Committee**
Chair Deen reappointed the Classroom Scheduling Advisory Committee (CSAC) for 2004-2005. The Committee will be available to assist D. Carlson in an advisory capacity as he addresses classroom scheduling issues. The Senate Office contacted last year’s representatives, most of whom have agreed to participate again on this year’s committee.

New Business
There was no new business.

The meeting adjourned at 3:50 pm.
## Committee on Educational Policy
### 2004-05 Attendance

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X = Present  
EXS = Excused Absence  
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Senate Staff:  
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