COMMITTEE ON EQUAL OPPORTUNITY
Francis Lu, MD, Chair

MINUTES
Meeting of September 12, 2005

PRESENT: F. Lu (Chair), A. Stewart (Vice Chair), P. Bacchetti, J. Chen, B. Dong, J. Fike, M. Gandhi, E. Lobo, L. Santiago, M. Winter

ABSENT: M. Adams, H. Brody, P. Braveman, F. Lozada-Nur

GUEST: Sederia Badgett, Program Analyst, Faculty Search Committee Ambassador Program

The meeting of the Committee on Equal Opportunity (EQOP) was called to order by Chair Lu on Monday, September 12, 2005 at 10:05am. A quorum was present.

Approval of the August 1, 2005 Meeting Minutes
The minutes of the August 1, 2005 were approved.

Chair’s Report
Chair Lu briefly reviewed the 2004-2005 Annual Report with the Committee and discussed issues from the report which EQOP will continue to review during the 2005-2006 year.

The Senate Analyst reported that at the 200-2006 UCSF Academic Senate Leadership retreat, Executive Vice Chancellor A. Eugene Washington announced that the Chancellor was establishing a Faculty Diversity Initiative which will include a Steering Committee coordinated out of the Office of the Executive Vice Chancellor. Chair Lu gave a brief overview of the background leading to the development of the system wide definition of Diversity. That definition and its supporting documentation can be found at (http://www.universityofcalifornia.edu/senate/underreview/ucaad.diversity.statement.0705.pdf).

Chair Lu will send a copy of this information to EVC Washington to inform him that this definition exists in the event that he wants to reference this information to the Chancellor’s Faculty Diversity Initiative.

2005-2006 Committee on Equal Opportunity Committee Orientation
The Senate Analyst and Chair Lu reviewed the orientation materials provided by the Office of the Academic Senate (Academic Senate). Chair Lu led a brief discussion on the Chancellor’s Advisory Committee on Diversity (Diversity Committee) 2004-2005 Executive Summary (Attachment 1). M. Gandhi will serve as a liaison to the Diversity Committee on behalf of EQOP. Chair Lu asked M. Gandhi to make monthly reports to EQOP regarding issues being reviewed by the Diversity Committee. Chair Lu asked the Senate Analyst to add a link to the University of California Affirmative Action Guidelines for Recruitment and Retention of Faculty to the EQOP Webpage.
Discussion on Formation of Subcommittee on Web Based Faculty Handbook

Chair Lu asked for volunteers to serve on the Web Based Faculty Handbook Oversight Subcommittee that will be responsible for the continued monitoring and update of the Web Based Faculty Handbook which is housed on the homepage of the Academic Senate. The Subcommittee will meet on a case by case basis and will also be responsible for a review of issues which results from an annual call. As requests are made, the subcommittee will be asked to report back to EQOP on what changes have been requested. P. Bacchetti will chair the subcommittee. M. Winter and M. Gandhi will serve as members. F. Lu will also serve as an ex-officio member.

Two issues have been submitted to the Academic Senate for review by the subcommittee. However, before these issues are formally addressed, Chair Lu would like to have a formalized process in place for the review of ongoing issues that may be submitted. Chair Lu asked the Senate Analyst to follow up with the Senate Office Director, regarding setting up a timeline for the annual call for updates to the Faculty Handbook. Preliminary questions posed by EQOP for follow up include “Will substantive changes need to be sent to the University Council? What should be the deadline for the yearly updates?” EQOP believes that having the updates prepared by late spring will ensure junior faculty have the most up-to-date information at their employment start date.

Chair Lu asked the Senate Analyst staff to draft a process based on discussions of EQOP for review by the Senate Office Director. The process will be considered at a future EQOP meeting.

Discussion on Faculty Search Ambassador Program

a. Amendment to EQOP Bylaw: EQOP briefly reviewed and edited a draft bylaw change and justification related to adding oversight of the Ambassador Program to the general duties of the EQOP. The Committee unanimously voted to transmit the bylaw to the Committee on Rules and Jurisdiction with minor edits. The Senate Analyst will work with Chair Lu to draft transmittal letter.

b. Clarification of Support for EQOP Related to Continued Evaluation of the Ambassador Program: Chair Lu reviewed a proposal (Attachment 2) which he drafted regarding how EQOP can most effectively continue to evaluate the Ambassador Program. The proposal outlines a clear definition of the duties and support from the Senate Office and the Ambassador Program staff related to EQOP’s oversight role. The proposal has been submitted to the Senate Director for consideration. An update on the status of the proposal will be provided at a future meeting.

Sederia Badgett, Program Analyst, Faculty Search Committee Ambassador Program provided a brief update on the progress of the Ambassador Program. Overall, meetings with search committee chairs have increased substantially. S. Badgett will be meeting with Associate Vice Chancellor Sally Marshall to solidify a process for evaluating applicant pools whereby AVC Marshall’s office can intervene with search committee chairs as necessary to ensure that a diverse faculty is being recruited. The process being developed is based on a model currently being used at the University of California, Davis. This component of the Ambassador Program will be facilitated by the UCSF Office of Affirmative Action/Equal Opportunity/Diversity.

F. Lu requested that S. Badgett send him additional information on the process that will be proposed.
**Old Business**

1. **Update on Diversity Week:** Chair Lu updated EQOP on the events planned for Diversity Week. Chair Lu encouraged members to participate in Diversity Week as their schedules permit. Chair Lu thought the following programs would be of particular interest to EQOP Members:

   **A. “Faculty Diversity at UCSF: How We All Can Play A Role”** Moderators: Sally Marshall Ph.D., Associate Vice Chancellor, Academic Affairs, and Michael Adams, Director, UCSF Office of Affirmative Action, Equal Opportunity and Diversity Introductory Remarks: Eugene Washington, M.D., Executive Vice Chancellor Presenters: Rosina M. Becerra, Ph.D., Associate Vice Chancellor, Faculty Diversity, UCLA; Harvey Brody, DDS, Director, Faculty Ambassador Program, UCSF; Francis G. Lu, MD, Chair, Equal Opportunity Committee, Academic Senate, UCSF

   Program: Sally Marshall and Michael Adams are co-moderators. Dr. Eugene Washington will lead off with introductory remarks. Then Rosina Becerra will speak for about 45-50 minutes about UCLA and the system-wide faculty diversity committee. Then Harvey Brody will give the Ambassador Program report and Francis Lu will system-wide definition and importance of diversity that is now circulating to the various campuses for review.

   **B.** Dean Christopher Eadley from the University of California, Berkeley will be making a presentation on Diversity Initiatives at the University of California, Berkeley from 12am-1pm on Tuesday, October 25, 2005. The presentation is tentatively entitled *Civil Rights Models: Past and Future.* A component of the presentation will center on Health Care Disparities. Chair Lu asked that a formal invitation to attend be sent to all of the members of EQOP so committee members can provide their feedback if any on this issue.

2. **Discussion on Implementation of APM 210, 240, and 245:** Chair Lu led a brief discussion on the changes that are anticipated under the new sections of the Academic Personnel Manual related to Appointment and Promotion. There will be a system wide committee formed that will conduct campus visits to see how effectively the APM’s are being implemented. Chair Lu will meet with Assistant Vice Dean Renee Navarro, School of Medicine, who is serving as the UCSF representative on the system wide committee or invite her to make a presentation to EQOP regarding what is happening at the system wide level. Chair Lu asked the Senate Office Analyst to include a link to the system wide University of California Academic Senate webpage document which provides background information on how these APM changes came to exist ([http://www.universityofcalifornia.edu/senate/underreview/ucaadprop_apm210.pdf](http://www.universityofcalifornia.edu/senate/underreview/ucaadprop_apm210.pdf)) to the EQOP website.

   Chair Lu asked for volunteers to participate in a Subcommittee of EQOP to make suggestions related to the implementation of APMs 210, 240 and 245 at UCSF. Committee members J. Fike, F. Lu and Anita Stewart will serve on the subcommittee. The charge of the subcommittee will be to create a proposal on how the APM changes can be implemented at UCSF. Chair Lu would like to present this information at Diversity Week during late October.
## Committee on Equal Opportunity Attendance Record 2005-2006

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X = RSVP Attendance, EX = RSVP Absence, ABS = Absent (no RSVP)

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