COMMITTEE ON EQUAL OPPORTUNITY
Francis Lu, MD, Chair

MINUTES
Meeting of December 12, 2005

PRESENT: F. Lu (Chair), A. Stewart (Vice Chair), P. Bacchetti, P. Braveman, J. Chen, B. Dong, J. Fike, F. Lozada-Nur, M. Gandhi, M. Winter

ABSENT: P. Braveman, E. Lobo, L. Santiago, M. Winter

GUESTS: M. Adams, H. Brody

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

Approval of the November 7, 2005 Meeting Minutes
The minutes of the November 7, 2005 meeting were approved.

Chair’s Report
- Chair Lu distributed an announcement from the AACU regarding creation of a new publication called the Diversity Brief.
- The bylaw change regarding oversight of the Faculty Search Ambassador Program has been approved by Rules and Jurisdiction. Currently, we are awaiting approval of the Chair of the Senate.

UCAAD Report – M. Gandhi
M. Gandhi reported on the UCAAD retreat where committee members first reviewed the goals of the committee. One of the first mandates of the committee is to ascertain what units on campus are dedicated to this issue. This includes an analysis of every level – faculty, post docs, students and staff. The main purpose of this inquiry is to see what work has been done, needs to be done, and where there is overlap. M. Gandhi further reported that subcommittees have been formed to assess each level and she is on the faculty subcommittee.

Secondly, the committee will be looking to access the data of the searches including the search pools. It is their understanding that there is electronic data on this and Garrett Chan has volunteered to look into this. M. Adams commented on the voluntary surveys his office sends out and their very low return rate. M.
Gandhi emphasized that the report that the committee hopes to eventually complete will discuss in depth the reporting measures that have been used up till now. Lastly, A. Stewart suggested looking into getting funding to support all of these volunteer efforts.

**Update from the Faculty Search Ambassador Program – H. Brody**

H. Brody was asked by Associate Vice Chancellor Marshall to report on three things:

1. Search Waiver Request Form
2. Search Process Report
3. Academic Recruitment Plan

While these three documents have been around for some time, they have not been updated. In his report to AVC Marshall, H. Brody plans to respond in the context of the bigger picture. For example he proposes that when a search begins, the search chair should receive a repository of documents to help with the search. Some of the items he would like to see in the packet are:

- A statement from the Chancellor regarding the core value of diversity at UCSF;
- A guide outlining what can be done under 209;
- A seven item best practices document he has put together;
- A checklist for search committee and chair recruitment;
- Under what conditions waivers are acceptable

H. Brody then gave an overview of what an academic recruitment plan is and distributed his version of a recruitment plan along with a flow chart. Lastly, he asked EQOP to urge implementation of a web based system to gather applicant diversity data. The motion to urge implementation of a web-based system to gather applicant diversity data passed unanimously.

**UCAAAD Proposed Diversity Statement.**

Chair Lu distributed and discussed the School of Medicine’s input on the statement. He will now draft a memo back to UCOP.

**APM Changes**

Chair Lu reviewed the letter sent to Joe Karliner, Chair of the Committee on Academic Personnel (CAP) regarding the APM changes. Chair Karliner has informed Chair Lu that CAP will review the documents and then invite him to a meeting for further discussion.
Subcommittee Meeting Dates.  P. Bachetti needs an electronic word document of the handbook.  Also, before meeting the subcommittee would like to ask for proposed changes from a list of people yet to be determined.

Update on MLK Award
M. Adams reported that the committee did meet and review applications.  There were a total six nominations for faculty, six for staff and three for students.

NIH Clinical and Translational Sciences Award
The idea behind this award is to transform how we do clinical and translational research.  The award is looking for new approaches and innovation.  One of the areas the award will be focusing on is research on health disparities and serving underserved communities.  The award will require a minority recruitment, retention, and evaluation plan.  After the grant is reviewed for scientific merit, it will be independently reviewed for its plan.  The applicant will not be funded if the plan component is not satisfactory.  So this is an opportunity for us to help the investigator with what they can and cannot do.  Committee requested to be updated in January.

There being no more business, Chair Lu adjourned the meeting at 11:49am.
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