COORDINATING COMMITTEE
Deborah Greenspan, DSc, BDS, Chair

MINUTES
Meeting of February 21, 2006


GUESTS: M. Croughan, Member of CAP and Vice-Chair of UCAP; B. Day for M. Koda-Kimble

Chair Greenspan called the Coordinating Committee to order on February 21, 2006 at 8:30 A.M. in room S-30. A quorum was present.

Approval of Minutes
The minutes from the December 13, 2005 meetings were approved.

Chair’s Report
Chair Greenspan made the following reports or announcements:

- Chair Greenspan welcomed new committee chairs: Tom Newman will be chairing the Committee on Library and Ken Fye will be chairing the Clinical Affairs Committee.
- The Distinction In Teaching Award Winners are for Category 1 (faculty at UCSF Five years or less): Marieke Kruidering-Hall from the School of Medicine and for Category 2 (faculty at UCSF more than five years): Michael McMaster from the School of Dentistry.

Chair Greenspan provided an update from the recent meeting of the Academic Council. Highlights of this meeting include

- The University will be divesting itself of interests in the Sudan
- The Science and Math Initiative issue still under development. Rory Hume is pushing this forward. The Science and Math Initiatives will become campus-based programs and will not be centrally managed (although guidance and support will be offered from the OP).
- The Council expressed its frustration with the state legislature as they are vocally supportive of the University in private and vocally critical in public.
There are five open Senior Management searches taking place in the Office of the President: Provost and Senior Vice President; General Counsel and Vice President for Legal Affairs, UC Treasurer, Vice Provost – Academic Planning and Coordination and Senior Vice President Business and Finance.

Rory Hume, Acting Provost and Senior Vice President, is directing a University-wide strategic planning effort. The primary guiding concept is to identify and highlight the strengths and needs of each campus and focus on how resources can be better shared or organized from a University-wide perspective, instead of the existing culture which is that campuses often compete against one another for resources.

Bruce Darling, Senior Vice President, University Affairs reported to the Academic Council on the status of the ongoing audit by the State Legislature. He indicated that transparency will be increasingly important. However he understands and maintains that compensation must remain competitive.

There is a report regarding the Davis Non-Resident Tuition Memorial from the Academic Council. All Senate Divisions will be releasing ballots to Senate faculty to vote on the Memorial sometime in April 2006.

Presentation on USCF State Airfare Program – LaDene Diamond, Associate Vice Chancellor and Controller

LaDene Diamond, Associate Vice Chancellor and Controller gave a presentation regarding UCSF travel issues, the State Airfare Program for the University, and the new Travel and Expense (T&E) card program (Attachment 2a). Ms. Diamond noted that UC (systemwide) travel expenses were $250million in 2005, which represents an opportunity for negotiating better group rates. However such negotiations require good spend data. The T&E (Travel and Expense) card will enable better spend data tracking for UC campuses. However, there are few incentives for faculty to use the card. Use of the card does generate 0.35% interest returned to UCSF. Last year UCSF travel expenses came to approximately $15 million. L. Diamond also provided a summary of UCOP travel policies for the state airfare program with information regarding the T&E Card (Attachment 2b).

One question posed regarding the presentation was the definition of “University Business,” which was loosely described as using university funds for university travel and the determination official business is made at the level of dean, director, or department chair. The Fell travel agency form requires authorization for airfare ticket purchases, but faculty can self-authorize their travel in most cases, especially on their own grants. Additional questions for L. Diamond concerned companion tickets, bonus miles, and the use of bonus miles for traveling companions. Ms. Diamond will follow up on those questions.

M. Croughan pointed out that there is a state hotel program and that the Westin chain is particularly affordable under this program.

Further comments and questions should be e-mailed to LaDene Diamond at ladene.diamond@ucsf.edu.
Reports from Committee Chairs

Academic Freedom
Stuart Gansky reported on the issue concerning the School of Medicine no longer approving PI status for faculty in the Research series. This has impacted current PIs in the Research series vis-à-vis Academic Freedom. M. Croughan, Vice-Chair of UCAP, hoped that this would be alleviated by the upcoming revisions to the APM regarding the Research series. The Committee on Academic Freedom is still trying to nail down speakers for the symposium “Science, Government and Academic Freedom in a Polarized Political Environment.”

Academic Personnel
Chair Karliner and Vice-Chair Croughan reported that CAP supported the modifications made by UCAP and the Academic Council to APM 220-18-b(4) (Attachment 3) regarding advancement to Step 6 and to Above Scale. This review and modification has been underway for over a year. Interpretation of this section has been widely different Systemwide. With the primary goal to unify the interpretation of this section by all UC campuses, these modifications were also suggested (1) to clarify the intent and criteria for advancement, (2) to assert the value of teaching, (3) to recognize those who have taken on increasing administrative responsibilities, and (4) to make it clear that Step 6 is a career review but is not a barrier step.

On this campus, via a task force, the four faculty councils have approved these changes, and if the Coordinating Committee approves it, CAP may respond to UCAP with the formal approval of this campus. A MOTION was made and seconded, to approve the APM modifications as presented. The MOTION carried unanimously.

Additionally, M. Croughan (Vice Chair of CAP and Vice Chair of UCAP) reported that President Dynes signed the Family Friendly Policies into effect. The only issue not approved relates to part time faculty. They are still bound by the “eight year rule” and are expected to perform at the same level of full-time faculty. To work around this, a policy statement has been requested that for faculty who alter their appointment to less than 100%, a letter will be given at that time clearly stating expectations or criteria for advancement.

UCAP is also planning to clean up the Academic Personnel Manual sections regarding the Research series and will try to bring the different campuses’ criteria in line with each other. S. Marshall, AVC for Academic Affairs, noted that UCSF will soon start using the “Project Scientist” series which will facilitate the Systemwide effort immensely.

Academic Planning and Budget
Chair Greenspan reported that AP&B has been working diligently on working with the office of the EVC on the strategic planning and prioritizing fundraising efforts.

Committee on Clinical Affairs
New CAC Chair Ken Fye reported on the primary issues of concern to Clinical Affairs Committee (Attachment 4). These issues include the ability to provide adequate service to patients, timely referrals, adequate coverage by faculty, billing issues, and very significant problems such as identification of patient populations and funding support for junior faculty.
K. Fye expressed concern that the Committee is not empowered to effect change or provide the benefit of faculty experience, as they do not seem to have the ear of the decision-making bodies at UCSF. Neither Dean Kessler or Mark Laret attend CAC meetings and seem only to inform CAC of decisions rather than consult the Committee during the decision making process. In the past, CAC performed a survey and provided a report which was supposed to have been addressed at the Chancellor’s level but has not. The Coordinating Committee discussed accountability of the administration and the role of the Senate in empowering the CAC. Suggestions were made that the CAC may be able to liaise with the Chancellor’s Committee on Faculty Life via Sally Marshall and the School of Medicine Faculty Council via Dan Bikle.

**Committee on Committees**

Elena Fuentes-Afflick reported that they are looking for faculty to voice their interest in committee service, and also express why they are interested in a particular committee. The systemwide Senate is seeking to have campus representatives to Systemwide committees serve for a period of two years, which is logistically problematic considering the local committee structure and terms. E. Fuentes-Afflick welcomes ideas and comments via e-mail elena.fuentes-afflick@ucsf.edu.

**Courses of Instruction**

Eileen Grady reported that COCOI reviewed about 18 long course forms at its meeting in February 2006. The next meeting will be a general meeting to discuss subcommittee reports regarding (1) a five year review of all courses in the catalog to determine which are current and (2) the feasibility of an online course submission form. E. Grady believes that there are approximately 700 courses out of 2,900 in the catalog that are no longer offered, have not been offered in some time and should be removed from the Catalog. The Registrar is responsible for maintaining the Catalog and the Committee will work with them to develop a process to ensure that Courses no longer being taught are removed in a timely and orderly fashion.

**Educational Policy**

Henry Sanchez reported that Ed Policy has been monitoring the EVC’s educational space planning efforts. The Committee has also been investigating the possibilities of podcasting, and reviewing Apple’s proposed iTunes University service. The Coordinating Committee expressed enthusiasm related to proposed podcasting possibilities and Chair Greenspan requested a future presentation for the Coordinating Committee.

There was not time in the meeting to hear reports from the following committees, who will provide their reports first at the next meeting: Equal Opportunity, Faculty Welfare, Graduate Council, Library, Privilege and Tenure, Research, and Rules and Jurisdiction

Chair Greenspan adjourned the meeting at 10:30 A.M.