Chair Sanchez called the meeting to order at 3:30 pm. A quorum was present.

**Approval of Minutes from November 8, 2006**
The minutes were approved as written.

**Chair’s Report and Announcements – Chair Sanchez**

**Report from December 2006 Meeting of Design Team C: Education and Training for the Future of the UCSF Strategic Planning Initiative Phase III**
The December meeting divided the 22-member team into three groups: Infrastructure & Resources; Curriculum Design & Curriculum Information Sharing; Education facilities infrastructure and fundraising.

The meeting was very positive and residents were present to give input. The next meeting is scheduled for February 2007.

**The Task Force to Review the UCSF Five-Year Perspective (2007-2012)**
The Academic Senate called for two members of the Committee to participate in the Task Force to Review the UCSF Five-Year Perspective (2007-2012). Members Lynn Verhey and Claudia West agreed to serve on the Task Force.

**Discussion of Proposed Classroom Food Policy (Attachment II) – D. Carlson**
The proposed policy as written describes guidelines for served food in or near classrooms. The Committee sought clarification on educator responsibilities for policing food being eaten in classrooms that the students/participants have brought themselves. C. Cullander noted that the proposed guidelines seem to be driven by custodial needs. If that is the case, then he requested that a concurrent call be made that the custodial services that classroom trash cans and recycling bins should be available and regularly emptied.

**Update from the UCSF Library – G. Persily**

**Instructional Grants Program**
The Instructional Grants Program call for applications has been published. The program is intended to fund innovation in teaching. The Committee who reviews the grant applications (the Committee on Courses of Instruction) looks favorably upon innovation, proposals that will impact as many students as possible and interdisciplinary proposals.

**Library Space**
Clinical Simulation Center will provide educational support for the PRIME-US program. The Library Space Program Planning Group will meet again soon to determine the next steps.

Chair Sanchez asked if a mechanism has been established to facilitate an equal division of library space use for all of the Schools. G. Persily stated that the Academic Senate Committee on Library reviews Library space annually and asks for users to justify their use of the space. Chair Sanchez suggested considering writing language to make sure that all groups have access to Library space and that those who use the Library are using loaned space and may be asked to move at any point.

**WebCT upgrade**
A major concern with the upgrade of WebCT will be how to keep both the old and the new system working simultaneously. The Library hopes to have classes using the new software in the Fall 2007 semester. As the Blackboard company recently acquired WebCT, so the name will change. Once a plan emerges, G. Persily will bring it to CEP. The software called SumTotal will be implemented at UCSF to facilitate training on campus.

**Public Use of the Library – Safety & Security**
G. Persily and K. Butter are working with Campus Police and Campus Counsel to decide how to best address this issue. The campus-wide group that has looked at campus security has also discussed bringing 24-hour security to the Library.

**Podcasting**
UC and Apple are still determining the terms of the iTunes University agreement. Meanwhile, the Library is developing a locally-based system for hosting podcasting. The Center for Instructional Technology (CIT) may host an event in April to launch the local system. One topic to address includes explaining the risks of posting original information on the local system with regard to copyright infringement.

**Discussion of Audience Response System in Health-Allied Education – Chair Sanchez**
Audience response systems allow instructors to give paperless quizzes and exams. Each remote unit can be issued a unique ID. Some programs require that students buy their remote device as part of their learning materials. Chair Sanchez demonstrated the use of the Turning Point software for the Committee.

**New Business**
None.

**Adjournment**
Chair Sanchez adjourned the meeting at 5:15 pm

Academic Senate Staff:
Heather Alden, Senior Analyst
(415)476-8827 halden@senate.ucsf.edu
http://www.ucsf.edu/senate
<table>
<thead>
<tr>
<th>Name</th>
<th>09/13/06</th>
<th>10/11/06</th>
<th>11/08/06</th>
<th>01/10/07</th>
<th>02/14/07</th>
<th>03/14/07</th>
<th>04/11/07</th>
<th>05/09/07</th>
<th>06/13/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Sanchez (M) Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Chafetz (N) Vice Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sergio Baranzini (M) Adj Rep/WASC, ex off</td>
<td>X RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Bird (D)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RSVP’d Absent</td>
</tr>
<tr>
<td>Joan Etzell (M)</td>
<td>X</td>
<td>RSVP’d Absent</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitchell Feldman (M)</td>
<td>RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Su Guo (P)</td>
<td>X</td>
<td>RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharad Jain (M) (Sept-Dec 2006)</td>
<td>X</td>
<td>RSVP’d Absent</td>
<td>RSVP’d Absent</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Gail Persily (L) Permanent Guest</td>
<td>X</td>
<td>RSVP’d Absent</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynn Verhey (M)</td>
<td>X</td>
<td>X</td>
<td>Absent</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph Rabban (M) (Jan-Aug 2007)</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claudia West (M) Clinical Represent</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>