COMMITTEE ON ACADEMIC PLANNING AND BUDGET
Kit Chesla, RN, DNSc, FAAN, Chair

MINUTES
Thursday, April 10, 2008


ABSENT:  N. Agabian, S. Barclay, H. Bernstein, N. Boudreau, D. Fried, E. Fuentes-Afflick, L. Kroon, B. Spaulding

GUESTS:  Joseph Castro, Associate Vice Chancellor, Student Academic Affairs; Doug Carlson, Registrar

The Committee on Academic Planning and Budget (APB) was called to order by Chair Chesla on February 13, 2008 at 1:30 P.M. in S-118. A quorum was present.

The minutes of March 13, 2008 were approved.

Chair’s Report
The Distinction In Teaching Award ceremony will be next Wednesday, April 16, in Cole Hall.

Report from the University Committee on Planning & Budget (UCPB)
No report.

Update from the Task Force Reviewing Cost Overruns—Deborah Adey
Deborah Adey has been serving as the APB representative to the Task Force Reviewing Cost Overruns and gave an update regarding their findings. The Communication from the task force to Chair Gardner is attached as Attachment 1. These primary issues are particular to the department level, and identified significant issues attributed to Accounts Payable. Discussion followed. The preponderance of the complications are out of faculty control and the task force believes that individual faculty should not be held accountable for others’ oversight.
**Update from the Task Force to Review the Proposal to Create the Department of Emergency Medicine — Deborah Adey**

Deborah Adey has been serving as the APB representative to and Chair of the Task Force to Review the Proposal to Create the Department of Emergency Medicine, and updated the Committee regarding the investigation and review of the task force. The final report (draft) from the task force addressed to UCSF Senate Chair David Gardner is attached as [Attachment 2](#). The Committee supports the creation of the Department of Emergency Medicine, and will recommend to Chair Gardner that the Senate approval include a statement urging secure financial support for its initial development. The Committee also discussed concerns with the potential impact of the MSP participation and structure.

**Review and Comment: UC Information Technology Guidance Committee Report Creating a UC Cyberinfrastructure—Jonathan Showstack, CO-CIO, Office of Academic and Administrative Information Systems**

Jonathan Showstack reviewed with the Committee the background, charge, and context of the work of the UC Information Technology Guidance Committee (ITGC), and their final December 2007 report: *Creating a UC Cyberinfrastructure* ([Attachment 3](#)). Discussion followed.

The Committee supports the findings and recommendations of this report and Chair Chesla will communicate this recommendation to UCSF Senate Chair Gardner.

**Continued Discussion of Classroom Space Allocation— Joe Castro, Associate Vice Chancellor, Student Academic Affairs; Doug Carlson, Registrar**

As part of the Committee’s continued investigation into classroom space allocation and space designation issues at Laurel Heights, Joe Castro and Doug Carlson addressed the Committee and answered questions regarding the designation of academic and classroom spaces across the UCSF sites and various issues involved.

The Committee will conclude this topic and make a recommendation at the next meeting. Possible conclusions of the Committee include the following:

1) The Committee may issue a Communication to UCSF Academic Senate Chair David Gardner for transmittal to the Chancellor recommending that the space CLS is seeking to relinquish be transferred to Student Academic Affairs and designated as classroom space.

2) The Committee may recommend the formation of an Academic Senate task force to assess the demand for teaching/classroom space, the spaces available for teaching (technical classroom spaces and spaces not designated for teaching but used for teaching, such as Department teaching space and conference rooms), restrictions to teaching space (such as Environmental Impact Reports), and issues of parity and equity for faculty and academic purposes at the different UCSF sites.

3) The Committee may recommend that the Academic Units at Laurel Heights work with Campus Life Services, Student Academic Affairs, and the Registrar to secure classroom space at Laurel Heights that will be managed by SAA and available without charge to academic activities at Laurel Heights.
For the next meeting:

Nancy Adler will present the results of her investigation and data collection regarding demand and available space.

APB will request from the Offices of Student Academic Affairs and the Office of the Registrar data regarding:
1) The space available for teaching at Laurel Heights (including CLS space and department spaces)
2) The demand for teaching space at Laurel Heights, and
3) The population to be served by teaching space at Laurel Heights.

Old Business

None.

New Business

None.

Chair Chesla adjourned the meeting at 3:30 P.M.

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