MINUTES
Wednesday, January 14, 2009

PRESENT: Joan Etzell (Chair), William Bird, Kurt Giles, Thomas Kearney, Peter Loomer, Joseph Rabban, Jason Satterfield, Claudia West

ABSENT: Janice Humphreys, Sergio Baranzini, Jason Satterfield

GUESTS: Joseph Castro, Vice Provost, Student Academic Affairs
Chris Cullander, Associate Dean, Student and Curricular Affairs, School of Pharmacy
Gail Persily, Director, Education and Public Services; Associate Director, Center for Instructional Technology, UCSF Library

The Committee on Educational Policy was called to order by Chair Etzell on January 14, 2009 at 3:33 p.m. in room S30. A quorum was present.

The minutes from December 10, 2008 were approved.

Chair’s Report

Report from UCEP
Although UCEP did not meet in January, it is reviewing the UC Accountability Framework. Chair Etzell asked that members submit their comments and suggestions by January 20th. The document may be found at this URL: http://www.universityofcalifornia.edu/accountability/documents/accountabilityframework_draft.pdf

Those present discussed the new proposed indicators including time to graduation for graduate students in the UC system compared with comparable institutions; staff composition (casual versus permanent); nursing and medical school graduation rates. Committee members suggested that licensing information should be added to the accountability framework.

School of Medicine Leadership Retreat “Focus on Faculty: Promoting Excellence in Tough Times” (February 6-7, 2009)
Chair Etzell cannot attend the retreat and asks that those who will attend report back to the Committee.

Update on Student Services – Joseph Castro, Vice Provost, Student Academic Affairs

Vice Provost Castro updated the Committee on issues in his purview.

Student Services
UCSF now has an online schedule of classes, available at this URL: https://saa.ucsf.edu/courseschedule/

Common Academic Calendar
UCSF’s Common Academic Calendar was approved at the end of 2008. This will facilitate students enrolling in courses outside their school. This calendar is independent of the clinical clerkship calendar. The terms do not overlap and are consecutive to ensure continuity of student health insurance coverage.

The idea of moving to a semester system was discussed and will be considered further in 2009. One of the advantages of moving to a semester system would be that all schools could be on the same schedule throughout the year. A significant disadvantage would be redesigning course content. Moving to semesters would also present administrative cost savings. It would also facilitate collaboration with UC Berkeley (who are on semester systems). If a committee is established to examine this issue, J. Castro will ask for Senate representation.

Electronic Administration of Financial Aid, Transcripts and Enrollment Verifications
All Financial Aid will be administered electronically in 2009. The next phase will be to credit students for their student fees.

All requests for transcripts and enrollment verifications will be online in Spring or Summer 2009.

New Web Sites for Student Academic Affairs
New web sites for most Student Academic Affairs departments with the goal of making them easier to navigate and use. [http://saawww.ucsf.edu/](http://saawww.ucsf.edu/)

International Students and Scholars Office
The International Students and Scholars Office (ISSO) will move to the second floor of the Rutter Center on the Mission Bay campus in the next three months. ISSO will have a new director, Gang Wang, who comes to UCSF from Yale.

Classroom Improvements & Educational Technology
- New audiovisual equipment has been installed in 40 classrooms at Parnassus and Mission Bay. The Classroom Improvement Initiative helped revitalize the classrooms. This year an endowment was created to ongoing support of classroom improvements. The improvements include new paint & carpet in 30 rooms and new furniture in 5 rooms S 172, S 174, C 130, N 517 and S 18. Vice Provost Castro asked Committee members to look at the furniture so they can provide feedback about the furniture. A survey about the classroom improvements will be sent in the coming months. By summer, Vice Provost Castro hopes to have new furniture in about 20 rooms.

- Improving electrical connectivity for laptops will be a project for 2009. Registrar Doug Carlson has conducted a survey to determine how many outlets would be needed. The wireless project has exacerbated the problem, as the user needs have increased. The data should be available for the next ESAC meeting for discussion. One Committee member suggested considering fast charge stations to save on additional construction costs.

- Wireless is now in place in all classrooms at Parnassus. Mission Bay (7 rooms in Genentech Hall) is next (by summer) and then Laurel Heights will get wireless. Mission Center now has wireless.

- Lecture ‘casting’ is now available in ten rooms (PBox). Currently evaluating technologies to replace PBox for the large lecture halls. Depending on cost, replacements may also go into the smaller classrooms.

- As of January 1, 2009, the Laurel Heights Auditorium has become classroom space.

- Vice Provost Castro plans to offer 1G of space for student email accounts.
Western Association of Schools and Colleges (WASC) Update – Joseph Castro, Vice Provost, Student Academic Affairs
The WASC Site Visit is scheduled for February 19, 2009. The three themes of the UCSF WASC Accreditation process are: educational infrastructure; learning outcomes (interprofessional education); diversity (students, trainees, staff, faculty). Head of the WASC site visit team: Joseph Blum (retired faculty from Oregon Health Sciences). He and his colleagues are interested to learn more about faculty engagement and the Senate’s role. More information can be found at http://wasc.ucsf.edu

Library Update – Gail Persily, Director, Education and Public Services; Associate Director, Center for Instructional Technology, UCSF Library
Library Construction
The construction on the Library has stopped because the funds were Proposition 1D state funds.

Innovative Grants Program (IGP)
The IGP call for proposals will be sent this week with a focus on interprofessional education. G Persily will send the call to CEP to help get the word out. Proposals are due March 16, 2009

Collaborative Learning Environment
The Moodle collaborative learning environment implementation is going forward, including the launch of new add-ons to Moodle. G. Persily and her team are working to find a way to replace the SOM ILIOS system that will work for all the schools.

New Business
None.

Chair Etzell adjourned the meeting at 5:00 p.m.