Committee on Educational Policy  
Joan Etzell, MD, Chair

DRAFT MINUTES  
Thursday, May 14, 2008

PRESENT: Joan Etzell (Chair), Sergio Baranzini, William Bird, Kurt Giles, Claudia West

ABSENT: Janice Humphreys, Thomas Kearney, Peter Loomer, Joseph Rabban, Jason Satterfield

GUESTS: 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 September 10, 2008 at 3:35  
p.m. in room S 118. A quorum was present.

Chair’s Report  
Overview of the Committee Bylaw and Responsibilities  
Postponed until the next meeting, scheduled for October 8, 2008.

Classroom improvement updates  
On June 30, 2008, Chair Etzell, immediate past CEP Chair Linda Chafetz, along with the Chairs and Vice  
Chairs of the Committee on Courses of Instruction and Graduate Council met with Joseph Castro,  
Associate Vice Chancellor, Student Academic Affairs, for an update on classroom improvement and  
educational technology updates in the classrooms. On July 28, 2008, AVC Castro issued an update on  
the classroom improvements. He will attend a CEP meeting in the fall to update the Committee in person  
on the progress to date.

C. Cullander informed the Committee that if campus users have installed Windows XP service pack 3,  
they may not be able to use the campus wireless system until they install the patch software. More  
information is on the library website: http://library.ucsf.edu/info/wireless/

Discussion of Committee Goals for 2008-09  
Chair Etzell led a discussion of the issues to be considered by CEP in 2008-09, as follows:

- Interprofessional education at UCSF  
- Distance education for UCSF  
- Update from the Associate Vice Chancellor for Student Academic Affairs, Joseph Castro  
- Update from the Registrar – Doug Carlson  
- Promote awareness of the Western Association of Schools and Colleges (WASC) accreditation  
  process  
- Reports on educational technology at UCSF – Henry Sanchez and others  
- Invite school technology support staff to speak with CEP about their roles and needs  
- Update on the Simulation Center planned for the second floor of the Library  
  - Educate the UCSF community about the planned simulation center so that individual  
    programs can plan for its use, including identifying and requesting software specific to  
    their needs.
When the Library’s advisory group on the Collaborative Learning Environment (CLE) has drafted responses to the following topics, G. Persily will bring the draft to CEP for review and discussion:
  - Help faculty learn to make use of new technologies
  - Develop best practices for the Collaborative Learning Environment
  - Draft a statement of principles
  - Determine how the CLE will impact education at UCSF
  - Consider how to involve students in creating the learning environment

WASC Update – Sergio Baranzini and Chris Cullander
The next report to the Western Association of Schools and Colleges (WASC) for the UCSF accreditation process is due in December 2008. The report will be considered before the site visit, scheduled for February 2009.

Review of Proposed UCSF Common Academic Calendar (Attachment 1)
CEP reviewed the attached proposed UCSF common academic calendar and had the following responses:
  - The creation of a common calendar will be great for interprofessional education, making it easier for students to take classes in different schools.
  - How will the classroom scheduling conflicts presented by the common academic calendar be addressed?
  - How will exam scheduling conflicts be addressed?
  - For the Schools of Dentistry and Medicine, how will conforming to the common calendar impact their curricula? Will their needs be addressed?
  - Will the gaps between the starts of the terms and the beginning of instruction present problems for students such as medical and/or liability coverage when ‘continuous enrollment’ is required?
  - The shortened winter break means that some pharmacy students (1st & 2nd year) will not be able to attend certain professional meetings.
  - Does commencement need to be on the same day for the entire school?
  - Will there be allowance for students who need to start internships before commencement?
  - All holidays should be consistently marked (in red), including January 1, 2010.
  - Summer 2009 should have 69 instructional days rather than 30.
  - The top of the calendar currently reads June, August and July. It should read June, July, August.
  - Jan 1, 2010 is colored as an instructional day and should be a holiday
  - Once finalized, could this be calendar be made Google-calendar compatible?

Update from the Library – Gail Persily
In preparation for the Teaching and Learning Center on the second floor of the Library, the collection currently housed there will be moved in October 2008. This will disrupt normal Library activities and the Library is working with Student Academic Affairs to find other spaces on campus for students to study.
  - New buildings at UCSF are being evaluated to ensure that they include sufficient educational and library space.
  - The library space currently in Genentech Hall at Mission Bay will be used for a different purpose.
  - In Fall 2008, the Schools of Dentistry and Nursing will be the first to use Moodle the Library’s new educational learning software.

New Business
None.

Chair Etzell adjourned the meeting at 4:45 p.m.