Chair Chen called the meeting of the School of Nursing (SON) Faculty Council to order on Friday, January 13, 2012, at 9:11 a.m. in Room N 319D. A quorum was present.

The minutes from November 18, 2011 were approved with corrections.

A point of clarification was made regarding the Dean’s report about the Degree Conversion program (DNS) from the last meeting.

Chair’s Report – Jyu-Lin Chen

The Chair’s report, which includes information on the new state budget proposal, on education policy, on the new UCSF patent agreement, on RAP grant awards, and on online education, was distributed prior to the meeting and is attached (Attachment 1).

Dean’s Report – David Vlahov

Dean Vlahov discussed the DNS conversion issue and the upcoming changes in the School of Nursing.

DNS Conversion

- The Dean stated that he is pursuing this change because he has been asked to do so by graduates of the SON.
- A Council member, who is also a member of Graduate Council, confirmed that the Dean’s proposal was not approved because several members of the Graduate Council felt that this request constituted a substantial change and that it needed to be vetted additionally by the SON. A letter from the Graduate Council will be sent to the Dean.

The Dean has set up Task Forces to help address the challenges facing the SON.

- Context:
  - There have been significant cuts in grants (HRSA), external funding streams (WIA) and ongoing state budget cuts.
  - Originally there was hope that the state budget situation would improve, but it has not.
With any one of these challenges, it would be serious enough, but with all of them, this is a significant predicament and the SON needs to be pro-active about making changes.

- The Dean has formed the Master’s Program Task Force to bring together the SON Faculty Council, the Master’s Program Council and additional faculty representing each department. The Dean has charged the Master’s Program Task Force with MS curriculum review and revision and specialty consolidations and reduction. They will work in parallel with the Dean’s Council and Department Chairs. The Dean will then bring the new Task Force and the Dean’s Council together in a reconciliation committee.
- The Dean has also formed a Task Force on Mid-career tenure track faculty recruitment.
  - The Recruitment Task Force will be chaired by Dr. Sally Rankin.
  - There are funds available to help recruit, but that incentive money has to be repaid.
  - One question to be considered is what type of faculty the SON should recruit?
  - SON is ranked #1 in NIH funding dollars received again. The SON needs to be pro-active about retaining its #1 status by diversifying and building its grant portfolio and faculty because a number of senior faculty are at or near retirement.
- The Third task Force the Dean created is the Self-Sustaining Program Task Force, which will be looking at short-term vs. long-term options that may help to keep the variety of offerings and programs that are currently available.
  - This Task Force is led by the Vice-Chairs in each SON Department.
  - The Self-Sustaining Program Task Force is examining ways to produce self-sustaining certificates, summer institutes, and other programs.
  - Creative ideas will be considered like suspending classes with few students and creating new certificate programs and post-Master’s programs, like the Nurse Legal Certificate Program at Hunter College.
  - Another possibility is having a generalist Master’s program with specialty Master’s that take extra time.
- The SON plans to hire a full-time business analyst for one year to analyze the best ideas generated by the Task Force.

**Department Reports**

**Family Health Care Nursing**

- Family Health Care Nursing reports that they had a very productive, very open meeting that was well conducted by their Department Chair. Their Department is likely to be affected by the changes in specialties and likely cuts, but they were able to discuss it and work together.

**Community Health Systems** – No report

**Physiological Nursing** – No report

**Social and Behavioral Sciences**

- The Social and Behavioral Sciences Department reports that they have a search committee ready to take applications for a science and technological studies and qualitative methods scholar. The prospective candidate should be well funded and link to the new emphasis in SON on interface and E-health.

**Student Report – Miranda Kramer**

M. Kramer raised the following issues:

- At a recent student meeting students commented that there is a very diverse student body, but wondered whether case examples could be more reflective of that diversity.
  - A Council Member pointed out that at San Francisco General they do not include race, class, or other social locations when presenting a case unless it makes a significant difference in the outcome.
° The Council recognized the importance of finding balance surrounding this issue because one does need to recognize people’s culture, which includes race, ethnicity, gender, and sexual orientation; because you can best treat someone when recognizing who they are.
° The challenge is that often cultural information comes in later as part of the case record. The effort to reduce asking is to avoid stigmatizing people. But the information is important because it may be relevant in some way like to how the patient takes medication. It can be hard to bring cultural issues up and talk about in a case without these being the centerpiece of the case, unless these really are a central issue.

- Students asked what the best methods are to communicate concerns to the faculty, and whether faculty would like to come to one of their meetings to hear directly from them.
- The Nursing Council is still missing a Vice President and a student from the Sociology Department.
- The Student Representative wondered if there was an alternative form of communication to disseminate messages rather than email because many students do not read them, perhaps such as a town hall.

**UCSF Faculty and Staff Assistance Program (FASP) – Andrew Parker, Manager**

Andrew Parker, the Manager of the Faculty and Staff Assistance Program, attended the Faculty Council meeting with his colleague, Rob Starkey, to discuss and help plan the upcoming Special Meeting on January 13, 2012 hosted by the School of Nursing Faculty Council.

- Some concerns were expressed about excluding Department Chairs, who are also faculty, from the SON Special Meeting.
- As a FC Member, one person expressed that all SON faculty should be welcome and that such a meeting should serve all faculty.
- A. Parker explained that the genesis of the meeting was that it was designed to be a “come and be heard” meeting where faculty could feel safe to express themselves and share any hopes, fears, concerns, and ideas openly. He explained that, in his experience, people speak more freely if they are not around their supervisors or those in power, and that they tend to censor themselves if they have do not have to look around and think about who may be listening.
- The Council agreed to continue with the process, which they felt could be useful, but some felt that the process for setting up the meeting could have been more inclusive had there been more time.
- Dr. Parker and Chair Chen will present the findings of the Faculty-Only meeting to the Dean’s Council. The administration will respond to the findings at the Full Faculty Meeting on 2/10.

**Online exams and Security – Jill Howie-Esquivel**

Recently J. Howie-Esquivel discovered that a student was able to obtain a portion of one of her exams while taking a class that she usually teaches, but did not teach last quarter. It is an online exam and the student somehow violated the exam by obtaining a copy. The question is how can this be guarded against? What kinds of security protocols exist for protecting home exams?

- If faculty switch over to paper exam, it is harder to grade, you lose the question analysis, and students lose the practice for their Boards.
- If the exam is held in a computer center, then faculty need to have proctored exams and there is no easy way to do that given time constraints.
- It is always a possibility that a group of students may take an exam together because you that cannot ever be ruled out, but the school cannot have students stealing exams that took a long-time to create, especially for a clinical class.
- Is this an individual issue or does the school need to pursue new policies and technologies?
- One idea is to have multiple versions of exams so students cannot warn each other.
- The SON should also talk with other UC campuses and find out what they are doing in the face of these types of security issues as online courses become more widespread.
The SON also needs to ensure that students are aware of what the Code of Ethics is and what it says about these issues. The SON should also give students a reminder of what UCSF policies are concerning academic honesty and plagiarism.

- Policies are relatively meaningless unless it is made clear to students what the violations and penalties are for academic dishonesty and ethical violations.
- A discussion of these issues should be added to the agenda for the Full Faculty Council.

**Impact of OE on faculty**

- The current numbers of grants in some SON departments were previously equal to or better than what are currently required.
- In the experience of some of the SON faculty, the people that are being offered for help are non-responsive and do not have the answers that are needed.
- For some of the faculty, the support personnel for pre-award could not provide assistance, so the faculty had to do the work themselves. However, that may be an individual issue because other faculty report receiving good support.
- Faculty report there is an enormous learning curve.

**“Hot Topic” Hour in Fall Full Faculty Meeting on 2/10/12**

The Dean will present his State of the School (40-45 minutes) and then there will be time for the Dean’s/Leadership’s Response to the information expressed by the faculty at the SON Special Meeting. (30 Minutes)

**Senate Analyst’s Report – Carolyn Wylie**

No Report

**Old Business**

**New Business**

Chair Chen adjourned the meeting at 10:59 a.m.

Senate Staff:
Carolyn Wylie, Senior Senate Analyst
carolyn.wylie@ucsf.edu (415) 476-4245