Chair Shari Dworkin called the meeting of the School of Nursing (SON) Faculty Council to order at 9:04 a.m. in room N-319D. A quorum was present.

Approval of the December 14, 2012 Minutes
Chair Dworkin motioned to approve the December 14, 2012 minutes. Council members approved.

Chair’s Report
Chair Dworkin reported on the following items:

- Update on the Operational Excellence Survey
  The OE survey is open for responses. Chair Dworkin asked faculty to encourage their colleagues to participate. The survey will close on January 25, at 1 p.m, but the deadline could be extended depending on the response rate.

- Academic Planning and Budget OE Subcommittee Letter
  To address concerns that OE decisions have lacked faculty oversight and consultation, the OE subcommittee has drafted a letter proposing that a new OE Advisory Committee should be formed at the Chancellor’s level. This committee would be involved in the implementation, evaluation and monitoring of all OE activities and initiatives. After discussion, the Council supported the idea that faculty should be consulted more, but did not support the idea that an advisory committee should be formed.

- Shared Governance Follow-up Meeting
  Chair Dworkin will be visiting the departments to solicit feedback on shared governance processes from faculty and administration. The Council agreed that administration should also be invited to attend each meeting.

- Recruitment and Retention Committee
  This committee needs two new representatives: One from Physiological Nursing and one from Family Health Care Nursing.

Dean’s Report
Dean Vlahov reported on the plans for the February Hot Topic. For the first half of the event, Senior Vice Chancellor of Finance, John Plotts, will present on the University’s budget. The Dean will follow up SVC Plotts with a presentation on the School’s budget and the annual State of the School address.
**Associate Dean’s Report**
Associate Dean of Finance and Administration Lynda Jacobsen reported on the following items:

- **Budget**
The Dean’s Office is nearing the finalization of the current year FY 12/13 budget. Before the budget can be finalized, a few revisions must be made. We’ll begin work on the FY 13/14 this month.

- **Tuition Model**
The School is moving toward the adoption of a new tuition model. The new model could be in effect as soon as July. Under this new tuition model, the amount of state dollars will be reduced and tuition revenue will be added so that we receive the same level of support which will be known as “core funding”. When the tuition model is fully implemented, the amount of “core funding” will go up or down depending on the number of students enrolled.

**Process Review**
The School is continuing the review of administrative processes. The three areas under review include: Post-Award, HR/Academic Affairs, and Pre-award. Staff and faculty involved in these processes have given great suggestions and recommendations on how to streamline processes.

**Department Reports**

**Family Health Care Nursing**
No Report.

**Community Health Systems**
Most faculty in the department are busy writing grants.

**Physiological Nursing**
The department is in the process of hiring a couple of new faculty and attempts are being made to turn foundation grants into RO1 grants.

**Institute for Health and Aging**
None.

**Social and Behavioral Sciences**
None.

**Student Representative Report**
Student Representative, Rebecca Sedillo, reported on the following items:

- **Student Attendance of the Town Hall**
Students really appreciated the invitation to attend a Town Hall event held by administration. There is worry about a variety of issues, including the DNP, and the Town Hall gave the students an opportunity to hear information and answers to common questions.

- **Constitutional Draft**
The students are close to finalizing a new Constitution for the United Student Government. This organization will combine both the Graduate Student Association with the Associated Students of UC into one group.

- **DIVA Modules**
Students support the release of new DIVA modules. Diversity issues are important and the students are glad to hear that faculty are taking diversity at UCSF SON seriously.

- **Technology in the Classroom**
Students have raised concerns with technology in the classroom. According to reports, faculty can take almost 10 minutes to set up for lecture. Students want to know if faculty have received training or support for the classroom equipment.
Follow up on the Education Strategies Presentation
To follow up on a presentation given at the December meeting, Barbara Burgel and Jenna Shaw-Batista, continued the discussion on the Education Strategy group’s Goal #1: Develop Guidelines for Reviewing the Master’s Program and Specialties. According to Barbara, the Masters Program Council is still in the process of reviewing the guidelines and making revisions. The next step is to ask specialty coordinators for input. After discussion with the Council, Barbara Burgel requested that the guidelines go up for a vote of support at the Full Faculty meeting. The Faculty Council decided that there should be a presentation and discussion in front of the Full Faculty, but a vote is not necessary.

Merit Equity Brown Bags
Several years ago, a survey was administered to gather faculty thoughts on whether the merit and promotion process was perceived to be equitable. The results of the survey showed that faculty largely perceived that the this process is equitable, but lacked basic information on process, including an understanding of how much work is needed to go up for review, and what the process for is for disagreements in the outcomes of cases. To help address this issue, Chair Dworkin collaborated with Associate Dean Chris Miaskowski and they prepared a slide deck and conducted several brown bag presentations for tenure track and clinical faculty. This year, Dr. Miaskowski offered her time to carry out the brown bag presentations again this year. Chair Dworkin asked the Faculty Council for their thoughts. The discussion included: concern that the brown bags take a considerable amount of time and there might not be sufficient demand to warrant annual presentation rounds. Chair Dworkin then motioned for the brown bags to be done every other year, rather than every year, since there are other resources where faculty can obtain the same information. The Council agreed.

Conversation on how the Faculty Council can Support the Diversity in Action Committee (DIVA)
Chair Dworkin informed the Council that Susan Kools and Howard Pinderhughes were very appreciative of the invitation to present to the Council on the revised DIVA modules. To help aid DIVA in their effort, Susan Kools asked Chair Dworkin if she could send out a message encouraging the faculty to participate, and for the Council members to highlight the importance of the module attendance at department meetings. This will be done in January.

Discussion on the Formation of a DNP Council
With the DNP soon to be developed, the Council was asked to consider the development of a DNP Council. This Council would have a charge similar to the existing MEPN and MPC Councils. Since the DNP program does not yet exist, the Council would help to provide oversight throughout the development of the program. After discussion, the Faculty Council members agreed that a DNP Council should not be formed at this time. Faculty Council members would also like more information on the status and timeline of the DNP program.

Presentation on the Instrument for Peer Evaluations of Teaching
Abbey Alkon, member of the Education Policy Committee, presented to the Council on the Teaching Observation Program. The presentation slides are attached (Attachments 1)

Planning for Full Faculty Meeting
Council members discussed the plans for the February Full Faculty meeting. The Council would like to add the following items to the agenda: A review of the Masters Program evaluation guidelines proposed by the Educational Strategies group, and a status update on the DNP degree and timeline.

Old Business
None.

New Business
None.

The meeting adjourned at 11:00a.m

Senate Staff: