MINUTES
Friday, November 16, 2012

PRESENT: Catherine Waters (Vice Chair), Kit Chesla, Janine Cataldo, Karen Duderstadt, Yoshimi Fukuoka, Lynda Jacobsen, Zina Mirsky, Rebecca Sedillo, David Vlahov

ABSENT: Shari Dworkin (Chair), Bradley Aouizerat, Suzan Stringari-Murry

GUESTS: None

Vice Chair Catherine Waters called the meeting of the School of Nursing (SON) Faculty Council to order at 9:00 a.m. in Room N 319D. A quorum was present.

Approval of the October 26, 2012 Minutes
Vice Chair Waters motioned to approve the October 26, 2012 minutes. Council members approved.

Vice Chair’s Report
Vice Chair Waters informed the Council that all four departments have approved of the proposal to discuss Shared Governance at the November 28 "Hot Topic" meeting. In fact, after the proposal was sent out, over 30 faculty members responded with personal thoughts on shared governance in the school.

After discussing the approval of the topic, Council members requested that:
- All of the Shared Governance materials presented to the Council should be sent out to the faculty before the Hot Topic meeting.
- Chair Dworkin and Vice Chair Waters should review the faculty responses and summarize the thoughts and concerns. This summary should be used as the starting point of the meeting.
- The meeting should be focused on brainstorming and developing solutions.

Dean’s Report
Dean David Vlahov reported on the following issues:

- Suggestion for the Full Faculty Meeting Agenda
  At the upcoming Full Faculty meeting, there should be time allotted for the strategic working groups to report. A report-out period would provide the faculty an opportunity to hear about the details of the group proposals. Faculty could also give feedback.

- Midwifery Program
  The Midwifery program received word that they were approved for three years of HRSA funding. There is also a proposal to turn the Midwifery program into a self-supporting hybrid program. Under this new hybrid model, some of the courses would be online.

- Governor’s Report on Online Education
  The Governor recently released a report to UC faculty on the topic of online education. This report resulted from Gov. Brown’s attendance of the last Regents meeting. If faculty are interested in the report, please contact the Dean’s Office.
**Associate Deans Report**
Associate Dean Lynda Jacobsen reported on the following items:

- **Hiring of a New Consultant**
  The School has hired a new consultant to help evaluate the school, propose solutions and facilitate potential improvements. Using a project management based method, the consultant will offer a menu of solutions to help to streamline systems. The name of the consulting firm is Center for Project Management. This firm was selected because they have extensive experience working with UCSF and they understand the UC culture.

  The consultant firm will be evaluating several different areas of the school, including:
  - Administrative Processes
    - Gaps in HR support that resulted from the implementation of OE
    - IT support
    - Pre-award
  - The Clinical Placement Process
  - Program Support
  - Course Scheduling

  Associate Dean Jacobsen added that there is a lot of excitement around the possibilities of creating administrative efficiencies. There could also be other areas where the consultant’s facilitation could be of assistance. For example, could the consultant’s facilitation and project methods work on improving the master’s program or with the DNP proposal? When this consultation process begins, faculty will be invited to participate in the discussion.

  Finally, Associate Dean Jacobsen suggested that it would be a great to have the consultant meet the faculty at the full faculty meeting. Council members agreed.

- **Report from Dean’s Council**
  The Dean’s Council met yesterday to discuss the implementation of the MS HAIL program. A considerable amount of work must take place in a short amount of time to make the program a reality. There will be a meeting in a week to layout the project management process.

- **Budget Update**
  The school’s administration is currently working with the chairs of each of the departments to develop a budget. The goal is to have something to present to the faculty by the next full faculty meeting in February. A significant variable is the impact of Proposition 30. Information is still coming out whether or not more money will come to the University, or the school.

**Department Reports**
None.

**Student Representative Report**
Student Representative Rebecca Sedillo reporting on the following items:

- **Climate Survey** - Student Government is pushing for more students to participate in the UC Inclusion Survey. Only 10% of students have responded.

- **Approval of Bylaw Revisions**
  The proposed bylaw changes have been approved and posted to the School of Nursing’s website ([http://nursing.ucsf.edu/sites/nursing.ucsf.edu/files/NSCBylaws2012_revisionB-10-18.pdf](http://nursing.ucsf.edu/sites/nursing.ucsf.edu/files/NSCBylaws2012_revisionB-10-18.pdf)). Changes were made to improve transparency.

- **Student Government Membership**
Students have been working to coordinating membership of the Graduate Student Association (GSA) and the Associated Students of University of California (ASUC). A possibility is integrating both into one student group and having two presidents: one for clinical students and another for doctoral students.

- **Nursing Student Council Social**
  This event will be held on November 28. Faculty and Staff are welcome to join.

- **Engagement in the DNP Development Process**
  Students have a lot of questions about the development of the DNP program. To address communication, the students would like to be engaged in the DNP development process. Council members agreed.

**Senate Membership Task Force – Adding an Alternate Representative**
Jyu-Lin Chen, the current SON representative on the Senate Membership Task Force, will be unable to make several meetings early next year. To ensure that the Council has proper representation, the Council was asked to appoint an alternate representative. Member Karen Duderstadt nominated herself to fill this role. After a vote, the Council approved.

**Selection of Representatives to the DNP Task Force**
Now that the faculty have voted to approve the development of a DNP proposal, Vice Chair Waters informed the Council of the need to appoint members to two DNP working groups. The first working group is tasked with curriculum and the second group is tasked with the necessary administrative tasks. Eight faculty members have volunteered to participate on these working groups. Council members made the following recommendations:

**Recommended DNP Group Leader**
Annette Carley

**Recommended Curriculum Group Members:**
Annette Carley
JoAnne Saxe
Alice Butzlaff
Laura Wagner

**Recommended Administrative Group Members:**
Karen Duderstadt
Jyu-Lin Chen
Roxanne Garber
Mary Lynch

**Operational Excellence Survey**
Council members were briefed on the latest status of the OE survey. On November 28, Chair Dworkin will be meeting with the Faculty Council Chairs and OE administration to discuss the SON survey. After the meeting, the hope is to have a survey released to the faculty in December. The Council made no further recommendations to edit the survey.

**Faculty Governance Hot Topic**
The Council voted to move forward with a solution-oriented discussion. Council also agreed that after the hot topic discussion, administration should be informed of the outcomes so that they can follow-up accordingly.

**Space Planning**
Dean Vlahov and Analyst Artemio Cardenas gave an overview of the Space Planning committee and the new campus space policies and principles. Dean Vlahov, a member of the space committee, informed the Council that the changes would have little effect on the School of Nursing. Council members noted no major concerns with the space reforms.

**Agenda Items for the November Full Faculty Meeting**
The Council was provided a draft agenda for the November 30 Full Faculty meeting. Council members then requested the following revisions be made to the agenda;
• Move the Core Curriculum Task Force Evaluation Report from an agenda item to Old Business
  o In addition, the Council would like an email to be sent to Barbara Burgel for more information on the importance of presenting in front of the full faculty. If there is no action item that the presentation should be removed from the agenda.
• The agenda item, “Rally Working Group Update,” should be changes to “Rally Working Group Reports.” Council members want to make it clear that these are just reports and that there is no time for discussion.
• Add the agenda item, “Update on the Strategic Plan and Process,” to be given by Associate Dean Lynda Jacobsen. This item will occur before the “Rally Working Group Reports.” The focus of this item will be to articulate the difference between the strategic plan and the rally working groups. In addition there will be clarification on what is the relationship between the rally working groups and the SON’s standing committees.

Planning the Agenda for the February and May Meetings
Agenda planning for the February and May meeting was tabled by the Council for another meeting.

Old Business
None.

New Business
None.

Senate Staff:
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