Chair Catherine Waters called the meeting of the School of Nursing Faculty Council to order at 9:05 a.m. in room N-319D. A quorum was present.

Approval of the February Minutes
Council members approved of the February Minutes

Chair’s Report
Chair Catherine Waters provided the following report:

- Meetings with Campus Leadership:
  - A thank you letter was submitted to the Chancellor’s Office.
  - New Executive Vice Chancellor and Provost Dan Lowenstein is scheduled to meet with the Faculty Council on July 17.
  - Vice Chancellor of Diversity and Outreach Renee Navarro is scheduled to attend a Council meeting on June 19.

- Faculty Association Letter on the Future of Health Benefits: Recently a letter was sent out to all UC faculty by the Faculty Association outlining faculty concerns that UC will limit health care provider options to UC faculty and staff - [http://cucfa.org/healthcare-options-petition/](http://cucfa.org/healthcare-options-petition/). According to the Association’s communication, changes to the benefits program would be made in order to encourage more members to join UC Care. Council members acknowledged that they had received the letter and requested that Roberta Rehm be contacted for more information.

- Faculty Remuneration Study and Faculty Salaries: In December, it was announced that the university was considering a proposal to increase all faculty salaries. Since the initial announcement, little information has been released.

Dean’s Report
Associate Dean of Finance and Administration Lynda Jacobsen provided the Dean’s report:

- Typhon Review: The School is reviewing the Typhon system to determine whether the system can be improved or replaced. Student representative Marge Suda was acknowledged for being extremely helpful in organizing students to be able to provide feedback through the review process.

- New Finance Director: The school recently hired Cecilia Chang to serve as the new finance director. She comes from UC Berkeley and is familiar with the business and budgeting processes that UCSF uses. She will be working with department chairs to be a new finance resource.

- Review of Student Affairs Office: Associate Dean Judy Martin-Holland will be reviewing the business processes in the Student Affairs Office to determine how staffing and responsibilities
can best be organized. Once her review is complete she will issue a recommendation to the Dean.

- **Commencement:** Plans for the commencement ceremony are underway. All faculty are encouraged to attend. The keynote speaker will be Jack Rowe.

**Associate Dean’s Report**

Associate Dean of Finance and Administration Lynda Jacobsen reported on the following items:

- **Communications Director:** The search for a new Communications Director continues. This position was recently held by Phoebe Byers. Until a new person is selected, faculty are directed to contact Mattice Harris for support.

- **2015-2016 Budget:** The departments are currently formulating their proposed budgets for the next year. There should be a report on these within the next couple of months.

**Student Report**

Student representative Marge Suda informed the Council that students would like to learn more about the plan to revise the student grievance and professionalism policies. Chair Waters informed the group that Associate Dean Martin-Holland could address the status of the policies.

**Faculty Development Fund Proposal**

Senate Analyst Artemio Cardenas informed the Council that the Chairs of the Faculty Councils, Clinical Affairs and Academic Planning and Budget have all agreed to use the $91,604 allocation of the Chancellor’s Fund to develop a new Faculty and Learning Development Fund. Under this plan, the funds will be divided equally across the schools ($22,901 per school) and will give all faculty members an opportunity to participate in a broad range of development activities. These include, but are not limited to, formal training courses to improve teaching or to develop new professional skills; leadership development programs; academic and training courses; leadership programs; and external professional development consultation. Preference will be given to applications that benefit other faculty and/or the school (Attachment 1).

Faculty Council members were informed that each council will be responsible for the review of proposals from faculty of their respective school. Council members accepted the responsibility, but noted their concern with a lack of guidance for evaluation criteria. Members also noted that with the limited time for evaluations, the Council will need to form a subcommittee to evaluate the proposals. Members Naomi Schapiro, Janine Cataldo, and Catherine Waters all agreed to serve on the subcommittee that will develop review criteria and evaluate the proposals.

**Elections**

Chair Waters informed the Council members that it is now the time of the year for the Faculty Council representatives and the department chairs to start preparing for the nomination and election process for the 2015-2016 Faculty Council. Members agreed that they would go back to their departments to distribute the information.

**Emeriti Faculty Space Policy**

UCSF Campus Space Subcommittee member Brad Aouizerat was asked to solicit input from School of Nursing faculty on UC’s Emeriti faculty space policy. Upon review of the policy, Council members agreed that there should be an assessment of Emeriti space use in the departments and whether this space is being used properly. If members find out there are concerns with the allocation and use of the space, the Council can invite the department chair to attend and discuss. Associate Dean Lynda Jacobsen recommended that the members reach out to their department coordinators for the relevant space information.

**Teaching Awards**

Council members discussed ways to improve the teaching award process.
**Faculty Practice and Credentials Policy**
Co-chair of the Faculty Practice Committee, Gerri Collins-Bride, attended the Council meeting to discuss the new Faculty Practice and Credentialing Policy. Under the new policy, all faculty members with appointments greater than 51% and with clinical income will be required to be credentialed through the school. The reasoning for the policy is to ensure that all faculty members associated with the university have necessary credentialing for providing care to patients.

The implementation of the policy has been a challenge because it requires duplicate credentialing, as faculty members will now need to be credentialed through the clinic of practice and the school. To ensure compliance, the school has been working with faculty to ensure they are on track with the credentialing process. If the credentialing process has not started after numerous contacts, a message will be sent informing the faculty member that they can no longer practice at UCSF. Currently the rate of faculty compliance to the program is at 80% and the goal is to have a 100% compliance as soon as possible. Another concern with the policy is that there will be an increased amount of administrative burden to implement the program. The Faculty Practice Committee is investigating whether the work can be outsourced to the Medical Center, as they already have a unit dedicated to the function of credentialing. The Council members discussed the policy and voted to approve a motion that, when implementing the credentialing policy, there should be a focus on reducing the administrative burden on both faculty and staff.

**Status of Revisions to Student Policies**
Associate Dean Martin-Holland was asked to discuss the status of the revision of new student dismissal policies. The Council was informed that the Student Affairs Office continues to work on these policies and that there is effort underway to help to ensure that student dismissal and professionalism policies are common across all of the schools. Student representative Marge Suda asked whether students could participate in the review of any new policies. Associate Dean Martin-Holland informed Representative Suda that she should contact her office to schedule a time to discuss this issue more.

**Onboarding Process for New Faculty**
Associate Deans Martin-Holland and Dworkin will work with department chairs and their campus counterparts to devise a 1- to 2-page FAQ and resources list for new faculty.

**Department Reports**

**Community Health Systems**
- The department continues its search for a ladder rank faculty with expertise in psychiatric mental health nursing.

**Family Health Care Nursing**
- Melissa Bender accepted a tenure track position.
- A chair search will begin soon.

**Institute for Health and Aging**
- The department will be holding their second symposium. A total of 80 people are registered to discuss end of life planning.
- The department recently released the first issue of the research policy series, which will review recent faculty research. The first edition will feature Wendy Max’s aging research.

**Physiological Nursing**
- The search for a department chair is ongoing

**Social and Behavioral Sciences**
- The department is close to completing its admissions review cycle. Based on the applications received, the school is able to attract many exceptional and well-qualified individuals.
- Faculty members are having discussions regarding the recommendations of the Quantitative Taskforce. One of the recommendations is to merge the school’s two quantitative series. Any
changes would require additional resources and some faculty are not sure if a merge would be the best solution.

**Old Business**
None

**New Business**
Chair Waters informed the Council of the following items:

- The May Hot Topic session will be devoted to a review of APM 671 by Associate Dean Shari Dworkin
- There will be a CV workshop in the spring offered by Associate Dean Shari Dworkin

The meeting adjourned at 11:00 a.m.

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