Committee on Educational Policy

Annual Report 2003-04

Mike Winter, PharmD
Chair

The Committee on Educational Policy (CEP) focused on four main issues during its five meetings in the 2003-04 academic year:

- Ad Hoc Classroom Scheduling Advisory Subcommittee
- Development of a campus-wide proposal for the Responsible Conduct of Research
- Development of a "portable lecture series"
- Development of web-based teaching

Committee Chair Mike Winter also served as the Chair of the Classroom Scheduling Advisory Subcommittee and the Division representative on the University Committee on Educational Policy (UCEP). Committee members Dennis Deen and Patrick Fox co-chaired the Ad Hoc Committee that developed the proposal for the Responsible Conduct of Research.

Systemwide Issues

Unified Academic Calendar for the University of California

On June 11, 2003, UCEP communicated a recommendation on the alignment of campus calendars to the Academic Council. After nearly a year of discussion, Academic Council Chair Lawrence Pitts summarized the Council's "overwhelming" support for this proposal in a communication dated April 2, 2004 to M.R.C. Greenwood, Provost and Senior Vice President, "Aligned calendars would save the University significant resources, facilitate the best and most efficient use of fully funded summer sessions, off-campus programs, transfer and intercampus cooperation, and further the educational mission of the University." [http://www.universityofcalifornia.edu/senate/committees/council/calendaralign.pdf or **Appendix 1**]

However, Annik Hirshen, Policy and Legislative Coordinator, University of California, Office of the President, spoke with Division Registrars about the idea of aligning academic calendars. In her report to Dennis Galligani, Associate Vice President, Student Academic Services, Hirshen wrote that, "The Registrars voiced strong opposition to the idea and outlined several of their concerns about trying to align the calendars, including already existing disparities among the campuses regarding the length of finals, closure (or not) over winter break, the timing of graduation, and the processing of grades." This item is still under discussion at UCEP.

UCSF's Committee on Academic Planning and Budget (APB) is also interested in imposing a year-long calendar in order to promote cost-savings across all Schools at UCSF. Chair Winter met and discussed this proposal with APB. APB expressed concern that the variation in each of the School's academic calendars prevents students from taking electives cross-schools. However, until the Student Information Systems (SIS) group implements Resource 25 (see below), it will be extremely difficult to coordinate a common campus calendar.

Senate Regulation 544

Senate Regulation 544 allows students to enroll simultaneously in courses on University campuses other than their "home campus" as well as summer courses not on their "home campus." At UCSF, the practice has been to allow only graduate students to take part in this intercampus exchange. Chair Winter contacted the Office of Admissions and Registrar, requesting that they update the form and website containing this information [http://saawww.ucsf.edu/graduate/concur.htm]. To date the OAR web site still lists only graduate students as being eligible for intercampus exchange.

C a m p u s w i d e   I s s u e s

Internet-based Course on "Responsible Conduct of Research"

Over the past two-years, a Subcommittee of the CEP developed a proposal [**Appendix 2**] to implement a web-based training program, "*UCSF Responsible Conduct of Research (RCR) Training Program*", which would provide mandatory training for incoming post-doctoral fellows (approximately 200 per year) as well as new and junior faculty. The RCR Training Program would be a single, online course (WebCT) accessible to students at any time, and would cover areas such as research misconduct; data management; use of animal subject; use of human subjects; conflicts of interest and commitment; authorship; publication and peer review; collaboration, mentoring and professional conduct (including issues related to sexual and professional harassment). The Committee believes that while some elements of the course content may already be covered in other training or courses currently provided at UCSF, this program would assure the provision of *comprehensive* training to future scientists and researchers.

National organizations, such as the Institute of Medicine (IOM) and the National Institutes of Health (NIH) have moved firmly to address biomedical research misconduct, and government regulation may be forthcoming if educational institutions do not begin to establish adequate RCR training programs. While the targeted audience is initially narrow during the roll-out phase, CEP believes that this type of training could serve as a template for future expansion to the broader UCSF scientific and professional community. Implementation of this training can serve to identify UCSF as a leader in scientific integrity in the conduct and reporting of research, and the training may prevent the cost of misconduct to the campus in the future.

The Subcommittee met four times during 2003-04. After completing its draft of the proposal, the Subcommittee met with the full Committee on Education Policy to elicit feedback and receive approval. Special appreciation was given to Subcommittee co-chairs Dennis Deen and Patrick Fox for spearheading this effort. On June 8, 2004, the proposal was submitted to the Academic Senate's Coordination Committee for comment and approval.

Classroom Scheduling Advisory Subcommittee

CEP created the Classroom Scheduling Advisory Subcommittee (CSAS) in November 2002 as an outgrowth of issues raised during the Symposium of Leaders in May 2002, which focused on the Integration of and Allocation of Resources and Distance Learning. CSAS helps channel and express frustration and concern among faculty across campus about the need to drastically improve classroom scheduling, the poor condition of many classrooms at UCSF, and the development of recommendations to improve the Office of the Registrar (OAR).

The Subcommittee is composed of representatives from all four schools, the CEP, and several representatives from the Graduate Division/Registrar in order to enable committee effectiveness around identification of and resolution of issues related to classroom scheduling and maintenance. The priorities of the CSAS are to (1) identify improved policies and procedures for classroom reservations; (2) streamline the process of reserving classroom space; (3) identify mechanisms to improve classroom maintenance and (4) create an academic year-long calendar for core courses and events.

The Subcommittee has faced many challenges in its attempt to make progress, in particular the distinct and separate processes used by each of the schools to develop curriculum without any central coordination[1]. New courses and course changes are driven by individual faculty members who are not directly responsible for class logistics and who often seek scheduling based on their own professional and personal needs, rather than actual availability of space. Moreover, each school has flexibility in setting its own academic calendar, which result in a variety of "dates of instruction."

In 2003-04, the CSAS worked to update its "Classroom Demand Survey" which shows supply versus demand for classroom space by hour/day/week. Early analysis of the database indicated a lack of classroom space during peak times. However, the database has since suffered from a file corruption, and Resource 25, which would circumvent the need for this database, has not been implemented (see below). Without these analytical tools, CSAS attempts to resolve scheduling conflicts are hindered.

Once CSAS can accurately determine space limitation during peak classroom times, it proposes sending a communication to each of the School's deans and faculty councils that outlines under-utilized time slots that can be used for new courses. The intention is to encourage faculty to utilize the full day and week for scheduling purposes, and to consider which courses might be able to move from peak times to alternate time slots. Students will also need to adjust to full-day schedules during which their classes may not be offered in contiguous blocks of time.

> **Resource 25**
> Resource 25 is an application that was purchased by the Graduate Division/Registrar's Office, which has not been fully implemented at UCSF. This application is used by many educational institutions across the country to manage classroom scheduling, course calendars, and space assignments. It includes a searchable interface that allows users to locate available space by date and time, and improves overall coordination of the academic calendar.

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[1] The Academic Senate's Committee on Courses of Instruction does review individual courses for the campus catalog, but does not consider scheduling as part of its purview.

OAR purchased R25 in the spring of 2003, initially scheduling its launch by fall 2003 with the expectation that users could begin scheduling winter 2003 classes online. The Student Academic Affairs (SAA) Student Information Systems (SIS) group was charged with implementation. However, it soon became clear that SIS would not meet the implementation timeline. In response, the CSAS requested that SIS develop a new timetable. Under this new timetable [**Appendix 3**] users were to be trained in September 2003, the system was to "go live" in October 2003, and fine tuning of the scheduling environment was to be achieved in November 2003. Subsequently, SIS cancelled training for R25 without development of a new timeline for implementation and training.

The CSAS still supports the implementation of R25 and urges that it be beta-tested on campus. R25 would improve the coordination of an overloaded classroom scheduling system while also enabling the four schools to develop a common yearlong calendar, thus aligning UCSF with systemwide efforts to create a yearlong University calendar.

Development of Web-Based Teaching
In response to a request for suggestions by David Teitel, MD, former Chair of CEP, and participant in the Center for Informational Technology Advisory Group, the CEP recommended the RCR Training Program be developed for WebCT. As such, the RCR Training Program has been developed as a WebCT course.

Task Force on the Creation of the Department of Bioengineering
Committee member Richard Shafer, PhD, represented the CEP on the Task Force on the Creation of the Department of Bioengineering, created by Division Chair Len Zegans. Shafer reported at the November 11, 2003 meeting that the Task Force submitted its recommendations to Chair Zegans in a communication dated September 10, 2003 [**Appendix 4**]. Review of the proposal was enthusiastic and favorable, despite specific concerns raised about the availability of funding for a new department given severe UC budget limitations.

Development of a "Portable Lecture" Series
Due to a lack of faculty interest, Chair Winter and Subcommittee on the Portable Lecture Series Chair Rebecca Turner, PhD, decided to not to take further action on this initiative.

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Issues for consideration in the 2004-2005 academic year include:

- Identification of Funding and a Plan for the implementation of the internet-based course on *Responsible Conduct of Research*

- Reinvigoration of the sub-committee on classroom scheduling

- Review, discussion, and comment on the Health Sciences Institute Planning Group's proposal for a "Health Sciences Education Institute."

Respectfully submitted,

Committee on Educational Policy

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A p p e n d i c e s

Appendix 1:   Communication from Lawrence Pitts, Chair, Academic Council, to MRC Greenwood, Provost and Senior Vice President, regarding Alignment of Campus Calendars (4/2/2004)

Appendix 2:   CEP Proposal for a UCSF Responsible Conduct of Research (RCR) Training Program (5/25/2004)

Appendix 3:   Resource 25 Implementation Timeline (9/5/2003)

Appendix 4:   Communication from Task Force Reviewing Creation of Department of Bioengineering to Leonard Zegans, Chair, UCSF Academic Senate (9/10/2003)