# Committee on Educational Policy

## *Annual Report 2004-05*

## Dennis Deen, PhD
## Chair

The Committee on Educational Policy (CEP) met nine times as Committee and augmented its work through the formation of several sub-committees, which met 4 times during the year.  The Committee also regularly used email communications to continue its work in between meetings. The Committee focused on four major campus wide issues during the 2004-05 academic year. The issues considered by the CEP were as follows:

- Responsible Conduct of Research Proposal
- Classroom Scheduling and the Re-Appointment of Classroom Scheduling Advisory Committee
- Evaluation of Teaching Facilities at the University of California, San Francisco (UCSF)
- University Health Science Institute Proposal

Several presentations were made to the CEP by key administrators within UCSF community and CEP committee representatives regarding campus wide issues. The presentations that were made are as follows:

- Plan for Online Grading
- Task Force to Review Name Change of Two Departments in School of Dentistry –this was not really a presentation.  Rather, it was an activity that the committee participated in.
- Copyright Issues for Web Based Courses
- Information Technology
- National Peer Review of Digital Learning in the Health Sciences Presentation

Committee Chair Dennis Deen served as the CEP representative on the Coordinating Committee and worked in collaboration with the Chair of Committee on Courses of Instruction (COCOI) and administration within the School of Nursing to establish the Unit Variable Calculation Policy which is currently being used by COCOI to review courses. Vice-Chair Sanchez served as the representative on the University Committee on Educational Policy (UCEP).

## *Systemwide Issues*

***University of California, Davis Proposal to Reconstitute the Division of Biological Sciences as the College of Biological Sciences***

The University of California (UC), Davis submitted a proposal to change the name of the *Division of Biological Sciences* to *College of Biological Sciences*.  The faculty at UC Davis conducted a vote on the name change and the results where 157 to 146 in favor changing the Divisions name. At the beginning of the academic year, the faculty presented a 30 page report justifying the name change to the UCEP. However due to the large split in the faculty vote and a lack of pertinent information on several issues, the UCEP sent it back to the UC Davis administration for more information. At the February 7, 2005 meeting of the UCEP the name change was approved after much deliberation.

### *California Science and Math Initiative*

Governor Schwarzenegger announced that he will be instituting a new state wide program entitled California Teach.  The goal of the program is to train 1,000 credentialed math and science teachers per year by the year 2009. Recruitment will start at the undergraduate level.  Hewlett Packard, Apple Computers, and Pacific Gas and Electric will provide monetary support for summer math and science institutes at various campuses for program participants.

### *Issues under Consideration Due to Budget Cuts at the State Level:*

The budget reduction that UC is operating under will require the UCEP to redefine educational policy at the state level.  Issues which were under consideration by the committee included:

- Determining how much leeway should be given to students who continue to attend courses even though they are unable to pay for the courses because of financial difficulties.
- Finding ways to decrease the size of writing classes for entering students from 20 -23 down to the national average of 15.
- Creating a system wide library to improve purchasing power for UC, encourage sharing amongst the campuses and reduce purchasing redundancy by individual campuses.
- Reducing the percentage of high school students that are guaranteed entrance into University of California from 14% to 12.5%.
- Introducing a Subject A Math requirement for admittance into University of California to ensure that entering students are competent in math before being admitted.
- Currently UC has the highest faculty to student ratio in the nation. UCEP is considering ways to achieve reduction of the current ratio from approximately 1:20 to 1:17.
- Increasing the tuition for students who stay enrolled in programs past the estimated program completion date and for students who enroll in a double major.

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

### *Responsible Conduct of Research Proposal*

Over the past two-years, the CEP developed a proposal  to implement a web-based training program entitled the *UCSF Responsible Conduct of Research (RCR) Training Program*[**Appendix 1**], 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 subjects; 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.

On June 8, 2004, the proposal was submitted to the Academic Senate's Coordinating Committee for comment and approval. The Coordinating Committee unanimously endorsed the Committee's proposal. Chair Deen, working in conjunction the Office of the Academic Senate, created a communication that was sent to Division Chair Len Zegans and Senate Academic Planning and Budget (APB) Committee Chair, David Gardner, to request that the Senate formally transmit a funding request totaling $65,037.00, to the Chancellor's Executive Budget Committee to provide permanent funding to implement the Responsible Conduct of Research (RCR) Proposal. [**Appendix 2** & **3**]. APB unanimously endorsed the committee's proposal.

In April 2005 Chair Deen made a presentation to the Executive Budget Committee on the RCR proposal. At this meeting, Executive Vice Chancellor Eugene Washington stated that he believed the proposal was critical. The RCR has been recommended for funding by the Senate's Academic Planning and Budget Committee and the Executive Budget Committee.  Pending the awarding of funding from the Budget Office, Chair Deen has been working with Ara Tahmassian, Associate Vice Chancellor, Office of Research, to discuss the implementation of the RCR. AVC Tahmassian has asked Chair Deen to assemble a group of educators to discuss the practical aspects of implementing the program. Chair Deen anticipates that the committee will serve as the starting point for other administrative committees that will be responsible for getting the RCR off the ground and that the committee may be in place for several years to come.

### *Classroom Scheduling and the Re-Appointment of Classroom Scheduling Advisory Committee*

The issue of classroom scheduling has continued to be a serious problem for educators at UCSF. In a continuing effort to address this on-going problem, Chair Deen, Vice-Chair H. Sanchez, Tamara Maimon, Director of the Academic Senate and Janelle Green, Senate Analyst met with the newly appointed Registrar Doug Carlson, Office of Admissions and the Registrar to discuss the problem [**Appendix 4**]. Registrar Carlson stated that he planned on addressing the issue by hiring an Associate Registrar to handle the scheduling problems by Winter 2005.  According to Registrar Carlson the Associate Registrar would be responsible for implementation of Resource 25. Dr. Deen was asked to serve on the committee that is interviewing candidates for this position, and the interview process has begun.

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. Chair Deen extended Registrar Carlson a permanent invitation to meet with the CEP to provide updates on the progress being made in this area.

In 2003-04 CEP created the Classroom Scheduling Advisory Subcommittee 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. Chair Deen reappointed this committee to work as an advisory group that the Registrar could utilize as he attempted to improve the classroom scheduling issues at UCSF.

*Evaluation of Teaching Facilities at UCSF*

The Teaching Facilities Subcommittee (TFS) was appointed to determine what the current classroom availability is at all UCSF sites and what plans exist for creating new teaching facilities. The TFS was chaired by Richard Shafer. Sergio Baranzini, Patrick Fox, Art Miller served as members. This year the committee worked primarily to:

- Develop a list of the major classroom facilities on the various campuses that included what rooms are available for use and who is available to use them.
- Find out what the official plans for the various construction and remodeling projects are for the various buildings on campus (i.e. Tolland Hall, U-456, U458, and Radiobiology).
- Determine the affect that Stem Cell Research Funding will have on pre-existing plans for facility development.
- Develop several policy scenarios that would address the "ownership" culture amongst the Schools in order to provide greater access to the classrooms and conference rooms throughout the campuses.

The subcommittee met with Assistant Vice Chancellor Lori Yamauchi, who is in charge of campus planning, to discuss the future plans for UCSF teaching facilities [**Appendix 5**]. Asst. V.C. Yamauchi provided the Senate Office with several reports which have been created over the years regarding campus planning.  These reports were distributed to all members of CEP.  A copy of the report is available in the Office of the Academic Senate. While there have been several discussions and reports generated by key administrators on campus development, none of the reports have included consideration of a viable plan for new teaching/educational facilities.

Based on the materials provide by Asst. V.C. Yamauchi, the subcommittee generated a report on the educational facilities at UCSF which included recommendations that would facilitate a more global UCSF view of educational facilities, so that planning occurs with all campus sites considered [**Appendix 6**]. The report was endorsed by the CEP and forwarded on to the Coordinating Committee with a formal communication suggesting that the report serve as the basis of a Senate wide Task Force [**Appendix 7**].

*Health Science Institute Proposal*

In 1999, the Academic Senate of the University of California created an ad hoc Health Sciences Education Committee (HSEC) to review the health sciences programs and to suggest ways to enhance innovation, and to increase the efficiency and effectiveness of educational activities.  Professor Len Zegans of the UCSF School of Medicine served as the chair of this multi-campus committee. The findings of the HSEC included the recommendation for the establishment of a University of California Health Sciences Education Institute.  As a result of this recommendation, Professor Michael Drake, Vice President for Health Affairs in the office of the president of the University of California, appointed a multi-campus Health Sciences Institute Planning Group (HSIPG), chaired by Dr. Michael Wilkes of the UC Davis School of Medicine to further consider implementation of the recommendations of the HSEC.

At the request of UCSF Division Chair Leonard Zegans, Chair Deen appointed a Subcommittee - Health Science Institute Subcommittee (HSI) to review the Health Sciences Institute Planning Group (HSIPG) report to determine the feasibility of the proposed model, provide an evaluation of the concept of sharing resources amongst the five UC Health Science campuses, and to identify how the proposal might benefit the UCSF

campus. The Health Sciences Institute Planning Group (HSIPG) TFS was chaired by Committee member Lynn Verhey.  Mitch Feldman, Margaret Wheeler and Henry Sanchez served as members.

The subcommittee generated a report that provided recommendations on how the Health Science Institute could be implemented at UCSF [**Appendix 8**]. The report was endorsed by the CEP and forwarded on to the Coordinating Committee with a formal communication [**Appendix 9**].

### *Plan for Online Grading*

Doug Carlson, Registrar, Office of Admissions and the Registrar made a presentation to the committee on the Plan for Online Grading. [**Appendix 10**]. The Student Information Systems and the Office of Admission and the Registrar developed a web-based faculty portal that will allow UCSF faculty to report grades for their courses on line. The system is designed to "save faculty and staff time, eliminate a paper process, improve accuracy, maintain and potentially increase security, and speed students' access to their grades and the production of transcripts. The Office of the Registrar conducted four training sessions to orient faculty members to the new system. To date over 150 faculty members have enrolled to use the system. The Office of the Registrar is currently looking into ways to maintain and increase the security of the system.

### *Task Force to Review Name Change of Two Departments in School of Dentistry*

Committee member Sharad Jain, Associate Professor in the School of Medicine was asked to sit on the Task Force to Review the proposed Name Change of Two of the Departments within the School of Dentistry as a representative from the CEP. A thirty page document was submitted to for review. Based on the information provided, the Task Force approved the name change.

### *Copyright Issues for Web Based Courses*

Karen Butter, University Librarian and Gail Persily, Associate Director of Informatics Education/Center for Instructional Technology (CIT) made a presentation on copyright issues facing the students, faculty and staff at UCSF [**Appendix 11**]. Two of the major issues facing UC on a systemwide basis are:  1) how to impress upon students, faculty and staff the importance of following copyright law regarding the fair use of online materials, and 2) determining who owns the copyright of online courses utilized by the respective campuses.
The systemwide Information Technology and Telecommunications Committee is considering ways of disseminating information regarding copyright issues to the UC population.  Gail Persily and the staff of the CIT will be looking into ways of making copyright information more available at UCSF.

### *Information Technology*

Jonathon Showstack, Academic Information Technology (IT) Coordinator, Office of the Executive Vice Chancellor made a presentation on what he hopes to accomplish in his new position as Academic Information Technology (IT) Coordinator in the Office of the Executive Vice Chancellor.  He will be responsible for developing strategic plans to facilitate and support faculty use of information systems and technologies in their research and teaching activities.  Dr. Showstack indicated that he will work with the CEP on any IT issues within the purview of his new position.

### *National Peer Review of Digital Learning in the Health Sciences Presentation*

Committee member Sergio Baranzini, Assistant Adjunct Professor in the School of Medicine made a presentation on the National Peer Review of Digital Learning in the Health Sciences workshop which he attended on behalf of the CEP.  He reported that an Ad Hoc Council has been formed to explore the implications of rewarding and acknowledging teachers who participate in research and make their curricula available via an electronic medium to the academic community at large. The goal is to make the online publication of research materials as valuable a consideration in the promotion process as traditional means of publishing.  By involving faculty in the peer review of these materials, the Ad Hoc Council hopes to ensure the high quality of materials submitted for online dissemination.

## *Issues to Consider in 2005-06*

Issues for consideration in the 2005-2006 academic year include:

- Recommended formation of UCSF Senate Task Force to address Educational Space Issues at UCSF

- Continued Monitoring of the Planned Implementation of Resource 25 by the Registrar

- Implementation of the Responsible Conduct of Research Program at UCSF

- Recommended formation of Senate Task Force to address the Proper Use of Copyrighted Materials

Respectfully submitted,

**COMMITTEE ON EDUCATIONAL POLICY**

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## *A p p e n d i c e s*

Appendix 1:   CEP Proposal for a UCSF Responsible Conduct of Research (RCR) Training Program (5/25/2004)

Appendix 2:   Communication from Committee on Educational Policy to the Committee on Academic Planning and Budget (11/18/2004)

Appendix 3:   Proposed Budget Responsible Conduct of Research Proposal (11/18/2004)

Appendix 4:   Registrar Meeting Notes (10/12/2004)

Appendix 5:   Teaching Facilities Subcommittee Meeting Notes (03/16/2005)

Appendix 6:   Educational Facilities Subcommittee Report (06/07/2005)

Appendix 7:   Communication from Committee on Educational Policy to Coordinating Committee (06/09/2005)

Appendix 8:   Health Sciences Institute Report (06/13/2005)

Appendix 9:   Communication from Committee on Educational Policy to Coordinating Committee (06/09/2005)

Appendix 10:   Plan for Online Faculty Grade Reporting (11/23/2005)

Appendix 11:   Course Web Sites and Copyright Overview (01/25/2005)