

Committee on Rules & Jurisdiction

Marek Brzezinski, MD, PhD, Chair

MINUTES

October 20, 2015

PRESENT: Marek Brzezinski (Chair), Linda Angin, Mark Seielstad

ABSENT: Dorie Apollonio, Michele Bloomer, Sheila Brear, Doug Carlson, Jae Woo Lee, Katherine Yang

The Rules & Jurisdiction Committee (RJC) was called to order by Chair Brzezinski on October 20, 2015 at 10:05am in room U-506. A quorum of five was not present. Business handled during the meeting will be circulated afterwards for approval by those not in attendance. Several members not in attendance had provided feedback prior the meeting; that input will be incorporated into Communications.

Minutes from the September 2015 RJC meeting were reviewed and will also be circulated for approval via email following the meeting.

Chair's Report

None.

Discussion of UCSF Bylaw 130 Coordinating Committee, Section A. Membership and Section B. Duties (Attachment 1)

Pursuant to Division Bylaw 120(B)(5), the Rules & Jurisdiction Committee (RJC) reviewed and discussed interpretation of *SB 130 Coordinating Committee, Section A. Membership and Section B. Duties*. This was in response to a request in fall 2015 from Academic Senate Executive Director Todd Giedt.

Director Giedt asked RJC to examine the bylaw for clarification on quorum (SB 130A) and on role of students or student guests at the meeting (SB 130B).

On SB 130A, there was concern over the current size and membership of the Coordinating Committee, and what constitutes a quorum for voting purposes. For instance, the current membership lists not only committee chairs and faculty council chairs, but also administrators, divisional representatives and alternate representatives to the systemwide Assembly of the Academic Senate, and representatives to systemwide committees for which there is local corresponding committee.

For SB 130B, there existed questions on compliance and history of hosting a joint meeting with students or student representatives. Historically, RJC members found this bylaw has been satisfied by hearing reports at Coordinating Committee from the Chair of Graduate Council or the Faculty Councils, all of whom either have a permanent student representative on the council or regularly hear reports from students.

The current bylaw in question reads:

130. Coordinating Committee

A. Membership: This Committee shall consist of the Chair, Vice Chair, and Secretary of the San Francisco Division, who shall act as the Chair, Vice Chair, and Secretary respectively, of the Committee; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; the Chair of the Graduate Council of the San Francisco Division; and each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the Divisional Parliamentarian; the previous Chair ex officio; and the Vice Chancellor for Academic Affairs, ex officio. [Am 9 Dec 71, 23 Mar 72, 1 Sep 03]

B. Duties:

To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.

To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to a joint meeting of the Coordinating Committee or a subcommittee as appropriate. [En 12 Mar 70]

To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.

To perform such other duties not assigned by the Bylaws of the Division to other committees.

Outcome

Following discussion, RJC members summarized as follows:

For SB 130A, it was the intent of Rules & Jurisdiction Committee (RJC) to simplify and clarify membership for a committee, which serves as the executive council of the Academic Senate. Reducing the membership to a manageable number will also facilitate quorum for those occasions when the Coordinating Committee votes policy for the campus. With its present size, it isn't feasible to reach quorum.

RJC based its decision on discussion of working and non-working committee members, as well as advisory and consultant committee members, as defined by The Standard Code of Parliamentary Procedure, Sturgis (pg. 178).

Therefore, RJC proposes to:

- Limit Coordinating Committee membership (for the purposes of quorum) to the Chair, Vice Chair, Divisional Parliamentarian, and Secretary; the Chair of each of the other standing committees of the San Francisco Division; the Chair of each Faculty Council; and the Chair of the Graduate Council of the San Francisco Division.
- Divisional representatives (and alternate representatives) to the systemwide Assembly of the Academic Senate, as well as divisional representatives to systemwide committees for which there is no local counterpart, shall become advisory committee members. Finally, administrators (Deans) shall become consulting members.

- Neither advisory nor consulting members shall possess a vote, and as such, aren't counted in quorum for the committee. These changes would bring committee membership to twenty-five, and quorum to thirteen.
- RJC members also recommend editorial changes to correct titles or clarify membership:
 - The current SB 130A mentions a Vice Chancellor for Academic Affairs. No such position exists at UCSF; instead the campus has a Vice Provost for Academic Affairs.
 - While it has been the Divisional practice to consider the Graduate Dean amongst the School Deans on the Coordinating Committee, it hasn't been explicitly mentioned in the bylaws. RJC members have corrected this by adding "the Graduate Dean" to *SB 130A. Membership*.

Separately, for SB 130B, RJC members recommend:

- Minor editing to remove mention of a "joint meeting" or a "subcommittee". Such representatives should report directly to members of the Coordinating Committee.

Combined, these edits shall read:

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Advisory committee members include the Divisional Representatives to the Assembly and the alternates, and Divisional Representatives to UC Systemwide Committees without local counterpart committees.

Consultant committee members are respective Deans who by the Academic Senate Bylaw 50(C) serve as ex officio members of the Graduate Council or the Faculty Council of a School in the San Francisco Division, respectively.

Ex officio committee members include the previous Senate Chair and the Vice Provost for Academic Affairs. ~~each Dean who by Academic Senate Bylaw 50 (C) is an ex officio member of the Faculty Council of a School of the San Francisco Division; the Divisional Representatives to the Assembly and the alternate; the Divisional Parliamentarian; the previous Chair ex officio; and the Vice Chancellor for Academic Affairs, ex officio.~~ [Am 9 Dec 71, 23 Mar 72, 1 Sep 03, 20 Oct 2015]

B. Duties:

To study the policies, actions, and reports of the standing committees of the San Francisco Division and communicate to these bodies such information as may, in its judgment, serve to coordinate them and to promote harmony and efficiency in the conduct of their work.

To maintain liaison with students in parallel areas of interest via the official student body organizations recognized by the Division. It shall invite representatives or agencies of those organizations to ~~a joint meeting of the Coordinating Committee or a subcommittee~~ as is appropriate. [En 12 Mar 70, **Am 20 Oct 2015**]

To study the need for legislation by the San Francisco Division and from time to time recommend, through the Committee on Rules and Jurisdiction, such legislation as it may deem necessary or desirable.

To perform such other duties not assigned by the Bylaws of the Division to other committees.

Discussion of R&J Portion of the 2015-2016 Chancellor's Fund

The Rules & Jurisdiction Committee has put forth a draft proposal for \$80,000 to explore development of a "one-stop shop" website similar to Family@UCSF but focused on Faculty@UCSF. The intention would be to have this site be searchable via Google – and upon it becoming the go-to site for faculty information, then move it into MyAccess in several years.

As faculty are increasingly being asked to handle what previously administrative assistants would handle for them, information for faculty should be consolidated into one location to assist them in finding it quickly and in a manner that provides clear direction or next steps. The UC Berkeley site "Cal Answers" (calanswers.berkeley.edu) is one such example.

Finalizing the proposal will be on the agenda for the November and/or December 2015 meeting. Analyst Cleaver will discuss with both UC Berkeley and UCSF IT Development Group prior to those meetings so as to better inform the committee about potential next steps.

Old Business

None.

New Business

None.

Chair Brzezinski adjourned the meeting at 10:35am

Academic Senate Staff:

Alison Cleaver, Associate Director;

alison.cleaver@ucsf.edu; 415/476-3808