

## **DRAFT School of Medicine Faculty Council**

**Tim Kelly, MD, Chair**

### **Minutes**

**Thursday, October 13, 2015**

**PRESENT:** Tim Kelly (Chair), Renee Binder, Thomas Chi, Matthew Haight, Robert Hiatt, Jialing Liu, Hope Rugo, Reza Vagefi

**ABSENT:** Lydia Zablotska (Vice Chair), Robert Baron, Marcelle Cedars, Cynthia Curry, Susannah Cornes, Catherine Lucey, Dana Rohde, Talmadge King

**GUESTS:** None

Chair Tim Kelly called the Faculty Council meeting to order at 3:30 p.m. in room MH-2110. A quorum was present.

### **Approval of June Minutes**

Council members approved of the June Minutes.

### **Chair's Report**

Chair Kelly reported on the following items:

- **Introductions:** Chair Kelly welcomed all of the new and returning members of the Faculty Council. All members introduced themselves to the group.
- **Review of 2014-2015 Annual Report:** Chair Kelly reviewed the 2014-2015 Annual Report. He reviewed the issues the Council addressed last year, and the issues that will be addressed in the upcoming year.

### **Senate Analyst Report**

Senate Analyst Artemio Cardenas reported on the following items:

- **Division Meeting:** Last May, the Academic Senate held its bi-annual Division meeting. While all UCSF faculty members were notified of the event, only a handful of attended. As a result, the Chancellor and several of the campus leaders gave presentations to a very small audience. To have better attendance at the next meeting, all faculty are encouraged to attend the next Division meeting on January 28. Reminders will be submitted to Council members throughout the year.

### **Chancellors Fund**

Last year, the Chancellor announced that he would be awarding the Academic Senate with an annually re-occurring fund of \$500,000. The aim of the fund would be to benefit faculty life. After receiving the funds in the spring of 2015, the Senate decided to break up the Senate committees into five clusters and divide the funding equally. After further discussion amongst the Senate, a decision was made to allocate \$22,901 of the Chancellor's fund to the School of Medicine for Faculty Development activities. The total fund was doubled to \$45,802 when Interim Dean Bruce Wintroub agreed to match the funds. The call for proposals went out in April and by the deadline in June, the Council had received almost 33 applications requesting over \$120,000.

With the start of the 2015-2016 academic year, the Senate must once again decide what to do with the funding. Faculty Council members were provided three options:

- Continue with the Faculty Learning and Development Fund

- Provide another idea for the Academic Senate to consider
- Opt out from the Chancellors Fund discussion and decision-making process

Council members agreed that the Faculty Development program should continue, but there should be improvements made to the programs evaluation criteria. Members agreed to keep the same funding statement from the previous year, "The funds are intended to 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."

Members discussed and decided to add the following additional eligibility guidelines:

1. UCSF faculty appointment must be at 50% or greater
2. UCSF faculty appointment must be within five years or less
3. Awards are limited to \$5000
4. Applicants may only receive one full or partial grant every 3 years.
5. Applicants must provide a detailed description of how the activity will benefit their career. Proposals should not surpass 2 single-spaced pages. Supporting documentation does not count towards the page limit.
6. Applicants must prove that funding does not currently exist for the opportunity

Finally, members agreed to hold off on further discussion until December when the Council will receive all feedback from the 2014-2015 award winners. The goal is to have the call for proposals out by late winter, early spring.

### **Faculty Council Support**

Chair Kelly informed the Council that in order to ensure that all faculty constituencies are represented on the Council, it is imperative that the group has all of the necessary technology to facilitate high-quality phone and video-conferencing. Currently, the Academic Senate Office has to compete with other campus organizations and departments for the limited number of classrooms. Some of these classrooms do not have the necessary phone or videoconference hardware to conduct a meeting.

Chair Kelly believes that SOM Faculty Council and the Academic Senate should be provided with the best available resources to ensure that the Senate can effectively conduct its work. As a result, Chair Kelly and the Faculty Council would like request that the campus administration provide the Academic Senate with access and rights to a conference room on campus that has all of the adequate video conferencing and presentation equipment. This would reduce the Senate's reliance upon classroom services and make the Academic Senate's business much more efficient. Chair Kelly proposed that the SOM Faculty draft a communication requesting better support for the academic senate. Council members agreed. A communication will be sent to UCSF Division Chair Ruth Greenblatt.

### **Agenda Planning for the 2015-2016 Academic Year**

Chair Kelly asked members if they had any topics or issues that they would like the Council to address in the upcoming year. Council members provided the following ideas:

- Faculty Council Promotion and Engagement: Council members would like to promote the Faculty Council so that all members of the school understand that they can have their voice heard.
- Human Resource Issues
- Data Center Migration
- Salary Cap Issues

### **Mission Hall Post-Occupancy Survey**

Council members reviewed the draft of the Mission Hall Post-Occupancy study. Members commented that the survey is still too long, and if left in its current state, the length of the survey may discourage participation and response rate. Nevertheless, members agreed that the priority is to send out the survey as soon as possible as the Senate and campus leadership need evaluation data sooner rather than later.

**Old Business**

None

**New Business**

None

Chair Kelly adjourned the committee at 5:00pm.

Senate Staff:

Artemio Cardenas; Senate Analyst;

Artemio.Cardenas@ucsf.edu; 415/476-4245