

DRAFT School of Nursing Full Faculty Meeting

Janine Cataldo, RN, PhD, FAAN, Chair

MINUTES

Friday, May 13, 2016

Chair Janine Cataldo called the meeting of the School of Nursing Full Faculty meeting to order at 1:00 p.m. in room N-217. A quorum was present.

Approval of the Consent Calendar

Faculty approved of the May Consent Calendar. Minor revisions were submitted to staff.

Approval of Minutes

Faculty approved of the February Full Faculty minutes.

Chair's Report

Chair Cataldo reported on the following items:

- **Chancellors Council Meeting:** The Chancellors Council is a campus-wide group that consists of representatives from the faculty, student and staff groups. This meeting is held quarterly and is intended to be a forum where campus community members can discuss top issues with the Chancellor. At the last meeting, there was a report from the Campus Life Services on the future of transportation at UCSF. Some of the new changes include:
 - **Investment into the Grey and Red Lines:** The two most used shuttles in the UCSF system are the Grey and the Red. To ensure reliability, the transportation department is working on a strategy to devote more shuttles to the most popular lines during peak commute times.
 - **New Shuttles:** The campus is purchasing new all-electric buses to replace the aging shuttle fleet. The first bus will be delivered in 2017.
 - **Transportation Infrastructure:** The campus will be installing additional bicycle parking, a scooter-share station and more car-share spaces.
- **New Faculty Council Chair for 2016-2017:** Faculty Council Vice Chair Audrey Lyndon will become the chair of the Faculty Council starting on September 1. Due to a scheduled sabbatical in 2017, Audrey will need to step down on December 31 and fellow department colleague Abbey Alkon will take the chair position for the remainder of the academic year.

Dean's Report

Dean David Vlahov reported on the following items:

- **Family Department Chair Search:** The search for the next chair of the Family Health Care Nursing department continues. Until a new chair is named, Kit Chesla will continue as interim chair. The Dean thanked Kit for her service.
- **Physiological Nursing Department Chair Search:** Meg Wallhagen has been the interim chair of the Physiological Nursing department. Faculty Council Chair Janine Cataldo will soon become the new chair of the department. The Dean and faculty in attendance thanked Meg for her service and congratulated Janine on the new position.
- **Doctorate in Nursing Practice (DNP) Update:** The UCSF Academic Senate has approved of the school's DNP degree proposal. The proposal will now go on to the Provost and Chancellor for

review. Once approved, the proposal will go to the systemwide Academic Senate and President for final review and approval.

- Meeting with President Napolitano: Last month, the four deans of the UC schools of nursing met with the president. The purpose of the meeting was to provide the deans with the opportunity to outline the significant fiscal and policy challenges that the schools face. This meeting was an achievement because it marked the first time that the UC president has met with all deans to specifically discuss the state of nursing education. The dean believes that with the recently released UC SON white paper and the president's new understanding of challenges, progress on policy reforms will be made.
- Lab Space: The school needs additional lab space. There are ongoing discussions to work out a space arrangement with the School of Pharmacy.
- Assistant Dean of Students: The school is nearing the completion of the search for the new assistant dean of students. Faculty and students should expect an announcement soon. The goal would be to introduce the new person at the next faculty meeting.

Associate Deans' Reports

Associate Dean of Academic Affairs Shari Dworkin reported on the following items:

- New CV Feature in Advance: The new CV portion of Advance is being programmed. Once the new feature is complete, there will be a series of faculty trainings. There is a link on the Academic Affairs website to a 30 minute webinar that provides more information.
- New Training Module on Promotions: The Academic Senate Committee on Academic Personnel was recently awarded funding for the development of training on promotions. This will be helpful for faculty and should be available soon. There will also be a mentoring module
- APM Revisions: There have been revisions to the APM that relate to clinical faculty. A lot of feedback was received. We should be getting the new versions soon.
- Faculty Exit Survey Results: The Academic Affairs Office released the results of the most recent faculty exit survey. Faculty members departing the university receive a link to an online survey a few weeks after the separate with the university. The results of the survey showed that the top reasons why faculty leave UCSF include:
 - Family issues
 - Salary
 - Lack of administrative support
 - Lack of university support
 - Leadership position offered elsewhere

The Vice Provost for Academic Affairs Brian Alldredge will be convening a committee to review the results and come up with plans to address the issues.

- New Academic Affairs Website: AD Dworkin informed the faculty that the School of Nursing now has a new academic affairs website - <https://nursing.ucsf.edu/about/departments/academic-affairs>
- Academic Affairs Training Aids: AD Dworkin will be working on the development of training aids for faculty who need to deal with code of conduct violations. Department chairs will also be training with these materials.
- New Equity Advisors: The school is working with Vice Chancellor of Diversity and Outreach Renee Navarro to establish one or two new equity advisor positions in the school. These positions will provide training to faculty serving on search committees. They will also serve as a member of the search committee. This will go a long way in ensuring that the school does its best job in reaching and interviewing all qualified candidates. AD Dworkin asked the faculty to nominate individuals who would be great advisors.
- Dean's Diversity Initiative Update: Graduate student Jen James is nearing the completion of her report. As she presented at the last Full Faculty meeting, Jen has been reviewing best practices and interviewing faculty and administration from other universities. Once complete, the report will go to AD Dworkin and Recruitment and Retention Co-Chair Howard Pinderhughes.

- Chairs Diversity Meeting: Each department chair has been asked to draft a diversity plan for their department. The process is progressing well and she hopes to have all reports by the end of June.

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

- Financial Planning and Budget Request: The School is working on the annual business plan presentation for the Dean to present at the Chancellors Executive Committee. At this point the financial status of the school has not changed very much over last year. The overall expenses will once again surpass revenue. To close the gap, the school has met its obligations by using reserves. However, the usage of reserves is only temporary and a long-term solution will need to be reached. In an effort to ensure adequate funding of the education, research and diversity efforts, the dean will be making a request for additional funding from the campus for APU changes; IT resources such as long-term funding for the education HUB; a new associate dean position to assist in building a relationship with the Medical Center; and an new associate dean position for diversity. The total request is 1.5 million. A decision on the funding should be made by late July.

Department Reports

Community Health Systems

No report

Family Health Care Nursing:

Interim department chair Kit Chesla reported on the following items:

- Dr. Arudu is a recent UCSF graduate and will joining the faculty.
- New health science clinical faculty will be joining the department and teaching in the neonatal program.
- Naomi Schapiro was awarded a faculty practice award

Physiological Nursing:

Interim Chair Meg Wallhagen reported on the following items:

- Kord Kober has joined the faculty as an assistant professor. He will be working with faculty on biological studies.
- Searches are in process for two vacant faculty positions.

Social and Behavioral Sciences:

Associate Dean Shari Dworkin reported on the following items:

- Janet Shim was recently awarded with a Distinction in Teaching Award from the Academic Senate. Janet also recently became a full professor.
- Ruth Malone is stepping down as chair of the department and Howard Pinderhughes will become the new chair of the department for one year.

Faculty Awards

Chair Janine Cataldo presented the annual faculty awards to the following faculty:

- Excellence in Supportive Learning Environment – Barbara Burgel
- Excellence in Educational and Curriculum Innovation – Maureen Macgrath
- Excellence in Clinical Mentoring - Jennifer Cerica
- Excellence in Teaching – Angel Chen

Student Career Services

Program Director Anna Correa and Program Manager Sara Ayazi from UCSF Student Career Services Office attended the meeting to provide faculty with a review of available services and to encourage faculty to direct their students to their office. They reviewed the following services:

- Sample Cover Letters and Resumes: Each year, alumni donate their cover letters and resumes to the career center. The documents serve as wonderful resources for students seeking templates.
- Interview Preparation: The staff in the career center can provide tips and instruction on how best to prepare for an interview.
- One on One Counseling: The career center offers appointments for students to receive feedback on their job market materials and job search strategies.
- Alumni Services: While the career center is focused on students preparing for graduation, there are also services and resources available to alumni looking for future career opportunities.
- Website: All resources can be found on the center's website - <https://career.ucsf.edu>

Chancellor's Advisory Committee on the Status of Women – Tip Sheets

Chancellor's Advisory Committee on the Status of Women (CACSW) members Lori Weiss and Suya Colorado-Caldwell attended the meeting to inform Nursing School faculty that CACSW has developed new tip sheets to ensure UCSF is inclusive for women. The tip sheet topics include:

- 10 Actions to ensure that UCSF is inclusive for women:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_10_Actions_V4.pdf
- Are you chairing a committee:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_10_Actions_V4.pdf
- Are you on a search committee or hiring:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_TipsSheet_Search_V5.pdf
- Are you on an admissions committee:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_TipsSheet_Admissions_V5.pdf
- Are you organizing a seminar or conference:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_TipsSheet_Conference_V5.pdf
- Are you a mentor, supervisor, or manager:
https://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/296222_CACSW_TipsSheet_Mentor_V5.pdf

After review, faculty members in attendance praised the resources and thanked the CACSW members for their work. Members noted that the School of Nursing no longer has a representative on the committee. CACSW members Weiss and Colorado-Caldwell acknowledged that the former SON representative had rotated off the committee and agreed that new representative should be selected.

Course Evaluation System

Co-Faculty Champion of the Course Evaluation System Reform Committee Angel Chen provided the following report

- Introduction and Background
 - Course Evaluation
 - The school has decided to implement a new course evaluation system – E-Value
 - Challenges
 - Accuracy
 - Timeliness
 - Compliance/Completion Rate
 - Evaluation fatigue
 - Opportunities
 - Use an evidence based framework
 - Align with best practices
 - Improve compliance and accuracy
 - Use data for course/curriculum revision and faculty development
 - Scope of Work
 - Identify and adopt framework for evaluation

- Identify best practices, as it relates to evaluation of faculty and courses, as well as frequency and expectation
 - Develop evaluation templates
 - Develop workflow protocol
 - Implement by September 2016
- Overview of System Changes
 - Systems
 - New system requirements have be discussed with different vendors to determine which application would best suit the School of Nursing.
 - Process
 - Process improvements are focused on reducing faculty workload while improving student experience and response
 - Content
 - Align course evaluation content with evaluation frameworks and current best practices
 - Policy and Other Requirements
 - School philosophy on evaluation
 - Policy for evaluations that align with educational goals and access to data
 - Comprehensive evaluation sources
 - Coordination of evaluation periods
 - System expertise at the departmental staff level
 - Education consultant position
- Summary
 - Simpler Process
 - Automation
 - Accuracy
 - Compliance
 - Reporting
 - Campus Standards
 - Reduce number of SON systems
 - Coordinated course and clinical evaluation
 - Less time required from student
- Proposed new evaluation language
 - Your professor and the UCSF School of Nursing administration value your assessment of this course. Course evaluation data are used for course and curricular improvement, and for the process of faculty review and promotion. We specifically would like to hear from you about the following:
 - How satisfied you were with the course and the learning environment
 - How effective the faculty of record (FOR) was in teaching the course
 - How well this course advanced your knowledge, skills, and abilities
 - At the end of this evaluation, you will have the opportunity to provide comments that will be shared with your professor (s) and the school's administration.
- Proposed new course evaluation questions
 - Course and Learning Environment
 - “The course was well-organized, including course syllabus and assignments, the presentation of learning materials, CLE, etc.”
 - “I found the learning environment to be inclusive, where I felt welcomed and could full participate.”
- Faculty of Record (FOR) Teaching Effectiveness
 - “The FOR was a knowledgeable and effective instructor”
 - “The FOR fostered an engaging learning environment”
- Learning

- The course advanced my knowledge, skills, abilities regarding the content area.
- The course advanced my understanding of the social context impacting the health of diverse populations.

Old Business

None

New Business

DIVA – Faculty noted that there has been more participation in the DIVA modules. DIVA would like to propose that the school take a deeper look into the curriculum to see if improvements around diversity and inclusion can be made. All faculty voted to approve the activity. DIVA members will investigate how to move forward.

The meeting adjourned at 3:00p.m.

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