
Absent: M. Heyman

Guest: Lana Jang, Records Assistant – Office of the Registrar

The meeting of the Committee on Courses of Instruction was called to order by Chair Facione on March 12, 2002 at 10:00 a.m. in Room S-30. A quorum was present.

Minutes

The minutes of the meeting of November 29, 2001 were approved.

Review of the Bylaws

Chair Facione reminded the Committee that the proposed changes made to the Committee bylaws required review and approval. The Committee had no revisions to the changes and by a unanimous vote, the proposed bylaws for Courses of Instruction were APPROVED.

Discussion of Intramural Grant Review Guidelines

Chair Facione noted that 36 grant applications were received and would be distributed by Gail Persily after the meeting. The Committee will be divided into three groups who will each review 12 grants. The Committee will meet on March 28 and April 2, 2002 to review, rank and make recommendations for grant awards.

Chair Facione informed the committee that a few of the proposals were distributed with audio/visual attachments including CD-ROMs and/or videocassettes. The Committee agreed that the audio/visual materials could bias the Committee’s decision and decided not to review them. The Committee will give further consideration to the matter and make a final decision before the next meeting.

Discussion of the Memo from Committee on Curriculum & Educational Policy of the School of Medicine
Chair Facione asked the Committee for comments on the memo from Nancy Adler, Chair of the Committee on Curriculum & Educational Policy for the School of Medicine, and David Irby, Vice Dean for Education, regarding changes to the criteria for Instructional Improvement Grants. Chair Facione noted that the potential changes proposed by Drs. Adler and Irby could not take affect until next year.

Drs. Adler and Irby proposed two changes for consideration by the Courses of Instruction and the Library. The first change proposes that the Vice Dean of Education should provide the School of Medicine’s curriculum goals and priorities to the Committee on Courses of Instruction to assist in its review of Instructional Improvement Grants from the School of Medicine. The second change recommends that the Committee permit funding for a small percentage of Faculty time, provided it is properly justified in the grant proposal.

The committee weighed the issues and decided additional information and discussion was required before the matter would be voted on. Chair Facione decided to review the issues that were discussed regarding the proposed changes for further review by the committee.

Follow Up - Review of Courses

Fall Quarter Review

Chair Facione updated the Committee on three courses that were unresolved since the last course review:

**Cell Biology 245:** The course was submitted by the School of Medicine for a course number change to differentiate the evaluation of student performance between oral versus written. The instructor elected to retract the course for consideration and continue with the course as is.

**Psychiatry 170.24:** The course required significant changes to the overall course form. The Faculty of Record (FOR) was finally contacted about a resubmission of the course form.

**Medicine 170.01 A-B-C-D:** The course was a one-unit topic seminar on health care issues that clarification of the focus of the course. The FOR was contacted regarding the requested changes.

Limits on the Learning Objectives

Chair Facione noted that the changes in curriculum for an integrated curriculum with multiple competencies do not lend themselves to the criteria of identifying three to five learning objectives. Chair Facione asked the Committee for feedback on the idea of expanding the limit for learning objectives. S. Kahl noted that there are circumstances where clinical experiences vary from one setting to another, which can make it difficult to be specific about each setting.

Lana Jang informed the Committee that the on-line list of courses has a limitation on the number of Course Objectives that it can display. Jina Shamim added that the Registrars Office is looking at the option to allow the entire list of Objectives to be posted on the web.

Limits on Course Descriptions

Chair Facione asked the Committee for feedback on the issue of proposing a change to the existing 40-word limit currently imposed on the course descriptions. Jina Shamim, indicated that she would discuss both the 40 word limit on course descriptions as well as the limit on number of characters in
a course title with Michael Strizich, Director of Student Information Systems to determine if changes can be accommodated.

**Winter Course Review**

A change was made to the list of deletions: Nursing 282.02 was removed from the list and will not be deleted.

The Committee reviewed a total of 32 courses. Of these courses, eight were approved, twenty were approved pending minor changes, three were not approved, and one was removed from the list at the request of Chair Facione.

The following is a summary of the discussion on the courses:

**Bioengineering 245:**
The course was approved pending the following changes:
The heading of course objectives should include “Behavioral” objectives.
There is a typo in section two under Course Objectives: the third word should be “skills.”
The marked out comments on the cover page should be corrected.

**Bio Med Informatics 203:**
The course was approved pending the following changes:
The heading of course objectives should include “Behavioral” objectives.
The list of course objectives should probably include designing algorithms.
The course objectives are too brief and require some elaboration.

There was a discussion about the course description for the Clinical Pharmacy 148.04 and 149.04 series. The concern was focused on the phrase “…sharing responsibility with patients, caregivers, and other health care professionals for drug therapy outcomes.” The concern was that the phrase might be interpreted as a disclaimer and that the students have limited responsibility for the outcomes because the responsibility is shared. A recommendation was made to replace the phrase with “Students will develop and explore their roles as part of an interdisciplinary healthcare team and evaluate drug therapy outcomes.” The phrase will be reviewed and possibly removed pending further discussion.

**Clinical Pharmacy 148.04A:** Approved.
**Clinical Pharmacy 148.04B:** Approved.
**Clinical Pharmacy 148.04C:** Approved.
**Clinical Pharmacy 148.04D:** Approved.
**Clinical Pharmacy 149.04A:** Approved.
**Clinical Pharmacy 149.04B:** Approved.
**Clinical Pharmacy 149.04C:** Approved.
**Clinical Pharmacy 149.04D:** Approved.

All other Pharmacy Courses (excluding the Clinical Pharmacy 148.04 and 149.04 series) required the following minor change: Under the heading of “Evaluation of student performance: (Check all that apply),” the “other” option is completed but does not have a check mark or “X”. The check mark or “X” needs to be included.

**Clinical Pharmacy 150.04:**
Approved pending the following change: Removal of the last sentence of the Course description “Students may elect to work independently or in groups of up to four students.”

Clinical Pharmacy 175.04: Approved.
Clinical Pharmacy 179.21: Approved.
Clinical Pharmacy 179.60: Approved.
Clinical Pharmacy 189.01: Approved.
Clinical Pharmacy 189.04: Approved.
Clinical Pharmacy 189.06: Approved.
Clinical Pharmacy 189.10: Approved.
Clinical Pharmacy 189.13: Approved.
Clinical Pharmacy 189.23: Approved.
Clinical Pharmacy 189.30: Approved.
Clinical Pharmacy 189.51: Approved.
Clinical Pharmacy 189.53: Approved.
Clinical Pharmacy 189.70: Approved.
Clinical Pharmacy 189.75: Approved.
Clinical Pharmacy 189.78: Approved.
Clinical Pharmacy 189.80: Approved.

Neuroscience 202.00:
The course was approved pending the following changes:
Under the heading of “Evaluation of student performance: (Check all that apply),” the “other” option is completed but does not have a check mark or “X”. The check mark or “X” needs to be included. The heading of course objectives should include “Behavioral” objectives. There is a typo immediately under Course Objectives: the word “courses” should not be plural and should appear as “course.” “Written examinations” should be included in the course requirements under the “other” option.

Nursing 240.05:
Chair Facione recommended that the course NOT be approved pending clarification from the FOR on the changes made to the course. The Committee agreed that course form be reviewed again after all of the changes have been made and the appropriate signatures secured.

Nursing 255C:
This course is being stricken from the list because it did not go through the School of Nursing Faculty Council for approval per Chair Facione.

Nursing 283B:
Chair Facione recommended that the course NOT be approved until the appropriate signatures are secured.

Nursing 404.01A:
The course is NOT approved pending review and explanation of the number of units.

The meeting was adjourned at 12:00 a.m.

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