 COMMITTEE ON COURSES OF INSTRUCTION  
Noreen Facione, RN, PhD, FNP, Chair  

MINUTES  
Meeting of March 28, 2002  

Absent: K. Puntillo, M. Heyman  
Guest: Gail Persily  

The meeting of the Committee on Courses of Instruction was called to order by Chair Facione on March 28, 2002 at 10:00 a.m. in Room S-118. A quorum was present.  

Approval of the Minutes of March 12, 2002  
The review and approval of the minutes were deferred pending further review.  

Chair’s Announcements  
Chair Facione met with Jina Shamim, Interim Registrar, to discuss the issue of timeliness with regard to the submission of course materials to the Committee. The Registrar’s Office agreed to publish a list of dates outlining when course approval forms are due for each quarter. The goal is to provide each school with ample notification to prepare courses for submission for approval. The Committee will work with the Registrar’s Office to establish and approve the list of dates before they are published.  

Review of Instructional Grants  
The Committee reviewed seventeen of the thirty-five applications received for Instructional Grants requesting a total of $275,657.90. Committee members ranked each application based on the following criteria: innovation, implementation plan, high-impact on a large number of students, interdisciplinary focus, sustainability, plans for evaluation of project, and cost efficiency. Committee members used a scoring system where 1.0 = not recommended through 5.0 = strongest recommendation. Due to time constraints, the Committee will review the remaining eighteen applications for Instructional Grants at the next Committee meeting scheduled for April 4, 2002.  

Old Business  
None.
New Business

None.

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

Prepared by:
David Moya
Senate/Technology Analyst
Academic Senate
dmoya@senate.ucsf.edu
476-1308