The meeting of the Committee on Courses of Instruction was called to order by Chair Facione on November 29, 2001 at 8:30 a.m. in Room N319Y. A quorum was present.

**Instructional Improvement Grants -- Gail Persily**

G. Persily gave the Committee a draft of the Call for Proposals for the 2002-2003 Instructional Improvement Grants. The grants are intended to fund innovative approaches to the curriculum, with a maximum of $10,000 per grant. Although many of the grants have been technology-related, this is not a requirement; the criteria are fairly general. Usually 25-30 applications are received. The grants total $95,000, although the entire amount is usually not dispersed in a given year, to create a cushion for the following year. The Committee on Courses of Instruction chooses the recipients and the Library administers the program.

The Call will be distributed in January, with applications being accepted until the last Monday in February. The members of the Committee will be given a packet of information and instructions to review and evaluate the proposals in March. After the Committee evaluates the applications based on the criteria, each application will be discussed and consensus reached on the recipients.

**Meeting Schedule**

The February 14, 2002 meeting is cancelled. On March 12, 2001, the Committee will meet for Winter Quarter course evaluations. The March 28, 2002 and April 2, 2002 meetings will be devoted to the Instructional Improvement Grants. May 30, and possibly June 6, the committee will meet for Spring Quarter course evaluations. All meetings will be 10:00 – 12:00.

**Minutes**

The minutes of the meeting of September 20, 2001 were approved unanimously without discussion.
Announcements from the Chair

• Staff turnover in the Senate Office has been a challenge. There is also no Registrar at this time.
• Chair Facione met with T. Maimon, Director of the Senate Office to discuss the problem that occurred last year when course forms appeared the morning of a meeting, leaving little time for members to review them. The Senate Office has been working with the Registrar’s Office to establish a firm timetable for courses to be transmitted to the Senate Office to ensure adequate time for the Senate Office to process and deliver course materials for committee members to review. Meetings dates have been established for the remainder of this year to coincide with the timing necessary to review courses on a quarterly basis. The Committee and Registrar will communicate the timelines to all so that everyone will know when forms should be submitted.
• The issue of a paper catalogue encompassing all of the schools is no longer on the table. The general catalogue is online (http://saawww.ucsf.edu/registra/gencat/ucsfcat.html) and is updated by the Registrar’s Office.
• The issue of whether or not course forms should reflect on-line classes remains. The Committee was asked to keep in mind, as they consider the courses, what other questions should be asked concerning online courses.

Course Review

During the course of its deliberations, the Committee had a general discussion of following areas:

• The Committee clarified the difference between Prerequisite and Restriction in the course form. A prerequisite is usually course-related, e.g. must have completed a specifically identified course prior to taking the next course. A restriction refers to permission of instructor, school the student is in, level of student, etc.
• Uniform information on how to write behavioral objectives needs to be disseminated to faculty. A document discussing behavioral objectives was prepared by Past Chair Nancy Byl. The Senate office has been contacted for a copy of this document and when received it will be transmitted to the School Program Councils for dissemination to the faculty.

The Committee reviewed a total of 30 courses. Of these courses, 17 were approved, 12 were approved pending clarification or further information, and 1 was not approved.

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

Bioengineering 244 – Approved pending the following changes:
  Objectives need to be in behavioral terms
  Description is over the maximum of 40 words
  Delete Medical from title

Biophysics 203 – Approved with suggested modifications to the description and correction of typographical errors.

Cell Biology 243 – Not approved because of the following:
  Clarify “spring quarter course”
  The course description indicates it the same as another course
  Behavioral objectives are insufficient and unclear

Chemistry 242 – Approved

Epidemiology 180.02 – Approved pending additional information on the following:
  Location of course
  Clarification of restriction
  Reframing objectives to be behavioral rather than attitudinal
Clarification of whether or not the course can be repeated.

**Family Community Medicine 110** – Approved with suggestion of a 5-objective summary

**Family Community Medicine 170.11** – Approved pending the following:
- Clarification of why the course could be repeated for credit
- The number of unit credits
- Rewording of the objectives

**Family Community Medicine 170.12** – Approved

**Interdepartmental Studies 110** – Approved pending receipt of “umbrella” objectives that do not use “understand” and correction of typographical error in description

**Interdepartmental Studies 111** – Approved

**Medicine 140.91** – Approved

**Medicine 140.92** – Approved with the following re-written course description: “The course will cover major topics and practical experiences in Wilderness Medicine. One fourth of course is lecture covering major topics of emergency medicine, remainder is participation in related exercises including backcountry multi-casualty and search and rescue drills.”

**Medicine 170.01 A-B-C-D** – Not Approved pending the following:
- Correction of typographical error
- Modification of objectives
- Clarification of the focus of the course. As currently described, this course has no set content or focus and seems to be similar to a lecture series whose purpose changes over time rather than a key academic offering for a particular program.

**Ob Gyn Repro Sci 170.05** – Approved pending the following:
- Clarification of why the course can be repeated for credit
- Shortening of course description

**Psychiatry 170.24** – Approved pending the following:
- Reframing of objectives
- Clarification of why the course can be repeated for credit.

**Nursing 239.04** – Approved

**Nursing 240.06** – Approved with modification to title and addition of “Doctoral level student” to Restrictions

**Nursing 240.07** – Approved with modification to title and addition of “Doctoral level student” to Restrictions

**Nursing 240.08** – Approved with the addition of “Doctoral level student” to Restrictions

**Nursing 241.04** – Approved pending clarification of title

**Nursing 253** – Approved pending possible title change and clarification of description

**Nursing 296** – Approved pending clarification of title

**Nursing 407.09** – Approved pending clarification of title and deletion of “Remarks”

**Nursing 407.10** – Approved pending shortening of description

**Sociology 235** – Approved

**Microbiology 202** – Approved with additional information from faculty member that evaluation would be based on oral presentation

**Restorative Dentistry 122A** – Approved

**Restorative Dentistry 122B** – Approved

**Restorative Dentistry 122C** – Approved with modification in description

**Nursing 445** – Approved with correction of typographical error in objectives

The meeting was adjourned at 10:35 a.m.