COMMITTEE ON COURSES OF INSTRUCTION
Melvin Heyman, MD, Chair

MINUTES
Meeting of February 13, 2003

PRESENT: M. Heyman (Chair), K. Puntillo (Vice Chair), V. Doetsch, E. Grady, S. Kahl, J. Muller, J. Shamim

ABSENT: D. Curtis, B. Phoenix, M. Ryder

GUESTS: Patricia Calarco, Associate Dean of Graduate Division

The Committee on Courses of Instruction was called to order by Chair Heyman on February 13, 2003 at 9:30 AM in S-30. A quorum was present.

Approval of Minutes
The minutes of June 6, 2002 and November 14, 2002 were approved.

Chair’s Report
Chair Heyman reported that a review of the Committee’s role in relation to the Office of Admissions and Registrar (OAR) is in progress. A meeting will be held with representatives of OAR, the Office of the Academic Senate, and curricular affairs administrators of each school to determine roles and responsibilities of each unit in the course review process.

The Task Force on Course Descriptions, established by UC Academic Council, issued a report (Attachment 1) on the review of UC Berkeley’s English R 1A course in response to criticism that the course violated the Faculty Code of Conduct. Chair Heyman reported that the task force continues to study methods of reviewing ongoing courses at each campus and will issue a report in the near future.

During discussion of the proposed revisions to the division’s bylaws at the Coordinating Committee meeting on February 7, 2003 it was agreed that Graduate Council approval was not necessary for course reviews and a representative from the Graduate Division was added to the Committee’s membership as an ex officio member. As a result, the Graduate Division and Committee on Courses of Instructions’ bylaws were revised to reflect these changes. Pending division approval, these changes will be implemented in September 2003.

Joint Meeting of Committee on Education Policy and Committee on Courses of Instruction – Follow up from May 21, 2002 Symposium of Leaders
A joint meeting had been proposed to discuss whether UCSF currently conducted reviews of ongoing courses and methods for collaboration on future efforts. In preparation for such a meeting, Chair Heyman requested each ex officio member of the Committee to report on each school’s current procedures for reviewing ongoing courses at the next Committee meeting.
Revised Course Form
During discussion of the revised course form, the Committee agreed to delete the requirement for a syllabus when submitting course forms since course objectives sufficiently provide information on course goals; in addition many faculty produce syllabus near the beginning of a term and may not have one available in time to conform with course form submission schedules. It was unclear the limitation for number of characters available for the course title. J. Shamim noted that the computer program used in recording course information limits course titles to 100 characters although the number of characters appearing on transcripts is less than 100. Chair Heyman requested from J. Shamim to report at the next meeting the maximum number of characters for transcripts, which will determine the limit on the course form.

“Guidelines for Course Syllabus at Other Academic Senate Divisions”
Upon request from Chair Heyman, the Office of the Academic Senate prepared a summary of guidelines (Attachment 2) from other Academic Senate divisions on course syllabus requirements relative to course forms. As indicated above, the Committee agreed to remove this requirement from the course form.

Revised Change in Instructor/Quarter Form
In addition to previous revisions, the Committee agreed to include other course actions such as deletions, change in location, and change in course number to the Change in Instructor/Quarter Form.

Consideration of 15 Proposed New Courses, Course Changes, and Course Deletions for Spring 2003
The Committee reviewed 15 course forms. For those course forms which required additional information, the Office of the Academic Senate will communicate with faculty who submitted course forms for clarification.

Consideration of Change of Committee Meeting Date from June 12, 2003 to July 9, 2003
Although student study list filings for Fall 2003 will occur in mid-September, the original course review schedule established the Committee’s meeting on June 12. Because of this large gap in the course form submission schedule, P. Calarco had suggested moving the meeting to July, which would allow addition time for the campus to submit course forms. After discussion the Committee agreed to conduct the meeting on June 12, 2003 as originally planned because most members would not be available in July.

The meeting adjourned at 11:30 a.m.
### Meeting Attendance Record

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<th>MEMBERS</th>
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<td>Beth Phoenix</td>
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