COMMITTEE ON COURSES OF INSTRUCTION
Melvin Heyman, MD, Chair

MINUTES
Meeting of November 14, 2002

PRESENT: M. Heyman (Chair), K. Puntillo (Vice Chair), D. Curtis, E. Grady, J. Humphreys, S. Kahl, J. Muller, J. Shamim

ABSENT: D. Doetsch, M. Ryder

GUESTS: Patricia Calarco, Associate Dean of Graduate Division; Tamara Maimon, Director of the Office of the Academic Senate

The Committee on Courses of Instruction was called to order by Chair Heyman on November 14, 2002 at 9:30 AM in S-30. A quorum was present.

Introductions
Chair Heyman invited attendees to introduce themselves. J. Humphreys indicated that she may not be the most appropriate faculty member to serve as the ex officio member from the School of Nursing educational policy committee. The School of Nursing contains two educational policy committees, one for the master’s program and one for the doctoral program. J. Humphreys is the chair of the committee for the doctoral program, but it is the master’s program which more often reviews curricular changes.

Approval of Minutes
The minutes of the April 4, 2002 meeting were approved. Minutes of the June 6, 2002 meeting have not been distributed to the Committee. The Office of the Academic Senate will attempt to locate them for approval at the next meeting.

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. It was agreed that the role of OAR is to update the general course catalog and retain course forms for five years. Chair Heyman suggested that the process of reviewing course forms include: OAR receives course forms and checks for completion of form; OAR transmits course forms to the Committee for review; the Committee returns course forms to OAR; OAR records approved changes to the general course catalog.

In addition, the Committee expressed interest in obtaining a policy of designating units for a course in order to better review course forms.

Chair Heyman proposed a Subcommittee on Ongoing Courses to review the process by which UCSF reviews courses regularly. This is a result of a Office of the President task force recently created to address the process of course review at all UC campuses. Before formally creating the subcommittee,
the Committee requested each ex officio member of the Committee to report at the next meeting on how his/her school monitors ongoing courses.

The Committee agreed on the following meeting schedule for 2002-03:

- 2/13/03 at 9:30-11:30 AM
- 3/19/03 at 9:30-11:30 AM
- 3/27/03 at 9:30-11:30 AM
- 5/7/03 at 9:30-11:30 AM
- 6/12/03 at 9:30-11:30 AM

**Report from Registrar on Role and Responsibility of Registrar’s Office at Other UC Campuses—Jina Shamim**

J. Shamim reported that at UCLA, course forms are submitted from the department chair to the dean of the school. Other UC campuses had not responded to her request for information on their course review processes.

**Discussion and Proposed Call for the Establishment of a Permanent Timeline for Course Submission and Review—Tamara Maimon**

T. Maimon reported on the ongoing creation of a timeline and call process to communicate to the schools a schedule of submitting course forms to OAR. A call will be circulated to the Committee for review before distribution to the schools. The call, timeline, and blank course forms (in PDF format) will be posted on the Academic Senate website and OAR website. The call will include:

- schedule of dates for submission of course forms to OAR
- Committee’s meeting dates to review course forms
- OAR’s deadlines for submission of course forms from COCOI
- schedule for student registration

The schools currently submit different versions of the course submittal forms and it is anticipated that a standard course submittal form will be completed and distributed with the call.

**Consideration of 39 Proposed New Courses, Course Changes, and Course Deletions for Winter and Spring 2003**

The Committee reviewed 15 course forms. Chair Heyman agreed to review the remaining course forms on behalf of the Committee in order to submit them to OAR by December 11, 2002.

**New Business**

None.

The meeting adjourned at 11:30 a.m.

**Meeting Attendance Record**

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>11/14/02</th>
<th>2/13/03</th>
<th>3/19/03</th>
<th>3/27/03</th>
<th>5/7/03</th>
<th>6/12/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mel Heyman</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Puntillo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donald Curtis</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volker Doetsch</td>
<td>RSVP’d Absence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eileen Grady</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janice Humphreys</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Muller</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Kahl</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Ryder</td>
<td>RSVP’d Absence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jina Shamim</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senate Staff:
Judy Dang
476-1308
jdang@senate.ucsf.edu