The Committee on Course of Instruction was called to order by Chair Heyman on February 11, 2004 at 10:16 AM in Room S-118. A quorum was present.

Approval of Minutes
A motion to approve the minutes of November 7, 2003 was seconded and unanimously approved by the Committee.

Presentation of School of Dentistry New Curriculum
Assistant Dean Dorothy Perry presented the COCOI with information on the School of Dentistry new curriculum (Attachment 2). The purpose was to alert the Committee to the numerous Course Forms being prepared for Summer and Fall 2004.

The revision of School curriculum has been an on-going initiative of the faculty and was spurred by what was seen as unsupervised growth in course listings. The intention of the revision is to eliminate redundant courses, improve coordination between disciplines, and to reign in class hours that have spread into the evenings and are a burden to students. The new curriculum is organized thematically, eliminates the “pre-fall” classes and replaces them with an introduction to dentistry, creates larger courses, and is organized in blocks of time that are all during the daytime.

Perry noted that the course form (long) available online has a computation error. The Committee agreed to revise the form to correct this error; the revised form will be posted on the Academic Senate and OAR websites as soon as completed.

Chair Heyman requested that the course forms be turned into the COCOI as soon as available so that the Committee can begin reviewing. Chair Heyman also congratulated the School of Dentistry for this accomplishment, remarking that the COCOI is excited to be part of the process.

Summary of Issues Raised by the SON on 11/4/03
Pat Calarco, Associate Dean for the Graduate Division, on behalf of the Registrar’s Office, distributed a document listing OAR actions in response to issues raised by the School of Nursing on November 4, 2003 (Attachment 3). The OAR and COCOI staff successfully tracked down forty-six “missing” course
forms and were able to improve policies and processes for tracking, reviewing, and implementing course form requests.

**Review of 18 Forms for Proposed New, Changed, or Deleted Courses**
The COCOI reviewed 18 course forms. Seven required additional information. The Office of the Academic Senate will contact all faculty who submitted the forms. The Chair granted administrative approval of thirty additional course forms

**Old Business**
Continued discussion on the matter of consistent Unit Formulas across Schools and Definitions of Course Activities will be continued to the next meeting due to a lack of time.

[Attachment 3 has been reprinted in the body of the minutes below]

**Summary of Issues Raised by School of Nursing on 11/4/03**

**The Problem**
The School of Nursing indicated that 49 Course Forms had been submitted to OAR as of 11/4/03. Three courses of the 49 were listed as OK, i.e., changes were in the course catalog. Where were the other 46?

**The Answers**
OAR and COCOI staff tracked down all 46 courses and OAR responded to the SON on 11/13/03, see summary below:

35 course forms were under consideration by COCOI for their 1117/04 meeting and, if approved, would be part of the December 10, 2003 updating of the Course Catalog.

- 27 of these forms were "new" submissions.
- 8 of these forms had been held for the 11/17/04 meeting because they were changes for the Winter quarter.

3 course forms - (originally thought to be lost, were not) - they had been held for the February 2004 COCOI meeting because they were changes for the Spring 2004 quarter.

1 course form (S286) was held by the Professor for submission at a later date, after discussions between that Professor and Judy Dang.

7 courses had been updated in the OAR Course Catalog database, but failed to upload to the Catalog website. Our IT people looked into that malfunction and corrected it.

**The Solutions**

- The tight integration of COCOI meetings with the deadlines for updating the Course Catalog had not been communicated effectively to the campus. Thus, the SON thought their courses were late for inclusion in the catalog when most of them were on schedule. The OAR and Academic Senate have coordinated their communications and web site information to correct this.

- The policy of holding course forms for the appropriate quarterly COCOI meeting was new. This policy was changed by COCOI on November 7, 2003 to one where submitted forms will be considered at the next COCOI meeting, no matter what quarter the changes go into effect.
• To further improve campus communication on course approvals, the Academic Senate now provides notification of course approval to individual Professors as well as posting the list of approved courses on their web site, and the OAR web site posts the date of quarterly catalog updating.

• Course Catalog updating is now monitored aggressively by OAR to correct any IT system errors prior to the release of information to the campus.

P. Calarco
2/10/04

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