COMMITTEE ON COURSES OF INSTRUCTION
Melvin Heyman, MD, Chair

MINUTES
Meeting of July 28, 2004

PRESENT: M. Heyman (Chair), K. Puntillo (Vice Chair), E. Grady, T. Hunt, A. Miller, M. Ryder, J. Shamim

ABSENT: C. Harrington, S. Kahl, M. Newman

GUEST: Dorothy Perry, Assistant Dean for Curricular Affairs, School of Dentistry

The Committee on Courses of Instruction was called to order by Chair Heyman on July 28, 2004 at 1:00PM in Room S-118. A quorum was present.

Approval of Minutes
The minutes of May 13, 2004 were approved via email, with minor corrections, prior to the meeting.

Review of Proposed Course Form Requests
The Committee reviewed 53 course forms at its meeting. For those course forms that required additional information, the Office of the Academic Senate communicated directly with the instructors and/or departments that submitted the course forms. An additional 30 course forms were processed administratively, not requiring full review by the Committee.

43 New Courses Approved by the COCOI
6 Course Deletions Approved by the COCOI
32 Course Changes Approved by the COCOI
2 Forms pulled by the Department
83 Total Course Requests Processed

Continued Discussion of Unit Formulas Across Schools and Office of Admissions and Registrar
The Committee continued discussion of discrepancies in the application of unit calculations by each school and the Office of Admissions and the Registrar, with a particular focus on seminars. At UCSF, the Schools of Dentistry, Medicine, and Pharmacy use the seminar formula of 1 unit = 3 hours per week (30 total hours per quarter). However, the School of Nursing and the OAR uses the seminar formula of 1 unit = 1 hour per week (10 hours total per quarter).

Vice Chair Puntillo explained that Nursing seminars provide 1 hour of contact with students per week, engaging students in rigorous academic discussion, for which approximately 2 hours of outside work per week is expected. Thus, 3 hours per week of work is expected of students. This is consistent with
Academic Senate Regulation 760, which states, “The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent,” since Regulation 760 does not distinguish between contact hours and outside work. Rather, it is up to each Division to determine how to apply the 3 hours = 1 unit formula. For example, UCLA assumes 2 hours of outside work for every 1 contact hour for lectures, labs, seminars, and conferences. At UCSD, the School of Medicine uses the formula of 2 contact hours per week (or 24 total hours) = 1 unit, but all graduate degrees, including the new PhD in the School of Pharmacy, use 3 contact hours (36 total hours) = 1 unit.

The Committee agreed to revise the Unit Formula document, adding brief descriptions of course activities and a comment about Senate Regulation 760 to help clarify the divergent applications of the unit formula.

Discussion of Instructions for New Course Forms
Academic Senate Analyst Janet Whittick reported that a draft version of PowerPoint instructions on how to use the new course forms is almost complete. This draft will be disseminated to the Committee when complete for review and comment. COCOI members suggested that instructions also be drafted using Adobe Acrobat (PDF format).

Modifications to Course Forms
COCOI members suggested further modifications to improve the new course forms-

- Delete, “…only assigned to 3rd and 4th year medical students in courses with 3 units or more,” because this is no longer accurate
- Add, “Justification for Course Request,” in the title of the “Comments” section
- Add, “Upon completion of this course, students will be able to:” to the Course Objectives section

Academic Senate Analyst Whittick agreed to revise the forms, circulate among the Committee, and then to work with the Senate’s webmaster to implement the finalized changes.

There being no further business, Chair Heyman thanked the Committee for its work in 2003-04, and adjourned the meeting at 3:25PM.

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