COMMITTEE ON COURSE OF INSTRUCTION
Eileen Grady, PhD, Chair

On April 22, 2005, Chair Grady, Dennis Deen, Chair of the Committee on Educational Policy, Dorrie Fontaine, Associate Dean for Academic Programs, School of Nursing (SON), Abbey Alkon, COCOI SON Representative and Tamara Maimon, Director of the Office of the Academic Senate and Janelle Green, Senate Analyst, Office of the Academic Senate, met to discuss the unit calculation formula used by the SON for seminar courses offered by the School.

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).

Assoc. Dean Fontaine explained that Nursing seminars provide 1 hour of contact with students per week, engaging students in rigorous academic discussion, for which approximately 2 or more 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. This policy also complies with the schools accreditation standards and the California Board of Registered Nursing licensing requirements.

Assoc. Dean Fontaine feels that since the SON seminars are in fact requiring the requisite 3 hours of work that each of the other UCSF Schools are, the SON seminar should not be singled out as requiring less work then any of the other schools on any COCOI documents (i.e. Unit Calculation Formula Grid, Course Form Tutorial, etc.). D. Deen opined that any of the schools may be using a different work (including outside) to contact (class) time then actually being listed on the course forms. D. Deen suggested that one way of correcting this problem campus wide would be to add a subsection to the seminar section of the course form that would require faculty to specify the amount of work vs. contact time that students would be required to complete. Chair Grady agreed to bring this idea to the COCOI for further deliberation.

D. Fontaine reported that she and A. Alkon are actively working to ensure that faculty and administrators within the school are aware of the deadlines for course form submission and the proper procedure for submitting course forms. D. Fontaine thanked A. Alkon for proactively pursuing a resolution to the administrative problems between the COCOI and SON that will hopefully benefit both groups.

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1 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.

2 For example, the seminar box could be modified accordingly: _____seminar contact time _____seminar work time.