COMMITTEE ON COURSES OF INSTRUCTION
Abbey Alkon, Chair

MINUTES
Meeting of September 12, 2006

PRESENT: A. Alkon (Chair), D. Carlson, P. Finley, E. Grady, S. Kahl, H. Kirsch, L. Mackin, M. Peterlin, A. Teherani

ABSENT: D. Gekelman, P. Turek, C. Vaisse

GUEST: Jeff Harter, Associate Registrar
Tamara Maimon, Director, Academic Senate Office
Jina Shamim, Associate Registrar
Brian Warling, Assistant Director, Center for Instructional Technology

The meeting was called to order by Chair Alkon on September 12, 2006 at 10:12 am. A quorum was present.

Approval of the Minutes
The minutes of the July 27, 2006 meeting were approved as written.

Chair’s Report
Chair Alkon welcomed the Committee Members and requested that Members introduce themselves.

Introduction to Committee Work and Member Roles in the Course Review Process – Chair Alkon
Chair Alkon led a discussion of the work of the Committee and the role the Members play in the course review process. During the discussion, she presented updated course forms which were modified according to Committee Member suggestions. The Committee reviewed the revised course forms and voted to approve the updated forms as discussed at the meeting. The Senate Analyst will finalize the updates and post the revised course forms on the Courses of Instruction web page.

Chair Alkon asked Committee Members to consider revisions for the Course Review Form to be brought to the Committee at the next meeting, on November 14, 2006.

Introduction to Academic Senate Committee Service – T. Maimon
Director Maimon described the Committee’s role on campus to provide faculty review of new courses and changes to courses at UCSF. The Academic Senate has requested funds to implement an online course review system. The budget will be released by October 2006. If funded, the online course review system should streamline the Committee’s work and improve the course review process.
Role of the Registrar on the Committee and in the Course Review Process – D. Carlson and J. Harter
Registrar Carlson and Associate Registrar Harter described the role the Registrar’s Office plays in the course review process. All requests for course changes are received by the Registrar’s Office. Once they are received Associate Registrar Harter checks that each form is complete by verifying that all necessary signatures are present, that the requested change does not conflict with the course catalog and that all fields on the form are completed. Once all forms are verified, Associate Registrar Harter sends the forms to the Committee on Courses of Instruction Analyst in the Academic Senate Office. Once the Committee has approved the requests, the Registrar’s Office enters the updated information in the Course Catalog.

Review Process for the Library Innovative Grants Program – B. Warling
B. Warling briefed the Committee on the Innovative Grants Program (IGP) Review Process. In past years, IGP granted $40,000 to $50,000 each year. The average award has been about $5,000 per recipient. Members requested that the Center for Instructional Technology share IGP reports from grant recipients with the Committee at a future meeting.

At future meetings, the Committee will consider two items:
1. Drafting language to clearly state that the grants are not intended to fund travel.
2. If the applicant will not be at UCSF for the duration of the project, should the application be considered for funding? If the application is to be considered, should the applicant be required to select a faculty sponsor who can take responsibility for the project upon the grantee’s departure from UCSF?

Old Business
Report on the Western Association of Schools and Colleges (WASC) Accreditation Process – E. Grady
As the WASC Steering Committee member and COCOI Representative, E. Grady will report to the Committee on the progress of the WASC Accreditation Steering Committee. The WASC Steering Committee view the process of review and accreditation as an opportunity to explore how the University is fulfilling its mission.

New Business
Department Labeling for Interdepartmental Studies Courses – J. Harter
The Registrar’s Office is working to correct the courses currently ascribed to the non-existent department “Interdepartmental Studies”. The Committee agreed that the revision of courses currently listed for “Interdepartmental Studies” should be revised to clearly state all departments involved in the course. This revision will require signatures from each department director.

Adjournment
Chair Alkon adjourned the meeting at 11:35 am.
## Committee on Courses of Instruction 2006-2007 Meeting Attendance Record

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