Committee on Courses of Instruction
Abbey Alkon, RN, PhD, PNP, Chair

Minutes

February 5, 2008

PRESENT: A. Alkon (Chair), D. Carlson, X. Chen, B. Dolan, P. Finley, E. Grady, A. Miller, B. Schmidt, A. Teherani

ABSENT: B. Johnston, L. Mackin, P. Turek

GUESTS: Mary Beth Baker, OAAIS Consultant, Jeff Harter, Associate Registrar; Peter Loomer, Committee on Committees Liaison to the Committee on Courses of Instruction; Jina Shamim, Associate Registrar

The meeting was called to order by Chair Alkon at 10:20 am. A quorum was present.

Approval of the Minutes from November 13, 2007
The minutes were approved.

Chair’s Report and Announcements – A. Alkon

Introductions
- Brian Dolan, new Committee member
- Peter Loomer, Committee on Committees Liaison to the Committee on Courses of Instruction

Oversight of Ongoing Courses
The Committee will review courses due to be inactivated at the April 22, 2008 meeting, and will be reviewed annually thereafter.

Review and Approval of Courses in Global Health Sciences – A. Alkon
The UCSF Program in Global Health Sciences reports directly to the Chancellor and is not part of one of the four Schools at UCSF. Therefore, Chair Alkon requested that the Program designate parallel reviewers for Global Health Sciences courses. The Program responded with the following proposal:

- John Ziegler, MD, will approve as the Department Chair.
- The Curriculum Committee, a subcommittee of the Global Health Sciences Graduate Group as outlined in our by-laws, will approve as the School Curriculum Committee.
- Haile Debas, MD will approve as the School Dean.
The Committee approved the proposed reviewers for Global Health Sciences courses.

**Online Course Review System (Attachment I) – Mary Beth Baker, OAAIS Consultant**

M.B. Baker presented the progress on the online course review system development to date. The attached Summary and Detailed Functional Requirements for Course Change Review was drafted based on existing workflow and requirements of the Committee, the Registrar, the Committee Analyst and a representative group of users from each of the four schools. OAAIS would like to have a working system before the end of 2008.

The Committee provided the following feedback:
- Users in remote UCSF locations should have access to the system via a secure login.
- The online system should work with existing departmental course numbering systems.
- Course objective information should be readily available within the system.
- Prompts that help and educate users will be an important component of the system.

M.B. Baker requested that the Committee send any questions or further feedback to her by February 11, 2008.

**Review of Proposed New Courses, Course Changes and Course Deletions for Spring 2008**

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<td>11 New Courses</td>
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<td>8 Course Changes</td>
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<td>7 Course Deletions</td>
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<td><strong>26</strong> Total Course Requests Processed</td>
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**Faculty of Record**

During the course form review, the Committee discussed the role of the Faculty of Record at UCSF. Chair Alkon will discuss the issue further with the Registrar and will update the Committee at the next meeting.

**Course Identification Project – E. Grady**

E. Grady is serving on the University of California Course Identification Committee that seeks to create a uniform course numbering system for courses across the California community college System, the California State University system and the University of California system. She will keep the Committee informed of their progress.

**WASC (Western Association of Schools and Colleges) Accreditation Update – E. Grady**

The UCSF WASC Accreditation group is currently working on the Diversity Subcommittee. The deadline for the current phase of the review is in one year.

**Adjournment**

Chair Alkon adjourned the meeting at 11:40 A.M.