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

Minutes

April 8, 2008

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

ABSENT: P. Turek, C. Vaisse

GUESTS: Jeff Harter, Associate Registrar; Gail Persily, Director, Center for Instructional Technology; Jina Shamim, Associate Registrar

The meeting was called to order by Chair Alkon at 9:05 am. A quorum was present.

Approval of the Minutes from February 5, 2008
The minutes were approved.

Chair’s Report and Announcements – A. Alkon
Distinction in Teaching Award
Chair Alkon congratulated Committee Member Brian Schmidt, one of the recipients of the 2008 Academic Senate Distinction in Teaching Award, and encouraged committee members to attend the award presentation on April 16, 2008.

Online Course Review
OAAIS is currently negotiating with an outside vendor to build the online course review system. The goal is to have the system up and running by Fall 2008.

Ongoing work with the Registrar to clarify course review process
Chair Alkon has had a series of meetings with the Registrar’s Office to clarify aspects of the course review process including the designation of Faculty of Record for courses and course grading policies.

Review of Instructional Grant Program Applications for 2008
The Committee reviewed eight applications for the Instructional Grants Program (IGP). Six of the eight projects were approved for funding using $44,801 of the available $47,547. The Committee also recommended comments to be included in the response letters to all of the applicants.
Following the grant application review, the Committee offered suggestions for revising the grant application guidelines to include categories that reflect the evaluation criteria. B. Warling will draft and circulate the suggested revisions to the Committee for their review.

**Adjournment**
Chair Alkon adjourned the meeting at 11:00 A.M.