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

DRAFT MINUTES
Tuesday, April 22, 2008

PRESENT: A. Alkon (Chair), D. Carlson, X. Chen, P. Finley, B. Johnston, A. Miller, B. Schmidt, A. Teherani, C. Vaisse

ABSENT: B. Dolan, L. Mackin

GUESTS: Jeff Harter, Associate Registrar
Jina Shamim, Associate Registrar

The Committee on Courses of Instruction (COCOI) was called to order by Chair Alkon on April 22, 2008 at 10:10 a.m. A quorum was present.

The minutes of April 8, 2008 were approved.

Chair’s Report
Courses for the new Department of Emergency Medicine will begin to be reviewed by the Committee in the summer for Fall 2008.

Faculty of Record Category at UCSF
The Committee discussed how Faculty of Record is determined for different types of courses at UCSF. The issue will be discussed further at the next meeting.

Review of Courses not Taught in Five Years – Jeff Harter, Associate Registrar
Jeff Harter will send a memo to department chairs and instructors of record requesting action on courses not taught in the last five years. Chair Alkon requested that the UCSF Fresno courses be excluded from this process until she can communicate further with the UCSF Fresno program director. The UCSF Fresno courses will continue to be listed in the Course Catalog until Chair Alkon can resolve the issue.

Committee members reviewed the list of courses to be included in the memo and indicated that the following faculty are no longer at UCSF: Lozada Nur, Robert Jackler, Corey Maas, Patricia Jackson and John Incardi.

When a department chair requests that a course not taught in five years remain in the Course Catalog, the Committee requested that the department chair be re-contacted about that course every
two years. The Committee also discussed the idea of including an ‘expiration date’ for courses when created and/or revised. This concept could be incorporated into the online course review system.

**Review of Course Forms for Summer 2008**

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<tr>
<td><strong>Total Course Requests Processed</strong></td>
<td><strong>47</strong></td>
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**Review of Proposed Changes to the Course Forms**

The Committee discussed the following revisions for the General Course Form, to be subsequently included in the online course review system:

- Add “If course already taken & passed” to “may this course (be taken) again for credit?”
- Add (1 hour per week for 10 weeks) to the Unit Calculation section
- Specify Seminar: “student” preparation time for Seminars in the Course Calculation section
- Move the Committee’s approval signature box to bottom row of the form
- Objectives – orientation for schools, explain that they should reflect the level of learning for your course.

**Old Business**

None.

**New Business**

None.

Chair Alkon adjourned the meeting at 11:55 a.m.