The Committee on Courses of Instruction was called to order by Chair Alkon on September 18, 2007 at 10:30 am. A quorum was present.

Approval of the Minutes of July 24, 2007
The minutes of July 24, 2007 were approved.

Chair’s Report and Announcements – A. Alkon
Chair Alkon opened the meeting with Committee member introductions and welcomed new and returning members.

Online Course Review
In 2006-07 A. Alkon and C. Vaisse met with OAAIS to try to set up an online system. This will be a priority in 2007-08. Funds were allocated last year to OAAIS for an online course review system, so this is expected to move forward this year.

Course Form Review
In the coming months, the Committee will revise the unit calculation and course objectives sections of the course form. The Course Objectives guidelines are currently based on Bloom’s Taxonomy. There may be more sophisticated and simpler ways to update the course objectives.
**Course Deletions**
Course deletions fall under the purview of the Committee, so the Committee will work to formalize and document the process for course deletion.

**Instructional Grants Program**
Gail Persily, Associate Director, Center for Instructional Technology has proposed the idea of seeking increased funding for the Instructional Grants Program. The Committee will discuss this idea further in the coming months.

**Course Inactivation – J. Harter**
The Registrar’s Office sent 443 memos to department chairs to approve deletion of courses with zero enrollment in the last five years. 341 responses affirmed deletion, 102 courses were kept active on request of the chair or non-response from the department.

**Overview of School Curricula (Attachment I) – A. Alkon (Nursing); P. Finley & X. Chen (Pharmacy); A. Miller (Dentistry); A. Teherani (Medicine)**
A. Alkon, P. Finley, X. Chen, A. Miller and A. Teherani compiled curriculum information regarding each of the four Schools for the Committee’s reference.

**Adjournment**
Chair Alkon adjourned the meeting at 11:50 am.