Committee on Courses of Instruction
Christian Vaisse, PhD, MD, Chair

MINUTES
Tuesday, September 23, 2008

PRESENT: Christian Vaisse (Chair), Xin Chen, Doug Carlson, Brian Dolan, Patrick Finley, Jane Hirsch, Bree Johnston, Jae Lee, Art Miller, Catherine Waters,

ABSENT: Brian Schmidt, Arianne Teherani

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

The Committee on Courses of Instruction (COCOI) was called to order by Chair Vaisse on September 23, 2008 at 10:10 a.m. A quorum was present.

Chair’s Report
Chair Vaisse welcomed the group and provided an overview of the course review process as well as a description of the progress made to date on the online course review system.

Proposed Common UCSF Academic Calendar (Attachment 1)
The Committee reviewed the Proposed Common UCSF Academic Calendar and had the following questions:

- Why are no exam periods listed for the summer sessions?
- What are the next steps for the process? Will the next version of the calendar include a way to facilitate scheduling of courses to encourage students to take classes outside their own school?

These questions will be conveyed to the Calendar Committee via Academic Senate Chair David Gardner.

D. Carlson clarified for the Committee that the proposed common calendar seeks to find a common start date for UCSF and an agreement among the schools that courses will start and end within the agreed-upon term dates. This will facilitate interprofessional learning and help reduce administrative costs associated with multiple start dates.

Review of the Online Course Review System
Chair Vaisse led the discussion of the current version of the online course review system new course form. Committee members’ feedback included the following:

Security and Electronic Signatures
- For now, each user will log into the system with their UCSF email address and a user-selected and maintained password. As long as the user is known, indicating approval with a check box serves as an electronic signature.
- When the OAAIS user authentication system, MyAccess, is ready for use across campus, the online course review system will adopt the MyAccess logins.
- Could the system include an automatic timeout, with a series of warnings before the timeout?
Interdisciplinary, Interdepartmental and Interprofessional Courses

- How will interdisciplinary, interdepartmental and interprofessional courses be handled in the system? Will the system allow multiple schools and/or multiple departments to be associated with individual courses?
  - Check with Bioengineering and Therapeutic Sciences about how they intend to proceed with course review.

Faculty of Record

- Currently, when a student may choose the instructor for a course (i.e. independent study courses), the Instructor of Record is listed as “Staff” in the Course Catalog. The online course review system needs to include the ability to work with this component of the Registrar’s system.
- How will the Committee’s definition of Instructor of Record (as the faculty member with administrative responsibility for the course) interact with the Registrar’s definition of Instructor of Record (faculty member[s] with the ability to assign grades)?
- To initially populate the database with Instructor of Record information, users will be asked to identify if they are a course form preparer and/or an instructor of record.

Related Courses/Perquisites/Restrictions

- For both prerequisites and restrictions, indicate which fields will be published in the Course Catalog as Prerequisites and which will be published as Restrictions.
- Explain better each prerequisite and restriction.
- Revisit the course series for functionality with the Registrar’s system.
- “For what type of student is this course primarily intended? For example: Second Year Medical Students” “This information will be used by reviewers to better understand the course.” – default to “any student admitted to UCSF”
- Create a column of check boxes under the question “Is this course restricted to these students?” “This information will be published in the Course Catalog.”
- Create a separate line “May students in the Graduate Division (i.e. pursuing master’s or PhDs) enroll in this course?” with a Yes/No check box.

Unit Calculation

- How will the system handle courses with a range of weeks?

Functionality

- Users should be required to login before entering the system, including the start page.
- The system will be backed up daily, including data entered or changed since the last backup.
- To introduce campus users to the new system, COCOI will contact the primary course contacts in each school ([Roz Tuttle] in Dentistry, Maureen Mitchell in Medicine, Leila Kern in Nursing and Cindy Watchmaker in Pharmacy) to determine how best to announce and train users for the new system for their school.
- Could the review happen on multiple pages with a navigation bar at the top or on the side? This would facilitate the process for the user and minimize the amount of time required for a timeout and minimize the amount of entered data that could be lost on an automatic timeout.
- Could the system include a timed auto-save function?
- For character-limited fields, stop the typing at the set character limit.
- Font size should be larger. (Argument in favor of creating multiple pages.)
- Clearly indicate to reviewers that when they make comments, who will be seeing them (i.e. other reviewers, etc.)

New Business

None.
Chair Vaisse adjourned the meeting at 12:00 noon.