Committee on Courses of Instruction
Brian Dolan, PhD, Chair

MINUTES
Tuesday, November 9, 2010

PRESENT: Brian Dolan (Chair), Doug Carlson, Jeff Harter, Katherine Hyland, Conan MacDougall, Howard Pollack, Peter Taylor

EXCUSED: Gary Armitage, Susan Promes, Jae-Woo Lee, Mary Lynch, C. Anthony Hunt (Vice Chair), Art Miller, Catherine Waters.

The Committee on Courses of Instruction (COCOI) was called to order by Chair Dolan at 10:10 AM ON Tuesday, January 25, 2011.

Chair’s Report

On January 10, 2011, Chair Dolan presented information on the progress and future of the Senate Course Review system. Also discussed was the creation of a new portal on the Senate Course Review system to accommodate review of non-MD program course forms to the Academic Senate Coordinating Committee.

Chair Dolan, Peter Taylor, Vice Dean of the Graduate Division and Tina Brock, School of Pharmacy Curriculum Committee Chair discussed the current review process for PhD and PharmD programs and the future process for non-MD programs in the School of Pharmacy. The creation of a pathway for the Graduate Division reviews stems from an announcement from David Irby, Vice Dean, Medical Education, informing the University that the School of Medicine would no longer review non-MD courses. Both procedural and technical program changes will commence on February 1, 2011 with testing to be completed by February 11th. Until the changes are completed, all courses pertaining to the graduate program are approved off-line.

Chair Dolan also presented information on the question of the value added by the Committee on Courses of Instruction’s review of courses that have previously been reviewed and approved by the Department Chair, Curriculum Chair and the School’s Dean. A discussion was held on whether the committee should integrate more with other Senate and School committees who also deal with courses and education policy to make oversight of education programs more efficient. There are no plans to make changes at this time. A question was raised about the existence of a master list of all UCSF committees, especially those that have to do with education policy that would assist the Committee’s interprofessional and interactive collaborations by allowing information to flow between the schools committees and the Academic Senate committees.

In an attempt to alleviate some of the errors on course forms submitted, Chair Dolan suggested a change in the current review process. The current review process is begun with review by the department chair. Chair Dolan suggested that the review be completed by the program chair who has more information regarding the data submitted on the course forms than the department chair. Additional discussions will follow on the subject of the review pathways.
Senate Course Review Tutorial

The Academic Senate has received requests for an on-line tutorial for the Senate Course Review System. Once the review system’s minor and substantial modifications, which are based, in part, on requests from the users, have been completed, a request for time and budget estimates will be submitted. The Course Review System administrator has begun a series of small seminars to cover new procedures and answer questions on the current process as well as presenting a forum for feedback on the process and possible system enhancements.

Distance-Learning Courses and Degrees

The discussion on on-line courses was tabled until information is received from the Academic Senate Committee on Education Policy.

Instructional Grant Review

The Call has gone out for the 2011-2012 Instruction Grants Program. For 2011-2012, the library has received additional funding that will be awarded for instructional improvement projects focused on interprofessional health education. While historically, all submissions were reviewed and scored by the Committee on Courses of Instruction, this year two COCOI members will represent the committee in this process.

ACTION: Chair Dolan will send a request for committee volunteers.

Non-Course Course Numbers

The Committee received a request to allow course creation for the purpose of giving the library a source (course number) to which they can store and retrieve course information. The Decision was made not to review courses that are not to be registered with the registrar’s office. Courses reviewed by the COCOI must go into the course catalog, be made available for enrollment by UCSF students and end up on the students’ transcripts.

Old Business
None

New Business
None

There being no additional items, the meeting adjourned at 11:30 am.