Committee on Courses of Instruction
Anthony Hunt, PhD, Chair

MINUTES
September 13, 2011

PRESENT: Anthony Hunt (Chair), Susan Promes (Vice Chair), Gary Armitage, Doug Carlson, Frances Cohen, Conan MacDougall, Tracy McKnight, Howard Pollick

EXCUSED: Carol Dawson-Rose, Mary Lynch, Dana Rohde

GUEST: Peter Taylor, Assistant Dean, UCSF Graduate Division

Chair Hunt called the Committee on Courses of Instruction (COCOI) to order at 10:00 AM on Tuesday, September 13, 2011.

Chair’s Report
Chair Hunt welcomed the new and returning committee members. During the introductions, each member also indicated their role at UCSF.

New Member Orientation / Review of COCOI Duties
The committee reviewed the policies and procedure of the Academic Senate Committee on Courses of Instruction. They are governed by both Senate Bylaw 145(b)

1. It shall be concerned primarily with the coordination and review of individual courses of instruction. It shall make full use of appraisals and recommendations of appropriate committees of the Schools of the Division and advise them at its discretion on the following matters: The formal and final approval of new courses of instruction, desirable modifications in courses already approved, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.
2. The Committee, in conjunction with a representative from the Library, will review and make recommendations for awarding Instruction Improvement Grants during the academic year. [Am 1 Sep 03]

and the UC Board or Regents Standing Order 105.2(b)

The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board, except that the Senate shall have no authority over courses in the Hastings College of the Law, San Francisco Art Institute, in professional schools offering work at the graduate level only, or over non-degree courses in the University Extension. No change in the curriculum of a college or
professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.

**Course Review Guidelines**

The committee discussed the policies and procedures for on-line course review. The committee members were presented with an information binder consisting of the following:

- Committee Bylaws and the UC Regents Standing Order 105.2(b)
- Committee Policies and Procedure (By request of Chair Hunt, this document is slated for revision.)
- Academic Senate website resources
- Instructions for access to MyAccess and the course review website
- The course review tutorial
- Course review reference material

**Old Business**

**Awarding of Units for Participation without Other Evaluation**

Committee member, Howard Pollick, presented the issue of awarding academic units for courses where only participation or attendance is required, without any additional method of evaluation. There is a general guideline that for each hour of lecture, the student will work three hours (noted on the new course form). The question was whether it is appropriate for a student to earn 1 unit of credit for simply attending 10 hours of lecture or material presentation without any evidence that the expected 30 hours of out-of-class work (possibly preparation or reading of some kind) actually occurred.

If this is appropriate, can the units earned from such a course count toward the number of units required for graduation?

**ACTION:** A communication was sent to the Committee on Educational Policy (CEP). The CEP will review this issue at their October 10, 2011 meeting. [T.Hunt to CEP - Units for Participation Only 9.16.11.pdf](#)

**Graduate Division Course Review Pathway**

With the School of Medicine would no longer review non-MD courses, changes to the Senate Course Review System have been made, both technically and procedurally, to incorporate the Graduate Division into course forms and the review process.

With the complexities of the courses that are being submitted for review, it is necessary to assure that similar standards are applied across programs, that all are reviewed for content, program scope, and ensure that courses are not duplicated in another department or program.

**ACTION:** The Committee prepared a communication to the Graduate Division requesting that they convene a committee, similar to the Curriculum Committees within the schools, to assure this critical review of courses across graduate programs is achieved. [T.Hunt to P. Taylor - Grad. Div. Course Review 9.13.11.pdf](#)

**New Business**

None
There being no additional items, the meeting adjourned at 11:35.

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