MINUTES
Monday, April 9, 2012

PRESENT: Abbey Alkon (Chair), Beth Wilson (phone), Susan Hyde, Nancy Nkansah (phone), Sophia Saeed, Vineeta Singh (phone)

ABSENT: (permanent guests) Harry Hollander, Judy Martin-Holland, Joe Castro, Doug Schmucker

EXCUSED: Tamara Alliston, Tina Brock

The Committee on Educational Policy was called to order by Chair Alkon on April 9, 2012 at 4:00 p.m. in room U-506. A quorum was present.

Approval of the Minutes of the February 13, 2012 Meeting
The minutes of the April 9, 2012 minutes were approved with the clarification by Gail Persily that WASC will approve online master degree programs; an additional approval process is required to do so.

Chair’s Report
Chair Alkon has been asked to join the Blue Ribbon Panel on the Evaluation of Online Instruction Pilot Project (OIPP) to review undergraduate online courses at UC. Blue Ribbon Panel on Evaluation.

MS Program Review
Chair Alkon requested feedback on proposal from Peter Taylor, Assistant Dean of Academic Affairs in the Graduate Division to establish a new program in graduate studies in Masters in Healthcare Administration and Interprofessional Leadership (MHA-IL) for the MS degree at the University of California, San Francisco. Chair Alkon reported that the current MS nursing leadership program is being phased out. The Committees on Courses of Instruction, Academic Planning and Budget and the Graduate Council will also participate in the review of this program.

Chair Alkon highlighted some of the aspects of the new hybrid program for a preliminary discussion by the Committee. Aspects presented were:

- Interdisciplinary program
- On-line and face-to-face (blended)
- Self-sustaining
- Enrollment in any quarter
- $43,000 fees for 12 month program
- Up to 140 students enrolled at one time (about 32 per quarter)
- Not much overlap with other courses in California since the leadership (administration) is not the primary focus of public health programs
- Basic requirement Bachelor's Degree
• Home is UCSF School of Nursing
• Admission is the same as the School of Nursing Masters programs as there is no GRE (Graduate Record Examination) requirement for the new program.
• Evaluation and oversight by the Graduate Council

Scott Reeves, Director of the Center for Innovation in Interprofessional Healthcare Education and the Clinical and Translational Science Institute has reviewed the proposal.

ACTION: The MS proposal will be sent to each committee member for a formal review for the May 14, 2012 meeting.

Updates from the Schools

School of Pharmacy - Nancy Nkansah
No report.

School of Medicine - Beth Wilson
• The School of Medicine (SOM) Pathways continues to move forward.
• The SOM Retreat for Curriculum will be held in May, 2012. Dr. Wilson will submit a report to CEP.
• The School of Medicine needs to hire and train preceptors. Even with the education innovation, having no preceptors negatively impacts the students.

School of Dentistry (SOD) - Susan Hyde
• The school will undergo Accreditation on April 10, 2012.
• SOD depends on volunteer faculty for preceptors. Currently, through Operation Excellence, Human Resources is charging the school for preceptors.
• There is a school-wide review of student evaluation questions. A resource for writing multiple-choice questions for evaluation - National Board of Medical Educators (www.nbme.org/pdf/itemwriting_2003/2003iwgwhole.pdf).

School of Nursing (SON) – Abbey Alkon –
The current financial status is probably the worst in its history. The Federal government funding ($150,000 per year) and state funding for clinical programs have been cut requiring the schools to end some clinical programs, clinical faculty will be cut back, and tenure track faculty are being asked to teach clinical courses. The School is not admitting as many students as in prior years.

Student Evaluations – Vineeta Singh
• The School of Dentistry’s Associate Deans office has requested that all exam questions be reviewed to learn how to create new questions for testing students.
• The school will also use E-Value software for evaluation, as does the School of Medicine, to allow for better standardization.

Faculty Development Workshops/Test Questions – Beth Wilson
Beth Wilson provided a link to an online resource that discussed how to create good test questions, http://medschool.ucsf.edu/workshops/.
**Mode of Delivery Indication for Course Forms**

Chair Alkon requested a course form from UCI to review their procedure for indicating an online course. UCI’s process is to check “approve for online delivery” on their course form. This is not the process being recommended by CEP.

The committee will discuss this further before approving and forwarding the recommendations to the Educational Effort. Some changes include the removal of the terms *synchronous* and *asynchronous* and refer to them as distance learning.

**ACTION:** Send the recommendation for mode of delivery to COCOI for review.

Also discussed was the course subject header currently set for interdisciplinary courses (I) should be changed to interprofessional (I).

**ACTION:** Chair Alkon will draft a document requesting the subject indication change and the definition for interprofessional education courses.

**Update from the Library – Gail Persily, Director, Education & Public Service, UCSF Library**

Strategic Process for faculty development and technology has been funded. The information on this funding can be viewed at the following site: There is ongoing discussion to determine how to move this initiative forward.

Key participants are Kevin Souza, Jeff Kilmer, Tina Brock, Pat O’Sullivan, Gail Persily, Gwen Essex and Kari Stewart. The plan is to make the Teaching and Learning Center the virtual home for faculty development a technology since the center is a campus effort that bridges all the educational technology services. Resources can be found at [http://tlc.ucsf.edu/resources/](http://tlc.ucsf.edu/resources/).

An online vendor, Embenet Compass, will show invite faculty and others involved in online courses to view examples of their online courses. Gail suggested that Abbey Alkon, and Beth Wilson from CEP, and Tony Hunt and Susan Promes from COCOI be invited.

**ACTION:** Gail to send e-mail on the presentation.

**UC CEP report - Tamara Allston**

No report

**New Business**
None

**Old Business**
None

**Adjournment**
There being no further business, Chair Alkon adjourned the meeting at 5:00 p.m.