The Committee on Educational Policy was called to order by Chair Alkon on November 8, 2011 at 3:05 p.m. in room U-506. A quorum was present.

The minutes from October 10, 2011 were approved. Tina Brock requested clarification on the term "small group" indicating it was not the only term used throughout the campus. Chair Alkon noted that there was a discussion at the last CEP meeting that COCI and the Registrar should consider the option of a course-type as ‘small group’.

Chair’s Report
Chair Alkon discussed the following:

- Faculty received a letter (e-mail) from Jeff Bluestone informing them that all faculty will be required to sign a new patent agreement. This follows the announcement of the Supreme Court Decision, Stanford v. Roche in which a Stanford University Professor lost the patent rights to his invention to Roche, a company he consulted with. The chair asked that committee members to explain the reason for the new patent agreement with their respective schools.

- Long Range Development Plan (LRDP). The plans for what UCSF will look like in the next ten years were discussed. The report focused on the physical plans.

Not discussed at the Coordinating Committee meeting was the LRDP issue of instructional planning dealing with how learning will occur in the future and the learning environment. This issue is relevant to CEP with respect to how these recommendations will interface with the university. The issue will be examined by the CEP. Gail Persily is the liaison for this committee...

- Chair Alkon was invited to participate in the subcommittee, Academic Senate Education. Other members are Farid Chehab, Vice Chair of the Academic, Tony Hunt, Chair of COCOI, and Robert Raffai, Chair of Graduate Council. The major issue is UCSF’s plans for the on-line education in degree programs, continuing education, and self-supporting programs as well as the vehicle for evaluating these courses. The subcommittee met once.
The next CEP meeting will focus on the policy issues of on-line courses and online Masters’ programs, and the potential impact on the schools.

**ACTION:** Send LRDP report to CEP members for December Agenda.

Chair Alkon requested that the members review the LRDP report for discussion at the December, 2011 meeting. The committee could discuss what policy might look like within degree programs and/or self-supporting programs. Policy would also assist the Committee on Courses of Instruction to provide guidelines about online and hybrid courses.

There is an on-line pilot for undergraduate programs and the university will be evaluating the courses after they are completed. The new evaluation system may assist UCSF in determining how future on-line courses should be evaluated.

Susan Hyde announced that the Center for Innovation, which is also being developed by Tina Brock, will be up and running on January 3, 2012. One charge of the Center is the development of interprofessional educational opportunities. They would like to the Center’s policies and evaluations to be in place at that time.

**Diversity at UCSF – Renee Navarro Vice Chancellor for Diversity and Outreach**

Renee presented the focus of The Office of Research and Diversity and the work done to solidify diversity and outreach activities throughout the campus. The outreach efforts are collaborative with the Vice Chancellor’s efforts at college level and beyond, while Joe Castro, Student Academic Affairs works with preK-through 12.

Mission: To build a broadly diverse faculty, student, staff community; to nurture a culture that is welcoming and supportive. They also identified the need for diversity and accountability measures. The Vice Chancellor is charged with incorporating and consolidating the existing UCSF programs and enhancing UCSF’s diversity efforts. She defined the programs and leaders of these programs. With the outreach across schools, each year a report on the progress of diversity in each school is reported by the school’s deans. Additional information on the mission of UCSF’s diversity-related efforts can be found at [http://www.ucsf.edu/news/2011/05/9847/ucsf-reorganizes-diversity-related-efforts-under-one-office](http://www.ucsf.edu/news/2011/05/9847/ucsf-reorganizes-diversity-related-efforts-under-one-office).

A multi-cultural resource center will be developed for students (open for faculty and staff) who have requested meeting space in a letter to the Chancellor. This follows the creation of HUB (Health Unity Board). This interprofessional group stressed the need, across schools, to discuss important student issues. A director has been hired, Mijiza Sanchez, and waiting for space. Schools have also noted the need for meeting space for students and trainees.

The current programs are being evaluated to be sure they are reaching their intended targets.

**On-Line Education – Joe Castro and Karen Butter**

The presentation, Advancing Health Worldwide through On-line Education shared the on-line learning and the Chancellor’s education goal which is to attract and support the most talented and diverse health science students by creating a learning environment in which students thrive. This would be accomplished by extending a UCSF education to diverse learning worldwide through on-line education.

Statistics on on-line learning indicate that 27% of the UCSF students believe that on-line learning is the most important technology for UCSF investment and innovation. To receive their on-campus UC degree, 80 percent of UC students were likely or very likely to take on-line courses.
UC currently has plans for a fully online new Master’s Degree in Public Health at UCB. UCSF SON has a new Acute Care Pediatric Nurse Practitioner Program at UCSF and UCI. There are 3 students enrolled in the program from UCI. Additional programs have been proposed.

The committee discussed issues of on-line courses and determined that additional information would be needed for the next committee meeting.

Some issues included:

- Evaluations and the impact they may have on promotions and advancement.
- Oversight of the Certificate Program
- Certificates of learning (Not the “C” certificate) that could bring in revenue.
- Financial assistance for “C” programs while “c” certificates do not qualify for federal assistance
- Competitiveness factor of presenting these courses outside the university
- Faculty working to develop on-line courses and resources needed.
- Sustainability
- Financial costs and time for faculty

Karen Butter discussed the creation of on-line courses with outside companies or internally, citing the advantages of having outside resources (time and knowledge), vs. internal (cost savings) or a hybrid of resources.

The Academic Senate (COCOI, Graduate Division, and CEP) is reviewing the steps needed to move forward with on-line and hybrid courses. CEP will be discussing policies that need to be in place to support these new courses and/or programs. Chair Alkon has requested a meeting with UC Berkeley’s Education Policy Chair.

Timeline – SON is slated to offer a Master’s Program in the Fall 2013.

**ACTION:**

- Meet with the sister committee at UC Berkeley, Thomas Goldstein, Chair.
- Discuss these issues with UCSD.
- Obtain guidelines for Certificates.
- Determine whether there are guidelines for evaluation (Chris Cullander). If available, set up a meeting with Chris, Abbey and Tina to discuss evaluations of non-clinical courses to identify overlap across Schools.

Other questions to committee members:

- Courses currently on-line at the difference schools.
- Continuing education courses or Certificate Courses.
- Courses that can be put on-line to create additional funding

**Evaluations**

- Obtain information from other schools regarding the content regarding hybrid and on-line non-clinical courses.
- Create a subcommittee to review cross-school evaluations. (Tina Brock, Abbey Alkon)
- Identify core evaluation questions used in the schools.
- Create an evaluation that will garner a large enough response (or make it a requirement).
- Note concern regarding student responses that may affect promotion and advancement.
- Become knowledgeable about courses that need peer review.
Course Review Changes – COCOI

Chair Alkon read the COCOI Standing Order 105.2(b) in response to the COCOI change to the current process for review of profession school courses and discussed the creation of policy for specific courses not required review by COCOI.

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.

Meet with Tony Hunt, COCI chair, or request the plans to change the types of courses and programs that will not be reviewed by COCI in the future, based on COCI’s interpretation of their bylaws.

Updates from the Schools
None

Update from the Library
None

UC Education Policy Update – Tamara Alliston

Old Business

The following issues were sent to Chris Cullander, Director, Office of Institutional Research for comment:

1. The CEP would like the one unit of lecture, which assumes 2 hours of (outside) work by the student and one unit of seminar, which assumes 2 hours of student prep time to have the same amount of student prep/work time. They also want these courses to require an evaluation in addition to attendance.
2. There was a suggestion that lecture and seminar be combined and referred to as “Course”.
3. They also wanted to know if an additional one-unit course, to be referred to as small groups, could be added.

The concern, specifically, is whether these changes can be made and what impact it would have on WASC accreditation.

Chris Cullander’s response was, “With respect to #1, the proposal to require an evaluation in addition to attendance is consistent with the idea of defining measureable student learning outcomes and using the assessment of them to improve the learning experience, so my sense is that WASC would want that to happen. I will touch bases with our WASC Liaison to confirm and get back to you as soon as I hear from him.”

Director Cullander noted that items 2 & 3 will be of concern to WASC.

Additional Resources on Credit Hours:
New Business
Meetings will continue monthly for 2011-2012. The day will change for 2012-2013.

Adjournment
Chair Alkon adjourned the meeting at 5:10 p.m.

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