MINUTES
Monday, December 12, 2011

PRESENT: Abbey Alkon (Chair), Beth Wilson (Vice Chair), Tamara Alliston, Susan Hyde, Nancy Nkansah, Doug Schmucker, Sophia Saeed, Tina Brock

ABSENT: (permanent guests) Harry Hollander, Judy Martin-Holland

EXCUSED: Vineeta Singh

GUESTS: Farid Chehab, Vice-Chair, Academic Senate

The Committee on Educational Policy was called to order by Chair Alkon on December 12, 2011 at 3:30 p.m. in room U-506. A quorum was present.

The minutes from November 14, 2011 were approved.

Chairs Report – Abbey Alkon

At the December, 2011 Academic Senate Coordinating Committee, Farid Chehab submitted a memo of committee responsibilities for Educational Effort. The CEP will discuss this memo and address specific questions on the responsibilities and the process at the January, 2012 meeting.

At the December Educational Effort meeting, Joe Castro suggested that the Committee on Educational Policy take the lead for the Academic Senate on faculty development possibly.

Faculty need infrastructure and technology support.

UCSF Academic Senate Educational Efforts – Farid Chehab

UCSF Academic Senate Vice-Chair Farid Chehab spoke on behalf of the Academic Senate Education Effort Subcommittee on the topic of the proposed expansion of the Academic Senate committees’ roles in the online course process. The education-focused committees, the Committee on Courses of Instruction, Committee on Educational Policy and the Graduate Council will focus on:

a. Participating in the process to develop strategies and structures for online education at UCSF and across the UC System.

b. Determine how self-supporting programs will be implemented on campus to ensure that faculty and student needs are met.

c. Participating in the emerging structures related to interprofessional education at UCSF.
Committee on Educational Policy may be asked to determine the following for self-supporting programs:

- Is this program serving the needs of the state?
- Is it addressing a professional group?
- Is there a significant student aid program?
- Are there competing programs at other UCs or nation-wide? If so, is there a way to coordinate so that each has their own niche?
- Is diversity supported through the program?
- Should faculty attend faculty development (for online instruction)?
- Will graduate students teach?
- What is the Thesis or Capstone requirement?
- How many courses are required?

Committee on Courses of Instruction will review both courses and new programs for conversion courses.

The Committee on Academic Planning and Budget will review of the program budget to assure students can afford the program.

Graduate Council will lead the program review and take the recommendation from other committees regarding the self-sustaining programs.

There are two certificate programs on campus and approximately 6 Masters Programs. Their reviews are currently done by an external Board of the specialty and are not reviewed by the Graduate Council. The Committee recommends that Graduate Council who reports to the Academic Senate review programs not having external professional reviews.

Systemwide Academic Senate would only approve new programs and expedited reviews.

NOTE: A school must have less than 50% of the courses on-line to qualify as traditional curriculum.

The committee also discussed the current new and existing program review process. Additional discussions will be held as the new strategies, processes and structures are determined.

Also discussed was the possibility of a program closing or not enrolling enough students.

NOTE: State funds cannot be used for self-sustaining programs.

ACTION: Farid Chehab will submit the criteria used for program reviews and criteria for expedited reviews.

The Academic Senate Educational Effort (Farid Chehab, Academic Senate; Tony Hunt, Chair, Committee on Courses of Instruction; Robert Raffai, Chair of Graduate Council; Abbey Alkon, Chair, Committee on Educational Policy) will coordinate meetings with the four education-focused committees and continue to report to the Coordinating Committee on its progress. It has been suggested that there are joint committee meetings.

ACTION: Systemwide Online Education for Undergraduate Students will be resent to all committee members.

Discussed was the possibility of awarding instructors in the merit process for online courses. Concerns
were noted regarding the quality of courses and the course content. It was suggested that a note regarding innovation from the Department Chair should be used rather than a point-based merit process.

The information to be presented at the Coordinating Committee for January 2011 will be an update on the discussions with the education-focused committees rather than a report from the Subcommittee.

Summary from Tamara Alliston:

A concept I took away from the conversation - and a place where CEP may contribute - is the need to develop new or implement existing safeguards that will help balance potentially competing interests: financial interest vs. student or faculty interest, or financial interest vs. quality of education. I agree that these things are not necessarily in conflict and can promote mutual benefit - but it is also easy to envision situations where this could go awry.

Several of the things we discussed could help protect against these conflicts:

- ensuring that there is a ‘check’ built into the system so that new traditional and self-sustaining are appropriately peer-reviewed

- ensuring that each program has clear, peer-reviewed, and approved standards for admissions of students to the program

- ensuring that all graduate degree programs undergo regular review - either through professional accreditation organizations or internally

- ensuring that faculty developing courses that use a significant amount of ‘educational technology’ are given the opportunity to access the specialized expertise to help them be successful - ie - a chance to get input from other UCSF faculty who have done this already, courses, IT support etc.

Faculty Development

The Committee on Education Policy may have an integral part in faculty development for online teaching in coordination with Joe Castro. Faculty workshops will be made available for online teaching. COCOI may require this component for on-line course review.

Old Business
None

New Business
None

Adjournment
Chair Alkon adjourned the meeting at 5:05 p.m.