Committee on Courses of Instruction
Susan Promes, M.D., Chair

MINUTES
February 13, 2013

PRESENT: Susan Promes (Chair), Conan MacDougall (Vice Chair), Doug Carlson, Howard Pollick, Carol Dawson-Rose, Patricia Babbitt, Mary Lynch, Dana Rohde, Caroline Shiboski, Tracy McKnight, (teleconference)

GUEST: Peter Taylor, Assistant Dean, UCSF Graduate Division
Jeff Harter, Assistant Registrar

Chair Promes called the Committee on Courses of Instruction (COCOI) to order at 10:10AM on Wednesday, February 13, 2013.

Chair’s Report

Chair Promes reviewed the Committee’s Priorities:

Priority 1. Interprofessional Courses – The presentation was cancelled at the Center’s request. COCOI will continue inviting the Director, Scott Reeves, and members for a discussion.

Priority 2. Monitoring Online Course Review System/Other system options – Chair Promes and Doug Carlson
The current course review system will be upgraded with some of the additions and modifications requested at the User’s Panel meeting held in December, 2012. See additional information below.

Priority 3. Online Course Review System User Training - Completed

Priority 4. Update of MOUs
The MOUs were originally sent to the schools on August 24, 2012.
ACTION: MOUs must be sent to the schools each fall for updating.

Priority 5. Graduate Division Course Review System – Peter Taylor – Completed

Priority 6. Student Fees for courses at UCSF but not necessarily by the student’s home program.
ACTION: Will be removed from the list since it is now in our purview.

Priority 7. Qualifications for Instructor of Record
Howard Pollick reported on this issue at today’s meeting. (See below)

Qualifications for Instructor of Record – Howard Pollick
A small group was formed to review how Regulation 750 applies at UCSF, to determine that responsibility of the IOR regarding courses, whether a second IOR be allowed to submit grades, to create a list of IOR
expectations, and to make suggestion to the committee on whether to change the current policy. Members are Doug Carlson, Howard Pollick, Mary Lynch and Dana Rhode.

**Online Courses Review System Update – George Michael**

George Michael, the developer of the current course review system presented the upgrades and modification that have been requested by the system’s users. The Academic Senate will fund this project. Some of these additions include:

- Registrar’s office as the first reviewer
- Interprofessional education (IPE) as a school
- Corrections/changes to course forms by the registrar’s office. A guideline will be submitted by the Registrar.
- Changes to the course review system will be reflected in the course catalog

Additional modification requested was the notation of the type of course for reporting purposes (IPE, elective, online).

**ACTION**: Prior to the March COCOI meeting, Doug Carlson, Heather Alden, Conan MacDougall, Jeff Harter, Carol Dawson Rose, Kate Dargan and George Michael will meet to discuss the necessary course form modifications for online and IPE courses to allow George to progress with the changes as they are approved.

**Online Courses Subcommittee**

Conan MacDougall will oversee a subcommittee on online courses to determine the types of online courses that will be made available at UCSF as well as the assignment of units to online courses. The committee will report its finding at the March, 2013 meeting. Members are Conan MacDougall, Doug Carlson, Mary Lynch, Susan Promes, and Kathleen Dargan. It was suggested that the following be invited: Chris Garrett and Deborah Grady from the CTSI.

NOTE: Coursera’s online courisers are not degree courses and, therefore, not reviewed by the COCOI

Tracy McKnight requested what information would be needed to review online courses.

**Interprofessional Education, Faculty Development – Susan Hyde**

The IPE Center is committed to offering educational and professional development opportunities. A series of 12 workshops are being held, one per month, all year on a variety of IPE topics. The following link contains additional titles and descriptions along with additional learning and professional development opportunities, [https://interprofessional.ucsf.edu/learning-prof-development](https://interprofessional.ucsf.edu/learning-prof-development).

- Pathway to Discovery in Health Professions Education
- Educational Skills Workshops
- Educational Scholarship Conference (ESCape)
- Teaching Scholars Program
- Advanced Programs in Health Professions Education

There being no additional items, the meeting adjourned at 11:55.
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