MINUTES
April 10, 2013

PRESENT: Conan MacDougall (Vice Chair), Howard Pollick, Carol Dawson-Rose, Mary Lynch, Caroline Shiboski (teleconference)

EXCUSED: Susan Promes (Chair), Dana Rohde, Tracy McKnight

GUEST: Doug Carlson, Registrar
Jeff Harter, Associate Registrar
George Michael, Academic Senate Project Manager
Heather Alden, Executive Director, UCSF Academic Senate

Vice Chair MacDougall called the Committee on Courses of Instruction (COCOI) to order at 10:10 AM on Wednesday, April 10, 2013.

The March 13, 2013 Minutes will be approved by e-mail due to the lack of quorum.

Chair’s Report
Vice Chair MacDougall discussed the changes to the course form review process outlined in the attached document (Attachment 1) submitted by George Michael, Review Step – Interprofessional Course Reviewer and Additional Department Reviewer. There are currently three queues or pathways of review: standard review (one school reviewing the forms), Interprofessional course review that includes approval by the School’s curriculum committee and an approval by the Center for Interprofessional Education (IPE), and a third pathway for courses with additional schools/departments and IPE review. There have been no changes to the Committee on Courses of Instruction’s course review process.

Changes to the Review Process:
• Course forms would be submitted to the Office of the Registrar prior to the review by the Department Chair and other designated School reviewers.
• IPE review process will add a second reviewer at the curriculum committee step; a person designated by the Center for Interprofessional Education (IPE) will review and approve the form to assure it is an IPE course.
• In review queue three, course form preparers can select additional reviewers that would have permission to review but not approve the course form, e.g. cross-campus courses.

ACTION: George will develop another version of this queue and post it on the website for the Course Review System users.

Changes to the Course Forms:
• The new system will allow reviewers to make simple changes (spelling, etc.). The change will be recorded to show changes and who made the changes.
• A change will trigger an e-mail of the list of changes to the administrator.
• Course form help will be visible when holding the cursor over the section title. The scripts (Attachment 2)

**Analyst Update**

**Committee Membership**

- Patricia (Patsy) Babbitt will become the Director of the UCSF Graduate Program in Biological and Medical Informatics as of July 1, 2013 and has resigned from the Committee on Courses on Instruction.
- Peter Taylor has left the Graduate Division.
- Rick Wyllie will take on the responsibility of reviewing Graduate Division courses but will not attend the COCOI meetings.

**Instructor of Record – Doug Carlson for Howard Pollick (See attached)**

Howard Pollick requested that the committee discuss possible changes to the responsibilities of the instructor of record as outlined in the attached document. The committee discussed possible changes will review and approve changes in a future meeting.

**CTSI – Deborah Grady**

CTSI requested the ability to publish duplicate courses, one course listed in the course catalog as an Epi course while the second online version listed in the course catalog as a Clinical and Translational Science Institute (CTSI) course.

The Epi course is an in-person course taken for credit while the online course version is currently non-credit, with the request that this could become a credit course. Deborah Grady noted that the issue of credit is important for the Responsible Conduct of Research course which provides the didactic component of NIH-required training in research ethics.

Jeff Harter, Associate Registrar, requested additional information on the purpose of duplicating these courses. Deborah Grady noted that they have received funding to make these courses available online.

Additional concerns were:
- whether students would enroll in an Epi course
- course review process
- obtaining a “school” designation for CTSI

**ACTION:** The committee will review and discuss these issues further.
**ACTION:** Jeff Harter will retrieve information used to move Global Health Sciences to an ORU.

**New Business**
None

**Old Business**
None

Senate Staff:
Kathleen Dargan, Senate Analyst
Kate.dargan@ucsf.edu 476-1308
There being no additional items, the meeting adjourned at 11:45.

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