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

MINUTES
September 12, 2012

PRESENT: Susan Promes (Chair), Doug Carlson, Mary Lynch, Conan MacDougall, Howard Pollick, Carol Dawson-Rose
EXCUSED: Dana Rohde, Carolyn Shiboski, Patricia Babbitt, Tracy McKnight
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 10:00AM on Wednesday, September 13, 2012.

Chair’s Report
Chair Promes welcomed the new and returning committee members. During the introductions, each member also indicated their role at UCSF.

The COCOI meeting schedule and the Chair’s policy on convening or canceling meetings was discussed. The committee members can expect a week’s notice prior to the cancellation of a schedule meeting.

Priorities for 2012-13, Review of the Committee’s Annual Report
Issues listed in the Annual Report for 2012-13 were online course review system modifications/system overhaul/new system development and on-line course review system user training. The committee agreed to include the following:

Student Fees – Doug Carlson
Instructor of Record – Howard Pollick
Online Education – Educational Work Group, Susan Promes

New Member Orientation / Review of COCOI Duties
The committee reviewed the policies and procedure of the Academic Senate Committee on Courses of Instruction.

Memorandum of Understanding, an agreement between the Committee on Courses of Instruction and the UCSF Schools, which delegates the final approval of the course content submitted through the Academic Senate Course Review system to each of the Schools. The final approval consists of assuring that all information contained on the form is accurate thus allowing the COCOI to perform is charge as outlined in Senate Bylaw 145(b) which reads, in part:

It shall make full use of appraisals and recommendations of appropriate committees of the Schools of the
Division and advise them at its discretion on the following matters: The formal and final approval of new courses of instruction, desirable modifications in courses already approved, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.

New Member Orientation / Review of COCOI Duties (cont.)
Chair Promes presented a hands-on online course review/tutorial explaining the form fields and the role each plays in the review by the COCOI and the inclusion in the Course Catalog.

Jeff Harter, Assistant Registrar noted that there are approved courses that contain errors. Discussion of approvals by the Schools versus editing by the COCOI brought up the issue of forms being approved with errors. It was noted that, unless the Registrar’s office reviewed course forms prior to submission to the COCOI or COCOI contacted the schools regarding each course form submitted, the information approved by the schools should be determined to be accurate.

Course Review System Issues
The committee discussed the policies and procedures for on-line course review. The following issues were discussed as possible changes to the current system.

• Check for duplication of Faculty of Record (listed as FOR and other instructor)
• Automated form return to submitter upon request for modification by the school’s reviewers.
• Install a hard stop for the deadline for submission of forms.

Caroline Shiboski and Patricia Babbitt, new members to the Committee, were unable to attend this meeting. The analyst will schedule a separate instructional meeting to present the guidelines and review process.

ACTION: Statistics on late submissions by school will be presented to the Committee at the November, 2012 meeting.

Old Business

Awarding of Units for Participation without Other Evaluation
Committee member, Howard Pollick, presented the issue of awarding academic units for courses where only participation or attendance is required, without any additional method of evaluation. This issue will be address by the Academic Senate’s Coordinating Committee in October, 2012.

New Business

Start Time for Courses and Meetings
Chair Promes presented information from the Student Academic Affairs meeting on 9/12/2012 regarding the issue of start times for courses and meetings. Discussion of a 10 minutes prior or past the hour or an on-the-hour start time for courses will continue and the findings presented to the faculty.

There being no additional items, the meeting adjourned at 11:35.
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