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

MINUTES
October 10, 2012

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

EXCUSED: Mary Lynch

GUEST: Peter Taylor, Assistant Dean, UCSF Graduate Division
Chandler Mayfield, Director of Technology Enhanced Learning

Chair Promes called the Committee on Courses of Instruction (COCOI) to order at 10:10AM on Wednesday, October 10, 2012.

Chair’s Report
Chair Promes reviewed the course review guidelines and emphasized the importance of reviewing courses in a timely manner – with special attention paid to deadline prior to the course catalog update. The review deadlines were added to the agenda and are included below: All reviews must be done prior to the dates below to allow for requests for modification:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Winter 2013</td>
<td>11/01/12</td>
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<td>Spring 2013</td>
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<td>Summer 2013</td>
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ACTION: A quarterly e-mail notification will be sent to those involved in course submission informing them of the course submission deadlines and reminders two weeks before each of the deadlines.

Academic Senate Leadership Retreat – Conan MacDougall
The Academic Senate Committees presented their roles and priority issues for the next year. There was interest from other groups about how the Committees on Courses of Instruction Educational Policy will handle online course and Coursera.

Chancellor Sue Desmond Hellmann talked briefly on key faculty issues for UCSF with discussion and questions following.

Vice Chancellor for Finance, John Plotts gave an overview of UCSF’s revenues and expenses and projection into the future. The bottom line: the Med Center makes money now, will lose some money until after Mission Bay opens, then will return to profitability. The non-Med Center side is will become consistently a money-loser in the next couple of years. Discussion about ways to boost revenues for non-Med Center
Committee on Educational Technology IT Roadmap Task Force – Conan MacDougall
CET IT Roadmap Task Force -Discussion centered on the group's charge and the criteria that will be used to judge proposals with little discussion regarding actual proposals. A particular emphasis was discussion regarding return on investment/cost justification since many educational initiatives are cost-neutral.

From a COCOI perspective, the main initiative would be improving inter-system communication: the Course Review system, the Registrar's system, Ilios/CLE, Active Directory, and classroom scheduling system to talk to each other.

Analyst Update – Kathleen Dargan
The Academic Senate Faculty Research Lecture Award in Basic Science will be awarded to Bruce L. Miller, M.D., on Monday, October 15, 2012 in Genentech Hall on the Mission Bay Campus.

Late Course Form Submission Statistics – Kathleen Dargan, Analyst
Chair Promes requested statistics on the number of late new course and substantial course forms submitted. These course forms require the most stringent course review and are the most time-consuming – having the most impact on the Committee on Courses of Instruction review process.

The 1211-12 report indicated that, of the 143 late form submissions, 5% were submitted by the School of Pharmacy, 16% from Dentistry, 21% from Nursing, 27% from Medicine, and 31% were from the Graduate Division (2 from Medicine and 17 from Physical Therapy).

ACTION: Submit e-mail notification to the schools when courses have been submitted passed the deadline. Also send an e-mail notification of pending submission deadlines to all course preparters and school reviewers at a minimum 2 weeks before the deadline each quarter.

Old Business

Committee Priorities:

Priority #1 Interprofessional Courses – Tabled
Patsy Babbitt shared with the group that the Institute for Computational Health Science wants to develop curricula to be used across the campus. There will likely be more discussion of this topic moving forward under the theme of interprofessional courses.

Priority #2 Monitoring Online Course Review System/Other system options – Chair Promes and Doug Carlson
It was noted that the system is currently not meeting the needs of the users. Chair Promes requested volunteers to review other course review programs. Multiple UC campus systems were suggested by Doug Carlson – UCSD, built in-house, Berkeley, vendor KOALI, UC Santa Barbara and UCLA.

Ilios – Chandler Mayfield, Director of Technology Enhanced Learning
Chandler Mayfield, who worked on the development of UCSF’s curriculum management system, Ilios, presented the benefits of this system to the UCSF campus. Ilios, the UCSF School of Medicine Curriculum Management Tool, is an electronic system used by the Schools of Medicine and Pharmacy (and soon the School of Nursing) for curriculum planning by faculty and students. The committee wanted to review the information currently available on Ilios to determine if it was possible to integrate Ilios with a course review system. While much of the information needed can be obtained through Ilios, both the tracking of assessments and course prerequisites are currently unavailable.
There was discussion on the need to integrate system (course review, classroom support, registrar’s
course catalog, Ilios, etc.)

**ACTION:** A small group, coordinated by Doug Carlson, will review the various course review systems in
the UC system and report back to COCOI. Members include Doug Carlson, Conan MacDougall, Susan
Promes, Carol Dawson-Rose, and Kathleen Dargan.

**Priority #3 Online Course Review System User Training - Completed**
Kathleen Dargan has trained the new committee members.

**Priority #4 Update of MOUs – Current**

**Priority #5 Graduate Division Course Review System – Peter Taylor**

Peter Taylor clarified that the Graduate Division does not follow the same structure for course approvals
as the rest of the campus. Namely, the workflow is not via the traditional preparer, department chair,
curriculum committee then the dean.

**ACTION:** Following a discussion on the current review pathway in the Graduate Division, discussions are
to be arranged between COCOI member Tracy McKnight and Graduate Division Dean, Elizabeth Watkins
regarding program reviews and another with Chair Promes, Peter Taylor and Dean Watkins. Chair
Promes will be contacting Dean Watkins to arrange a meeting and will report back to the committee.

**Priority #6 Student Fees for courses offered at UCSF but not necessarily by the student’s home
program - Tabled**

**Priority #7 Qualifications for Instructor of Record – Tabled until the December meeting when Howard
Pollick will report in this topic.**

There being no additional items, the meeting adjourned at 11:40.
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X – Attended
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