MINUTES
November 14, 2012

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

EXCUSED: Mary Lynch, Dana Rohde, Carolyn Shiboski

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 10:10 AM on Wednesday, October 10, 2012.

Chair’s Report

Graduate Division – Course Review
Chair Promes met with the Graduate Division Dean, Elizabeth Watkins and Assistant Dean, Peter Taylor to discuss the best course for graduate course review using the Academic Senate Course Review System. It was decided that the program directors would be the first reviewer and, upon approval, courses would be approved by the Dean (or the Assistant Dean as designated by Dean Watkins) prior to submission to the Committee on Courses of Instruction for final approval and publication.

A list of program directors was submitted by the Graduate Division to the programmer for inclusion in the course review primary school/department/ (to be added) program drop-down selection section.

Course Review Oversight Committee
This committee, co-chaired by Heather Alden, Director of the Academic Senate and Doug Carlson, Registrar, will meeting on December 12, 2012 to assess the current status of UCSF’s Course Review System and determine the next best steps based on input from all stakeholders, including students, faculty, staff, the Registrar’s Office, the Academic Senate - including the Committee on Courses of Instruction (COCOI), and Student Information Systems. Carol Dawson-Rose is the Committee’s representative.

The committee will identify opportunities for improvement and growth for the System and associated workflows, examine possible next steps to achieve identified opportunities, and create a plan of action to execute the next steps. The action plan may include recommendations for ongoing financial support of the system, as well as future dates for re-assessment.

Assess the current status of UCSF’s Course Review System and determine the next best steps based on input from all stakeholders, including students, faculty, staff, the Registrar’s Office, the Academic Senate - including the Committee on Courses of Instruction (COCOI), and Student Information Systems.
Goals (to be further refined during initial meetings)

1. Determine the current status of the Course Review System.
2. Identify opportunities for improvement and growth for the System and associated workflows.
3. Examine possible next steps to achieve identified opportunities.
4. Create a plan of action to execute the next steps. The action plan may include recommendations for ongoing financial support of the system, as well as future dates for re-assessment.

Steering Committee

Interprofessional Courses

The Chair requested input from the committee for a sense of the course the committee should take on interprofessional courses in order to promote education of different professions coming together. These courses take the form of courses taught by one school but taken by students from another, or courses taught by one school and taken by several other schools. Following much discussion, it was determined that the committee would invite Scott Reeves to discuss this topic in the future.

Jeff Harter, Assistant Registrar, noted that interprofessional courses as well as online courses should have a mechanism to pull-up either type of course to obtain a list of such courses. This procedure is not available on either the Student Information System or the Course Review system. Doug Carlson, Registrar, noted that the review process in not different, but tracking of these courses is necessary.

ACTION: Chair Promes will invite Scott Reeves to a future meeting. Tracy McKnight will take on the issue of interprofessional courses

Course Units for Participation Only

The Committee submitted a communication to the Committee on Education Policy (CEP) requesting input on the issue of the current UCSF practice of awarding academic units for courses where student participation or attendance is required with no measureable evaluation.

The Committee on Education Policy concurred with the COCOI’s stand on this issue and obtained a statement from Chris Cullander, Director of the Office in Institutional Research on the impact of WASC accreditation that stated that, “the proposal to require an evaluation in addition to attendance is consistent with the idea of defining measureable student learning outcomes and using the assessment of them to improve the learning experience.”

ACTION: With this statement and the backing of the CEP, the COCOI will send a notice to the Chairs of the Curriculum Committees and Education Policy committees in the Schools informing them of the requirement of measureable evaluations for all UCSF professional courses.

Information will be added to the course forms regarding the requirement of a measurable evaluation.

Course Review System Discussion Update – Lisa Dong

Lisa Dong, the systems analyst from Student Information Systems, is collecting data from all parties currently using the course review system in an attempt to make the process smoother, make the current systems talk to each other, and make the course forms easier to use by deleting some of the material (such as instructions) from the face of the form. Some of the issues with the current system presented at this meeting were:

A. The need for multiple sign-on (ex: COCOI chair is both a reviewer as well as a department chair)
B. The now-cursory review by the Registrar’s office may need to be moved earlier in the process
C. Ability to direct course approval of interprofessional courses

Senate Staff:
Kathleen Dargan, Senate Analyst
Kate.dargan@ucsf.edu 476-1308
There are three groups currently reviewing the course review system: Course Review Panel – Kathleen Dargan (users will look at minor modification, major modifications or a new course review system, Course Review Oversight Committee (see above), and COCOI system and COCOI review of other UC course review system.

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
Some members of the Committee will review the course review system at UCSD through on-line conferencing on Friday, November 16, 2012. Members include Doug Carlson, Conan MacDougall, Susan Promes, Carol Dawson-Rose, and Kathleen Dargan

Priority #3 Online Course Review System User Training - Completed

Priority #4 Update of MOUs – Current

Priority #5 Graduate Division Course Review System – Peter Taylor – In process (see the Chair’s Report).

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 – Howard Pollick will report on this issue at the December meeting.

There being no additional items, the meeting adjourned at 11:25.
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