Committee on Educational Policy
Elisabeth Wilson, M.D., M.P.H., Chair

MINUTES
Wednesday, January 16, 2013

PRESENT: Elisabeth Wilson (Chair), Don Curtis (Vice Chair), Abbey Alkon, Tamara Alliston, Susan Hyde, David Irby, Lynda Mackin, Tina Brock and Gail Persily (permanent guests)

EXCUSED: John Maa, Nancy Nkansah

GUESTS: Scott Reeves, Director, Center for Innovation and Interprofessional Education

The Committee on Educational Policy (CEP) was called to order by Chair Wilson on January 16, 2013 at 3:35 p.m. in room U-506. A quorum was present.

Approval of the Minutes
The Minutes for November 26, 2012 were approved.

Chairs Report:

Academy (AME) Follow-up
Chair Wilson asked the committee for any follow-up regarding the presentation on Supporting and Advancing Teaching at UCSF in which Helen Loeser, Director of the Academy of Medical Educators, and Cynthia Ashe, Manager of the Academy of Medical Educators described the Academy of Medical Educator’s (AME) activities in the School of Medicine. They also discussed ways the AME could replication or share some of the effective components by and with other schools at UCSF.

There was discussion on the following:

• Abbey Alkon and Lynda Mackin, (SON) asked to speak to faculty council about evaluation of lectures. David Irby, from the School of Medicine, gave Abbey the SOM documents for assessments that will be presented to the faculty council. She will propose using some of the same methods and instruments.
• Tina Brock requested a report from the School of Nursing on the outcome of the evaluation process, methods and instruments for possible use by the School of Pharmacy.
• Tip-Top workshops. Faculty development through faculty observing faculty.
• A call for funding interprofessional endeavors should be sent.
• Educational Technology update from Gail Persily. Development of web-based resources of technologies at UCSF should be ready by April, 2013.
• Call for IPE grants letters of intent to give faculty the opportunity to get help, collaborators. – Gail Persily.

Units of Credit without Assessment/Time Spent and Online Units
Chair Promes asked the committee to weigh in the subject of units. 

In a letter dated September 14, 2012, then-Committee on Courses of Instruction Chair, Tony Hunt, Committee on Courses of Instruction requested input from the Committee on Educational Policy (CEP) on students receiving units without any method of assessment other than participation. 

In this letter, he noted that students are also earning units of credit for attending lectures or presentations without evidence that the expected out-of-class work actually took place. There was no request for a response on this issue. The CEP discussed the issues presented from the COCOI and brought them to Chris Cullander, Director of the Office of Institutional Research. Director Cullander indicated that an evaluation in addition to attendance is consistent with defining measureable student learning outcomes as well as improving the learning experience. There was no comment on the issue of expectation of out-of-class work. The CEP’s memo to the COCOI agreed that the course forms require a method of evaluation other than participation. The February 1, 2012 letter from CEP to COCOI concurred with the statement by Chris Cullander and recommended that the course forms require a notation of the method of evaluation for any course where students earn units.

There are several issues surrounding units:

1. Students receiving units for participation only – Completed by COCOI
2. Students receiving units with confirmation that out-of-class work actually occurred.- UCEP
3. The out-of-class work is not equal by course type. - UCEP
4. Online course time-frame for units. - There is a task force on web-based course time. This issue of courses is currently being address by the UCEP.

ACTION: Gather all documents regarding the issues surrounding the issue of units.

ACTION: Assign a liaison from CEP to COCOI.

Abbey Alkon asked how/whether the University of California Academic Regulation 760, which reads “The value of a course in units shall be reckoned at the rate of one unit for three hours’ work per week per term on the part of a student, or the equivalent” fits into the many types of online courses that will be made available by UCSF.

ACTION: Submit a request for leadership by the Registrar’s office on the designation of online or other types of courses.

Interprofessional Education – Scott Reeves, Director, Center for Innovation in Interprofessional Education (IPE)

Scott Reeves presented a year in review for the Center for Innovation in Interprofessional Education Center (IPE), noting that they had just held a retreat in December with its newly appointed staff. They also met a goal to get a website up. This site is under construction at https://interprofessional.ucsf.edu/.

With funding from the Chancellor, Medical Center, and Deans of the Schools, the Center is coordinating four 1st-year student small group sessions led by 60 faculty facilitators that will touch on student roles, responsibilities and tobacco cessation. There are also 12 sessions for faculty development during 2013 (1/month).

Chair Wilson inquired whether there was anything the CEP would do to assist the IPC and asked to be included in future updates.

Tina Brock noted that CEP may assist in getting interprofesional courses designated as such, shared terminology, shared allocation of units, etc. to assist in designing interprofessional courses.

Gail Persily discussed branding of courses by school for interprofessional courses.
IPE and CEP can create documents that would assist in getting a common identity for IPE. As we are begin receiving CTSI – we need to think about branding these types of courses for the new course review system.

**Student Grievance Procedures – David Irby**

Renee Navarro, Catherine Lucey, and Joe Castro have appointing three working groups to make recommendations regarding 1) early identification of students that are struggling academically and may need assistance, 2) remediation strategies, and 3) academic dismissal and student grievance procedures.

There is concern that there are no institutional strategies for identifying and helping students who experience academic difficulties. In addition, if a student is dismissed the current policies and procedures are burdensome and time consuming for the student and the university. It takes from 9 months to one year to appeal the decision, during which time the student is not eligible for financial aid or student housing.

The three committees, which are receiving guidance from an attorney provided by the UC Office of General Counsel, will be completing their reports in February and the Committee on Educational Policy will receive their reports in March or April. Recommendations for changing the grievance policy are the responsibility of the Academic Senate, beginning with CEP.

David requested 30 minutes on a future CEP agendas to allow committee review of the proposed changes to university policies, when they become available. He expects it to take 6 months to complete the Academic Senate review and voting process.

The goal of these committees is to provide guidelines that will make the entire process transparent to students and be supportive of schools’ responsibilities to graduate only those who achieve graduation competencies and are capable of succeeding at the next level of training or practice.

General guidelines for the new grievance policies will likely include the following: school screening of each student’s progress toward and approval for graduation (no change); school in-depth review of students experiencing academic difficulties with power to dismiss failing students (no change from current; however, major change because the ad hoc grievance committee which has students and a faculty member from another school is eliminated); and appeal to the dean of the school on procedural grounds only (no change except it eliminates the further appeal to the Academic Senate).

**ACTION:** The CEP should discuss and decide how to move forward on this issue.  
**ACTION:** Tina Brock will report on the process of the committee.

**Update from the Library – Gail Persily, Director, Education & Public Service, UCSF Library**

- Educational Technology update from Gail Persily. Development of web-based resources of technologies at UCSF should be ready by April, 2013.
- Call for IPE grants letters of intent to give faculty the opportunity to get help, collaborators. – Gail Persily.
- Changes will be made to MOODLE

**Review of Issues**

This issue was not discussed.
New Business
None

Old Business
None

There being no further business, Chair Wilson adjourned the meeting at 5:00 p.m. The next meeting will be held on February 20, 2013 at 3:30 in room U-506.

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