Chair Wilson called the Committee on Educational Policy (CEP) to order on February 20, 2013 at 3:35 p.m. in room U-506. A quorum was present.

Approval of the Minutes
The Minutes for January 16, 2013 were approved with minor emendations.

Chairs Report:
Coursera Advisory Committee
Joe Castro invited a member of CEP to be involved in Coursera Advisory meetings Chair Wilson responded that online courses that are not being reviewed by the COCOI and suggested that a smaller group be assembled for online courses to include COCOI and CEP. Abbey Alkon volunteered to attend online meetings and report to the CEP.

Susan Hyde stated that the first meeting of the online group was very educational. Among the attendees were the Graduate Division, associate deans and educational policy groups from the schools. Issues discussed were the library and technical aspects of online courses.

Abbey Alkon brought the issue of online course evaluations to the committee. Chair Wilson will address this topic when assigning working groups.

Library and Educational Technology – Gail Persily
Coursera Advisory Committee
At the first meeting of the Coursera Advisory Committee, the issue of whether the Committee on Courses of Instruction (COCOI) should review the Coursera online to assure good quality. Gail noted that these courses are evidence based and present learning objectives prior to being made available through Coursera. If there is a change in status and courses are approved for credit, this will change the course review (COCOI) status.

Online Education
A UCSF online webpage will be created to give updates on UCSF online education. The time frame is to complete the site within the next few months.

Library
Notification to faculty regarding cancellation of online and print subscriptions will go out in May.
Journal usage is being audited.

**Analyst Update**

UCEP continues its discussion on the issue of units to determine whether units should be a systemwide or campus-by-campus decision.

COCCI will discuss the types of online courses, the units to be assigned and how these courses will be defined on the new course review system. A document on online course types, presented by the Committee on Educational Policy, was distributed to the members of the Online Courses Subcommittee.

The proposed program, Masters in Health Administration and Interprofessional Leadership (MS-HAIL), UCSF’s first fully online program, has been approved by the UC Systemwide Coordinating Committee for Graduate Affairs (CCGA). The courses for this program are being reviewed by the Western Association of Schools and Colleges, (WASC).

Guidelines for program proposals are available through Peter Taylor in the Graduate Division and will be found on the Graduate Division website. The Academic Senate website will also have a button for these guidelines.

**Student Conduct – David Irby**

The Committee’s report may be ready in March or April 2013. The challenge is that the working group needs to report to the whole group and negotiate changes prior to submitting the report.

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).

CEP will review the complete document, submit it to the respective schools, and create policies as needed.

David noted that there is a question of whether this should be a campus level decision or sent to the schools.

**Center for Interprofessional Education – Susan Hyde**

Scott Reeves, Director for the Center for Interprofessional Education, has asked the members to set up sub-group committees on scholarship and teaching, research and faculty development. More discussion on the vision of these groups will take place.

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).

**ACTION:** Susan will send the IPE training schedule.

**CEP Working Groups**

Chair Wilson discussed creating working groups and/or issue specific working meetings presented by members. Also discussed was the assigning of issues and topics to committee members with the charge of obtaining and reporting vital information or weighing in on issues being discussed campus- or systemwide to the CEP. Some of the effort will be attending meetings of already established committees to report/update the CEP.
The committee discussed not duplicating the work others are doing or getting involved with any issue that doesn’t require policy, although policy writing is not the only charge of this committee. CEP will invite groups to meet with CEP to discuss possible policy needs or assistance from the Committee. David Irby noted that online education needed the most effort by the committee.

Topic assignments are:

- Online Education, Abbey Alkon, John Maa and Gail Persily (Campus effort)
- Educational Technology, Gail Persily (Campus effort)
- Faculty Development, Don Curtis and John Maa (Faculty Advisory Committee - Pat O’Sullivan, Gail Persily)
- Student Conduct Policy, David Irby. The CEP (Nancy Nkansah) will review the complete document.
- Interprofessional Development, Susan Hyde and Tina Brock

Abbey Alkon offered to attend the next online meeting and may propose reviewing the evaluation on the online classes.

**Webinar for Future Meetings**

**ACTION:** Set up webinar for March meeting. Contact Chuck Osgood in Nursing C-129 or U506

**New Business**

**UCSF Peer Review Component of CAPS Reviews**

David Irby noted there is no peer review requirement for teaching. Susan Hyde is putting this in place in the School of Dentistry. Currently they are evaluated on instructor activity only (E*Value).

Abbey Alkon noted that the School of Nursing discontinued peer review two years ago because there was a lack of variability in the ratings. The faculty ratings were all very positive.

**Courses for Certificate**

Gail Persily asked whether the Committee on Academic Personnel should be aware of faculty who teach courses for certificate.

Per Alison Cleaver, UCSF CAP Analyst: As long as the program is accredited, it doesn’t matter if it is a certificate or degree program. CAP’s focus is the hours taught

**ACTION:** Add discuss the creation of a policy on teaching certificate courses (ADVANCE issue).

**Online and IPE Course Designation – Abbey Alkon and Susan Hyde**

Abbey presented the issue of online course designation. It was noted that COCOI and George Michael, the Course Review programmer are working on this issue.

**ACTION:** Abbey Alkon will discuss issues about online education and evaluations at the March meeting.

**ACTION:** Invite Joe Castro and Karen Butter to participate in the online and evaluation discussion scheduled for the March meeting.

**ACTION:** Susan Hyde to prepare IPE policy list.

**Old Business**

None

There being no further business, Chair Wilson adjourned the meeting at 4:50 p.m. The next meeting will be held on February 20, 2013 at 3:30 in room U-506.
ACTION: Abbey Alkon to present evaluation and online courses
ACTION: Invite Joe Castro and Karen Butter to participate in the discussion.
ACTION: Susan Hyde to develop IPE policy list
ACTION: Gail, connect with Don Curtis regarding faculty development
ACTION: David to circulate articles
ACTION: Susan will send the training schedule.
ACTION: Add discuss the creation of a policy on teaching certificate courses (ADVANCE issue).