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

MINUTES
Wednesday, April 17, 2013

PRESENT: Elisabeth Wilson (Chair), Tamara Alliston, Abbey Alkon, John Maa, Nancy Nkansah by phone, Gail Persily and Tina Brock (permanent guests)

EXCUSED: Don Curtis (Vice Chair), Susan Hyde, David Irby, Lynda Mackin

GUEST: Heather Alden, Executive Director, UCSF Academic Senate

Chair Wilson called the meeting to order at 3:34 p.m. in room U-506. A quorum was present.

Approval of the Minutes

The Minutes for March 20, 2013 were approved.

Chair’s Report – Beth Wilson

Chair Wilson noted the importance of understanding the purview of the Committee on Courses of Instruction and the Committee on Educational Policy. The Bylaws and Regulations of the San Francisco Division of the Academic Senate outlining the duties of these committees were distributed. (Attachment 1)

Online Education – Abbey Alkon

Committee members Abby Alkon and John Maa attended the University of California All-Campus Working Meeting, Innovative Learning Technology Initiative on Saturday, April 13th at the UC Office of the President. Other attendees were from UC Berkeley, UC Davis, UC Merced, and UC Santa Cruz. All other campuses met at UC Irvine.

The meeting was designed to discuss the decision-making process in developing online courses for undergraduate students with faculty, administration and student representatives.

Other issues discussed were:

• Online course definition – should it be the platform (content) or mode of delivery?
• Course designation – COCOI is including this information for online and IPE courses in the upgrade of the course review system.

NOTE: This information will be transmitted from the course review system to the Registrar’s office. The course designation will not be available on the Student Information System until programming changes are made.

University Committee on Educational Policy (UCEP) – Tamara Alliston

UCEP discussed ways to create better guidelines for systemwide online courses. Previous criteria of course excellence and increased accessibility were changed to remove excellence since it should be
handled and evaluated at the campus level, and implementation (mode of delivery) was added as the second criteria.

**Coursera and MOOC Course Review**

Issues for non-degree online courses:

Courses:
1. Reviewing course content.
   A. Concern for course redundancies.
   B. Possibility of fast-tracking course review and approval process
   C. Aligning policies for review of traditional and Coursera courses. (Currently the deans signs off and it goes to the Coursera Advisory Committee.)
   D. It Center for Interprofessional Education (IPE) review Coursera courses with possible review by the schools.
   E. Online courses that don’t meet UCSF standards, impact on UCSF branding

Faculty/Resources:
2. Allocation of faculty time as an UCSF educational resource
3. UCSF resource allocation for online education
4. Instructional design support. Currently this is not available unless a faculty member is creating a Coursera course that can be used as a template.

Students:
5. Students taking courses that don’t benefit them
6. Possibility of adding to the problem of time to degree

**ACTION:** Request written review procedures from the Coursera Advisory Committee OR
**ACTION:** Invite Joe Castro to discuss Coursera Advisory Committee’s procedures.
**ACTION:** Offer CEP’s assistance in the documentation of the Coursera course review process.
**ACTION:** Invite a faculty member who has created a Coursera course to get their input on the process.

**Technology Retreat**

Gail Persily suggested that the committee hold a technology retreat. Chair Wilson suggested finding a speaker. John Maa had suggested bringing California Senator Marc Leno to UCSF to discuss technology.

**Library Update – Gail Persily**

Work continues on the library website that would inform faculty of initiative that are happening that would include information on massive open online courses (MOOCs) and Coursera content and vision.

**Analyst Update – Kathleen Dargan**

The Committee on Courses of Instruction subcommittee on course review has agreed that online and interprofessional courses will be added to the activities section of the course form to allow for future course designation by the Office of the Registrar.

**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 May 15, 2013 at 3:30 in room U-506.
Bylaws and Regulations of the San Francisco Division of the Academic Senate

115. Committee on Educational Policy

Duties:

1. To consider and report upon such matters as may be referred to it by the President of the University, the Chancellor, the Division or by any Faculty, Council, or other committee of the Division.

2. To initiate such studies and make such reports to the Chancellor, the Division, or both, upon local matters involving questions of educational policy. This may include such items as it deems appropriate as establishment or disestablishment of curricula, colleges, schools, institutes, departments, bureaus, and the like, and upon legislative or administrative policies of a fundamental character involving questions of educational policy. It may present its findings to the President, regarding the initiation, abolition, or consolidation of curricula, or of academic and administrative organizations, and regarding basic legislation or administrative policies involving educational policy.

The Chair of the Committee shall immediately inform the Chair of the Committee on Educational Policy of the Academic Senate on all matters referred to it and studies initiated by it. It shall, whenever requested by said Academic Senate Committee, refer to the latter for review any proposed report before such report is submitted.

145. Committee on Courses of Instruction

Duties:

1. The Committee shall be concerned primarily with the coordination and review of individual courses of instruction. 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.