Chair Promes called the Committee on Courses of Instruction (COCOI) to order at 10:05AM on Wednesday, May 8, 2013.

The April 10, 2013 Minutes were approved.

**Chair’s Report**
Chair Promes welcomed the members of the 2013-14 Committee. She instructed the committee that the meetings will begin precisely at 10 minutes past the hour and will be held as necessary. The issue of conflicts with current meeting dates will be reviewed following a survey to determine best dates beginning November, 2013.

**ACTION:** Create a survey via Doodle to determine member availability.

The Annual Report (2012-13) was approved and will be sent to each of the members.

**Course Review System Changes –**
Vice Chair MacDougall presented changes that will be put into play in the new course review system. It is anticipated that the new system will be rolled out in October 2013. The committee will meet to review the new system with George Michael, system programmer, attending to provide clarification and assistance.

The following minor changes were requested:
- **Prerequisites** text field, change the wording to: "Enter any prerequisite skills or knowledge for this course in the text box below.” The rest of the field remains the same.

- **Restrictions** text field, change the wording to: "Enter any restrictions on which learners may enroll in the course (e.g. 'First-year Pharmacy students'). If no restrictions, type "None." Again, the rest of the field remains the same.

- "Restricted To" drop-down box, should be changed to "Restricted To" to "Intended For". Other wording remains the same.
SOM/Academic Senate Regulation Discrepancy
Susan Masters, Associate Dean for Curriculum, Undergraduate Medical Education, UCSF School of Medicine, is seeking to resolve a discrepancy between the School of Medicine’s regulation on Grades and Credits, Appendix V(B), and San Francisco Academic Senate Regulation 785. The discrepancy appears to have resulted from the SOM bylaws being updated in 1995 to omit honors grades in the second year while the Academic Senate Bylaws were not.

ACTION: A communication will be submitted to the Committee on Rules and Jurisdiction requesting review of the current language and approval of changes to Academic Senate Regulation 785.

MS-HAIL Subject Added to Course Review System
Masters in Health Administration and Interprofessional Leadership (MS-HAIL), a recently approved degree-granting graduate program, requested approval from COCOI to have the program added to the course review system as well as permission for the creation of a new course to be added to the course catalog and to be used specifically by this program.

The committee agreed that Chair Promes would have final authority following the Registrar’s review/approval of the following naming scheme:
School: Graduate Division
Program: HAIL
Subject: Healthcare Administration

Creation of a New Subject Name – Biomedical Imaging
Following the discussion regarding the change to the course review system for MS-HAIL, Tracy McKnight stated that she would like to propose the creation of a new subject name entitled ‘Biomedical Imaging’. This will be the new home for the 200-level courses that are currently listed under the Radiology subject name.

ACTION: Professor McKnight will submit a proposal for the creation of a new subject name for current radiology courses.

Analyst Update
Memorandum of Understanding (MOU)
MOUs are agreements of responsibility for course form content for forms submitted to the Course Review System. The MOU is intended to provide a more stringent review by the three bodies within the schools and assure a more accurate document when reviewed by the COCOI.

An MOU will be submitted to all schools and the graduate division with a request for an update to department, curriculum committee and dean level course reviewers.

Graduate Council liaison to the Committee on Courses of Instruction
The committee’s analyst will meet with newly appointed Assistant Dean for Graduate Programs and Outreach, Michele de Coteau, to discuss the designation of a liaison between the Graduate Division and the COCOI.

New Business
None

Old Business
Senate Staff:
Kathleen Dargan, Senate Analyst
Kate.dargan@ucsf.edu 476-1308
None

There being no additional items, the meeting adjourned at 11:25. Chair Promes will notify the group two weeks prior to the June scheduled meeting if it is to be cancelled.

Attendance:

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