Committee on Courses of Instruction
Susan Promes, M.D., Chair

MINUTES
November 20, 2013

PRESENT: Susan Promes (Chair), Pam Bellefeuille, Doug Carlson, Dana Rohde,

EXCUSED: Conan MacDougall (Vice Chair), Francesca Aweeka, Carol Dawson-Rose

ABSENT: Tracy McKnight, Caroline Shiboski

GUESTS: Jeff Harter, George Michael, Heather Alden

Chair’s Report
Due to the lack of members, business items were not discussed.

ACTION: The request for review of Senate Regulation 785 changes, which would align Senate regulations with School of Medicine Appendix V(B), Grades and Credits, will be send via e-mail for review and vote. The approved document will be submitted to the Coordinating Committee for review and vote.

Course System Revision Webinar – George Michael
In a webinar lead by system designer/programmer George Michael, the committee reviewed the many changes submitters and reviewers will see when the new system is launched that included changes to the course form and additional course information being made available to students via the course review system. There were comments and requests for clarification and/or additional changes that may be ready for review during the December, 2013 meeting.

Instructor of Record
The Committee on Courses of Instruction voted to approve the following definition of Instructor of Record:

Responsibilities for an instructor of record include:
• Resolution of problems related to the course;
• Provide students a syllabus at the beginning of the term. The syllabus should include criteria for grading and evaluation;
• Hold office hours or otherwise provide an opportunity for students to communicate and ask questions;
• Coordinate evaluation of students and assign grades;
• Report grades to the Office of the Registrar according to established procedures and deadlines.
Instructor of Record for a “Staff” Course

The course form requests an instructor of record for every course. The name of the instructor of record appears as the instructor in the course catalog. This process works well for courses in which the preparer designates an instructor by name.

The course form also asks, “May the student choose the instructor for this course?” The form explains that a response of “yes” will cause the course to be listed in the course catalog with “Staff” as the instructor. We refer to such a course as a “staff” course. For “staff” courses, during study list filing, the student portal will require the student to select the instructor from a list of active instructor names. Once a student selects an instructor, the Student Information System will open a “section” of that course with the selected faculty member as the instructor. The selected faculty member will be able to report grades for that course, and that student, in the faculty portal. The “staff” course option normally is appropriate for independent study and research courses that often contain only one student working closely with a particular faculty member.

Currently, the course form requires the preparer to designate an instructor of record for all courses, even “staff” courses for which students can choose the instructor at the time of enrollment. The course form does not explain the role of the instructor of record that is designated on the course form for a “staff” course except to say that this instructor’s role will be “purely administrative.”

To simplify the course form and reduce confusion, we recommend that COCOI solicit an instructor of record on the course form only for courses in which the preparer is naming an instructor. The course form should not solicit an instructor of record for a “staff” course. The instructor whom the student chooses during study list filing will become the instructor of record for that “section” of the course, will be responsible for reporting grades, and will inherit any other duties and obligations of an instructor of record. The original intent of the course form in asking for an instructor of record for “staff” courses probably was to provide the name of a person who could answer questions about the course or exercise responsibility for the course. However, if COCOI or another entity has any questions about the course in general, the form preparer and department chair will be appropriate resources for obtaining answers to those questions. The instructor whom the student selects at the time of enrollment will be responsible for issues that arise with an actual course offering.

“Additional Instructors”

The course form offers preparers the option to designate “other instructors.” Names of other instructors provided on the course form appear in the course catalog, but these other instructors are not able to report grades in the faculty portal. The roles of these other instructors vary from course to course, ranging from minor (one lecture by a volunteer instructor) to major (involvement at the same level as the instructor of record).

We recommend that the “Other Instructors” section be renamed “Additional Instructors.” Moreover, while every course will have one, and only one, instructor of record, we recommend that COCOI allow the instructor of record to delegate certain rights to the additional instructors listed on the course form on a course-by-course, term-by-term, and additional-instructor-by-additional-instructor basis. The Office of the Registrar would develop this functionality in the faculty portal.

Senate Staff:
Kathleen Dargan, Senate Analyst
Kate.dargan@ucsf.edu 476-1308
The Office of the Registrar also plans to allow faculty to delegate to a staff member the ability to view course rosters and enter grades. A staff member would not be able to report grades to the registrar; the instructor of record (or an additional instructor with rights delegated from the instructor of record) would need to review the grades that the staff member entered and report them to the registrar.

**New Business**
None

**Old Business**
None

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

### Attendance:

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