Committee on Courses of Instruction
Conan MacDougall, PharmD, Chair

MINUTES
February 10, 2015

PRESENT: Conan MacDougall (Chair), Pam Bellefeuille (Vice Chair), Doug Carlson, Annette Carley, Lisa Winston, Francesca Aweeka

EXCUSED: Michael McMaster, Igor Mitrovic

ABSENT: Jeffry Lansman

GUEST: Jeff Harter, Jina Shamim

Minutes –

The Minutes from November 12, 2014 were approved.

Chair’s Report

• Chancellor’s Fund
  The committee will submit a request for funding from the Chancellor’s Fund to supplement the programming needs for the UCSF Course Review system.

• Faculty raises
  The UCSF Academic Senate reviewed and discussed the UCOP proposal to increase faculty salaries for 2015-2016 by 3% for three consecutive years.

Courses Not Taken in Five Years –

The committee will undertake the process of removing or creating updated course forms for courses not taken in the last five years. A list of these courses will be generated by the registrar’s office following class sign up in April and be submitted to the curriculum committee reviewer identified on the Course Review system with the exception of the Graduate Division in which the program directors will be asked to review and submit changes. Courses to be deleted or inactivated will be done administratively. Courses to be continued will require an update in the Course Review System to insure the inclusion of all information currently required and meet UCSF standards.

Course Review – Future System Modifications.
Requirements vs. Restrictions – Clarification of the information to be included in the prerequisites field for new courses will be made by changing the current heading to include courses, skills and knowledge. The actual wording will be refined by Chair MacDougall.
Minor Change Form –
The following changes were approved by the committee:

- **Review** – Minor changed forms include only non-curricular information. Therefore, the approval of the form can be done through the registrar’s office rather than the committee chair.
- **Justification Field** - Instructions in the *justification* field should be changed to reflect only the purpose of the minor change form: "Used by the reviewers to understand the reason for modifying this course. Please explain all changes to this document."

Actual wording will be determined by Chair MacDougall and submitted to George Michael.

Analysts Report

Faculty Research Lecture in Basic Science –
Susan Fisher will lecture on “Mad for Science: Placentas, Stem Cells and Mass Spectra”
March 10, 2015, 3:30pm – 5:00pm in Cole Hall, Parnassus Campus. A reception will follow.
The event will be live simulcast as well; link available day before event.

Interprofessional Education Review
IPE course reviewers need to be included in discussion of course review process.

Annette Carley discussed a matrix being created for students and asked if the course review system could provide information they need to identify IPE courses. Doug Carlson noted that there is a search button in the course catalog that would provide all IPE courses for these students.

New Business
None

Old Business
None

The next meeting will be held on March 10, 2015.

There being no additional discussion, the meeting was adjourned at 11:11.