Committee on Courses of Instruction
Conan MacDougall, PharmD, Chair

MINUTES
March 10, 2015

PRESENT: Conan MacDougall (Chair), Doug Carlson, Lisa Winston (phone),

EXCUSED: Pam Bellefeuille (Vice Chair), Michael McMaster, Igor Mitrovic

ABSENT: Francesca Aweeka, Annette Carley, Jeffry Lansman

Minutes
The Minutes from the February 10, 2015 were submitted for approval via email.

Chair’s Report
• Chancellor’s Fund
  The committee will submit a request in 2015-2016 for funding from the Chancellor’s Fund.

• 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.

Course Form Modifications
The following modifications have been submitted to George Michael for inclusion on the course forms:

• Requirements vs Restrictions – The heading will include courses, skills and knowledge.

• Justification Field – The instructions will read, “Briefly summarize the proposed action (new course or changes to an existing course) and the rationale for the action”.

• Course Review Change for Minor Course Forms – Kathleen Dargan
  The committee revised the review pathway for minor course form to be done by the registrar’s office prior to review by the schools.

ACTION: A notice will be sent to all curriculum committee chairs of this change.
**Presidents Policy on Sexual Harassment and Sexual Violence**
The committee agreed to provide a communication regarding approval of the revised Presidential Policy on Sexual Harassment and Sexual Violence which brings the University into compliance with the Violence Against Women Act (VAWA). The policy will become effective July 1, 2015.

**ACTION:** Submit a communication to Executive Director, Todd Giedt

**Senate Bylaw 128 – Vice Chair At-Large**
The committee agreed to approve the creation of at large Vice Chairs for non-Council committees, whether the committee sits on Academic Council or not. This will affect UCAF, UCIE, UCOLASC, UCOPE, UCP&T and UCACC.

**ACTION:** Communication the committee’s approval to Executive Director, Todd Giedt

**Senate Bylaw 182 – University Committee on International Education – Director Todd Giedt**
Todd Giedt presented the revisions to Bylaw 182. The request to expand the charge of the University Committee on International Education from studies abroad to include international research and collaborations was discussed.

**NOTE:** Additional questions on this committee or the change to its charge can be directed to me at kate.dargan@ucsf.edu.

**ACTION:** Submit a communication the committee’s approval to Executive Director, Todd Giedt

**Inactive Course Form/Creation of New Courses with the Same Number – Kathleen Dargan**
A program will be created to notify prepares of the existence of another course in their program that has the same number – most likely an inactivated course – prior to the submission of a new course using same number.

**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.

**Clinical and Translational Science Institute (CTSI) Request for Course Designation**
CTSI requested that some of their online course on clinical research methods be given CTSI designation in the UCSF course catalog. Some of the issues regarding this proposal are:

1. CTSI is not an academic program and would not be in the alpha sorting of the course catalog.
2. Why does the institute want these listed in the course catalog?
3. If CTSI was included in the title, students would be able to search for these courses in the home program.
4. A subject can be created for courses in CTSI. Preparers would be required to check a box similar to the current IPE designation.
5. Would all CTSI courses be categorized under this designation?
6. How many students are enrolled in these courses?
7. Would these changes apply to online learner only?
8. What is the impact to those taking the course for credit?
9. List all courses affected by this proposal.
10. How does this affect students taking this course for credit?
11. The proposal notes that the program director will provide oversight and approval of these courses. Will the actually course content be reviewed and approved by the home program?
12. How are students receiving academic credit for these courses differentiated?

**New Business**
None

**Old Business**
None

The next meeting will be held on April 8, 2015.

There being no additional discussion, the meeting was adjourned at 10:53.

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