Committee on Courses of Instruction
Conan MacDougall, PharmD, Chair

MINUTES
October 8, 2014

PRESENT: Conan MacDougall (Chair), Pam Bellefeuille (Vice Chair), Doug Carlson, Annette Carley, Michael McMaster, Igor Mitrovic

EXCUSED: Lisa Winston

ABSENT: Francesco Aweeka, Jeffry Lansman

GUEST: Jeff Harter, Jina Shamim

Minutes
The minutes from May 20, 2014 were approved.

Chair’s Report
Chair MacDougall welcomed the 2014-15 members and provided the charge of the committee (coordination and review of individual course).

Coordinating Committee 10/6/14
Issues discussed:
• There will be no increase in professional student fees at UCSF.
• The Chancellor has allocated $500,000 for faculty. Discussion continues about potential pathways for determining distribution and delivery of the Chancellor’s Fund of $500k.
• Joe Bengfort, Associate Vice Chancellor and UCSF CIO discussed plans to encrypt computers on campus and those used by faculty at UCSF to ensure the highest standards of privacy and safety.

Course Review –
The committee discussed the following possible modification to the course forms:
• New Course forms assessment criteria: removal of “attendance”.
• Provide clarity for course objectives, by adding the statement, Upon completion of this course
• Include a statement for courses that include genetic testing by students for educational purposes.

New Business
While prerequisites are not the purview of the committee, discussion was held regarding the possible use of professional or life lessons, rather than courses, as possible prerequisites.

Old Business
None
There being no additional items, the meeting adjourned at 11:01.

Attendance:

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X – Attended
U – Replied Unavailable
A – Absent