Committee on Courses of Instruction
Conan MacDougall, PharmD, Chair

MINUTES
November 12, 2014

PRESENT: Conan MacDougall (Chair), Doug Carlson, Annette Carley, Jeffry Lansman, Michael McMaster, Igor Mitrovic

EXCUSED: Francesco Aweeka, Pam Bellefeuille (Vice Chair), Lisa Winston

Minutes

The minutes from October 10, 2014 were approved.

Chair’s Report
The December 2014 meeting has been cancelled. A request for availability will be sent to members for changes to the January, February and March, 2015 meetings.

Course Review
The committee discussed future modification to the course forms:

• Genetic Testing: A check box will be added to the course form to indicate courses in which biological samples are used for genetic testing. The checked box will trigger an e-mail to the COCOI chair who will notify the Student Genetic Testing group of the existence of this course.

• Course requirements and course restrictions: The committee discussed the inclusion of life lessons (knowledge acquired) for course requirements as well as the appropriate use of instructor approval. The issue will be discussed at the January, 2015 meeting.

• Assessment criteria: The form will generate a message if either or both attendance or class participation are checked notifying the preparer that an additional method of student evaluation is needed.

• Submission Deadlines: Because exceptions are made, hardcoding the deadline is not appropriate. When a course form is submitted after the deadline, a message will be generated notifying the preparer of the missed deadline and will be directed to contact the COCOI chair.

• Saved/submitted forms: When a course form is saved, a message will be sent notifying the preparer that, in order to start the review process, they will need to submit the course form. It was suggested that the subject line say, “Your Course Was Not Submitted.”

Additional modifications to be presented:

• Course Objective: Provide clarity for course objectives, by adding the statement, “Upon completion of this course, students will be able to.”

Instructor of Record Changes
The committee will continue discussing the approval process of minor change forms that include only a change to instructor. It has been suggested that these forms be reviewed by the schools and final
approval by the registrar’s office. The committee will review the substantial change form determine which other fields could be included in this revised minor change form (not requiring COCOI review/approval). Change will be delegated by the COCOI.

**New Business**
The committee discussed the review of courses that have been grandfathered into the curriculum and not reviewed for at least 5 years. The suggestion was made to submit a letter to the curriculum or educational committees explaining that the courses on the list provided by the registrar’s office will be deleted unless a new course or substantial course form is created to assure course standards, including course objectives for WASC, are met.

**Old Business**
None

There being no additional items, the meeting adjourned at 10:51.

**Attendance:**

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X – Attended
U – Replied Unavailable
A – Absent