



## COMMITTEE ON COURSES OF INSTRUCTION

### 2001-2002 ANNUAL REPORT

Noreen Facione, RN, PhD, FNP  
Chair

The Committee held five meetings during the 2001-2002 academic year to review and approve individual course forms, and to review Instructional Grant applications and make recommendations for funding.

The Committee recommended the formal and final approval of multiple new courses in each School; suggested modifications for courses already approved; endorsed special prerequisites of major withdrawal or retention of courses, the credit valuation of courses, and the classification of courses.

#### *Course Forms*

The Committee reviewed a total of 176 courses:

- 81 new courses
  - 3 School of Dentistry
  - 15 School of Medicine
  - 14 School of Nursing
  - 26 School of Pharmacy
- 15 changes of courses
  - 1 School of Dentistry
  - 3 School of Medicine
  - 4 School of Nursing
  - 1 School of Pharmacy
- 79 deletions of courses
  - 1 School of Medicine
  - 38 School of Nursing
  - 1 School of Pharmacy
  - 1 Sociology
- 1 new/change of course
  - 1 School of Medicine

## ***Instructional Grants Program***

The Library administers the Instructional Improvement Grant Program in conjunction with the Committee on Courses of Instruction, which reviews and makes recommendations to the Library for all awards. This combined approach successfully streamlines the application and review process for both the faculty and the Committee, and allows for optimal distribution of instructional improvement resources. This year the Committee reviewed 35 applications and made recommendations to award 11 grants totaling \$91,091. See Appendix A, or the following web-site <http://cit.ucsf.edu/grants/igp2002.php> for results.

The Howard Hughes Medical Institute Gift, which has provided partial funding for these awards, will be discontinued next year. This will cause a significant reduction in available funds for the Instructional Grants.

## ***Course Form and General Course Catalog***

At the November 2001 meeting, the Committee addressed the uniform writing for behavioral objects and changed the course form to say “Objectives should be written in terms of measurable learning outcomes.” The Committee expects that this will vastly improve the outcome of courses submitted.

The issue of an all campus course catalog was considered by the Committee and was also a topic of discussion at the “Symposium of Leaders”, sponsored by the Committee on Education Policy, at which current and past members of the Courses of Instruction Committee were in attendance. It was determined that a working group from the Symposium of Leaders would continue work on this matter during academic year 2002-2003. The online general catalog maintained by the Registrar’s Office is available online at <http://saawww.ucsf.edu/registra/genecat/ucsfcats.html>.

A major goal of the Committee is for the Academic Senate Office to continue work with the Schools and the Registrar’s Offices to develop a master timeline to which all schools will be asked to adhere to in order to submit course forms to the Registrar’s Office and the Committee for timely review. As a result of this discussion, the Registrar’s Office is planning to set this calendar for course review early in the first quarter of 2002-2003.

## ***Communication from School of Medicine Regarding Instructional Improvement Grants***

Drs. Nancy Adler and David Irby submitted a proposal to the Committee relative to Instructional Improvement Grants that requested consideration of two changes:

1. That the Vice-Dean of Education would provide the Committee with the School of Medicine’s curriculum goals and priorities in order to assist in its review of Instructional Improvement Grants from the School of Medicine.
2. That the Committee consider expanding the funding criteria for these grants in order to allow a small percentage of faculty salary to be paid from the grant, provided it is properly justified in the grant proposal.

In consideration of the request from the School of Medicine, the Committee determined that consideration of curriculum goals and priorities would be relevant in instructional improvement and could be accomplished by inclusion of that information in the letters of support submitted with all grant proposals from any of the school program councils.

The second item regarding faculty salary support as a budget item was deferred for reconsideration by the Committee in the fall, when the amount of available funding for next year's proposals will be known. (See Attachment B- Committee's response memo to Drs. Adler and Irby)

### *Issues for the 2002-03 Academic Year*

Continuing Matters for 2002-03 include:

- Development of a Master Timeline for use by all Schools, the Registrar's Office, and the Committee in consideration of new, deleted, and revised courses.
- Participation in the working groups of the Education Policy Symposium of Leaders addressing matters related to the cross school coordination, general course catalog, web-based courses, and allocation of resources.
- Further consideration of standardizing forms and use of Academic Senate and Registrar Website for access/submission of all forms.

Respectfully submitted,

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