



Committee on Courses of Instruction

Annual Report 2004-05

**Eileen Grady, PhD
Chair**

The Committee on Courses of Instruction (COCOI) met seven times during 2004-05. Additionally, the work of the Committee was significantly enhanced through electronic communications.

Issues reviewed and acted on by the Committee include:

- Continued to clarify the roles of Schools, the Office of Admissions and Registration and the Office of the Academic Senate related to the Course process.
- Completed and launched Academic Senate “Online Course Form Tutorial” (available at: <http://www.ucsf.edu/senate/courseactions/tutorial.html>).
- Sent CALL (postcard) to all faculty and campus administrators announcing the availability of the Online Course Form Tutorial and notified them of important dates and deadlines for course form submission.
- Clarified policy regarding unit calculation for seminars.
- Updated course forms used by the Academic Senate and the OAR to process course catalog requests.
- Updated forms used to facilitate review by Committee for internal processing in order to improve and expedite approval process
- Drafted Bylaw amendment for teaching title variance that has been transmitted to Rules and Jurisdiction Committee for consideration and recommendation to Systemwide Senate for an amendment to Senate Regulation 750 (B) of the Systemwide Academic Senate bylaws.
- Reviewed at the request of the University Librarian, the Call and Application/ Evaluation Process for the Instructional Improvement Grants Program administered by the Library’s Center for Instructional Technology.
- Reviewed **12** applications for the UCSF Library Instructional Grants Program (IGP), recommending seven grants totaling \$39,122.25.

- Reviewed and approved a total of **136** long course forms submitted by all four Schools. Long Course forms requiring full substantive review are those forms which propose changes to description, objectives, duration, grading, or units. Course forms which seek to establish new courses or to reinstate courses also undergo full review by the COCOI.
- A total of **244** Short Course forms received administrative review and approval by the Chair of the COCOI. Course forms requiring only an administrative review are those forms which propose changes to quarter/term, course number, location, course title, course instructors or course deletions.

Campus Issues

Clarification of Roles and Responsibilities of the Schools, OAR and the Academic Senate

This year Committee on Courses of Instruction has continued to work on clarifying the roles and responsibilities of Schools, the OAR and the Academic Senate. Chair Grady, Doug Carlson, Registrar, Office of Admissions and the Registrar, Jina Shamim, Acting Associate Registrar, Office of Admissions and the Registrar, Tamara Maimon, Director, Office of the Academic Senate and Janelle Green, Senate Analyst, Office of the Academic Senate met to discuss how the Registrar can provide a finalized record of the course forms which are used to update the course listings in the UCSF catalog to School representatives that may be interested in maintaining finalized records for their departments. The Registrar agreed to provide a ten day window of time in which administrators can access the Schools finalized course forms prior to them being archived. An additional area addressed was the need for Schools to adhere to the timeline and deadlines established for course form submittal in order to avoid delays in approval and entry into the online catalog.

Completed Online Course Form Tutorial

The Office of the Academic Senate assisted the Committee to develop an online course form tutorial to assist faculty with the entire course form process. The Online Course Form Tutorial contains step by step information on how to access all forms, complete forms, access resources related to completion of forms and where to get help from each School. The Tutorial is designed to improve the overall process so as to eliminate reoccurring problems that arise related to late submission of course forms and the review of the forms, by providing a comprehensive overview of the course form submission process. The online course form tutorial is housed exclusively on the University of California, San Francisco (UCSF) Academic Senate website (available at: <http://www.ucsf.edu/senate/courseactions/tutorial.html>).

Released Call Noticing Availability of the Online Course Form Tutorial and Important Dates and Deadlines

The Committee, assisted by the Office of the Academic Senate, created a 5 x 8 postcard announcing the availability of the Online Course Form Tutorial and noticing faculty and administrators of important dates and deadlines related to course form submission.. [[Appendix 1](#)].

Clarified Policy Regarding Unit Calculation for Seminars

Chair Grady, Dennis Deen, Chair of the Committee on Educational Policy, Dorrie Fontaine, Associate Dean for Academic Programs, School of Nursing (SON), Abbey Alkon, COCOI SON Representative and Tamara Maimon, Director, Office of the Academic Senate and Janelle Green, Senate Analyst, Office of the Academic Senate, held a meeting to discuss the unit calculation formula used by the SON for seminar courses offered by the School [[Appendix 2](#)]. At this meeting it was suggested that the current course form

be modified to specify the amount of *work* hours versus *contact* hours required in each Seminar by adding a subsection to the seminar section of the course form. After deliberating on the implications of the proposed change the COCOI voted to modify the course form accordingly [[Appendix 3](#)].

Updated course forms used by the Academic Senate and the OAR to process course catalog request

The Committee, assisted by the Office of the Academic Senate, modified the Course Form used to by the committee to conduct full substantive reviews to reflect the aforementioned policy on unit calculations for seminars. The updated course form is housed exclusively on the UCSF Academic Senate website (available at: <http://www.ucsf.edu/senate/courseactions/CourseForm.pdf>).

Updated forms used for internal processing of course forms submitted for review by the COCOI.

The Office of the Academic Senate, assisted by Chair Grady, updated the forms used to process course forms received by the OAR for review by the COCOI. The forms were streamlined to allow for efficient and effective processing of course forms during and after the initial review meetings. [[Appendix 4](#) | [5](#) | [6](#) | [7](#)].

Teaching Title Variance

Currently, the Academic Senate's Systemwide Regulations do not explicitly authorize clinical professors to teach courses in the University of California system unless they are individually authorized to do so.¹ Chair Grady and Registrar Carlson, with the assistance of the Office of the Academic Senate, worked together to draft a requested variance for Senate Regulation 750 (B) and a justification for the variance request [[Appendix 8](#)]. The variance will be forwarded to the UCSF Rules and Jurisdiction Committee for consideration in the fall 2005, with a recommendation that the suggested Bylaw changes be forwarded to the Systemwide Academic Senate for adoption.

Review of Management of Initial Call and Application Evaluation Process for Instructional Improvement Grants Program Administered by Center for Instructional Technology

The Committee on Courses of Instruction is responsible for reviewing the applications for the Instructional Improvement Grant Program (IGP) and making award recommendations. The annual awards range from a minimum of \$4,800 to a maximum of \$9,075. For 2004-05, the IGP was able to fund seven proposals with \$37,000. Some of the funding received for the IGP was used to buy equipment for the Center for Instructional Technology that can be rented out by grant recipients to help with their projects. COCOI members are allowed to apply for IGP but are required to remove themselves from the entire application deliberation process.

Gail Persily, Associate Director of Informatics Education/Center for Instructional Technology (CIT) and Brian Warling, Assistant Director of Center for Instructional Technology presented an overview of the requirements of IGP to the COCOI and solicited feedback on how the process could be made more efficient. The Committee proposed several changes to the Call for Proposals and to the Application Instructions for the IGP.

¹ Regulations of the Academic Senate, Title III § 750 A, B reads in pertinent part as follows:

- A. Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate.
- B. Professors, professors in residence, professors of clinical ____ (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74)

Issues to Consider in 2004-05

Continuing issues and/or new topics for next year include:

- Continued Improvements to Course Forms and Online Course Form Tutorial, As Needed
- Continued Clarification Of The Role Of The Registrar In The Course Process And Definition Of Secretary – As Designated In The Divisional Committee Bylaw
- Development Of Process For Monitoring/Oversight Of Continuing/Ongoing Courses
- Submission Of Teaching Title Variance To Academic Council For Consideration And Adoption
- Investigation Of Development Of Web-Based Course Form Submission And Approval Process

Respectfully submitted,

Committee on Courses of Instruction

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Appendices

- [Appendix 1:](#) Postcard Announcing Availability of Online Course Form Tutorial
- [Appendix 2:](#) Notes from Meeting between Committee on Courses of Instruction and Administration within the School of Nursing (04/22/05)
- [Appendix 3:](#) Revised Course Form Used by Committee on Courses of Instruction to Conduct Substantive Reviews (04/29/05)
- [Appendix 4:](#) Revised COCOI Course Evaluation Form Template (06/17/05)
- [Appendix 5:](#) Revised COCOI Information Required Letter Template (06/17/05)
- [Appendix 6:](#) Revised COCOI Spreadsheet Template (06/17/05)
- [Appendix 7:](#) Revised Course Form Transmittal Letter to OAR (06/17/05)
- [Appendix 8:](#) Draft Variance for Senate Regulation 750 (B) (06/28/05)