

Committee on Courses of Instruction
Abbey Alkon, RN, PhD, PNP, Chair

ANNUAL REPORT 2007-2008

Total Course Requests Reviewed in 2007-2008

48	New Courses	Approved by COCOI
33	Course Changes	Approved by COCOI
1	Course Reinstatements	Approved by COCOI
28	Course Deletions	Approved by Chair Alkon
10	Short Course Forms	Approved by Chair Alkon
120	Total Course Requests Processed	

The number of course requests processed by the Committee in 2007-2008 was reduced from previous years following an agreement that the Registrar's Office would process course forms requesting changes in quarter, instructor and/or location. All other course requests are subject to the Committee's review.

Instructional Grant Program Application Review

On April 8, 2008 the Committee reviewed eight applications for the Instructional Grants Program (IGP). Six projects were funded, using \$44,801 of the \$47,547 available.

Online Course Review System

In 2007-2008, Chair Abbey Alkon and Vice Chair Christian Vaisse worked with OAAIS, the Registrar and Senate Analyst Heather Alden to secure funding and plan for the online course review system, slated to be launched in Fall 2008.

Task Forces, Special Committees, and Sub-Committees:

- WASC Accreditation Steering Committee (Eileen Grady)

Issues for Next Year (2008-2009)

- Online Course Review System

2007-2008 Members

Abbey Alkon, Chair

Christian Vaisse, Vice Chair

Xin Chen
Brian Dolan
Patrick Finley
Lynda Mackin
Art Miller
Bree Johnston
Brian Schmidt

Arianne Teherani

Ex Officio Member

Doug Carlson, Registrar

Guest

Eileen Grady, WASC Representative

Number of Meetings: 6

Senate Analyst: Heather Alden

Systemwide Business

Course Identification Project

Eileen Grady serves on the University of California Course Identification Committee that seeks to create a uniform course numbering system for courses across the California community college System, the California State University system and the University of California system. During 2007-2008, she kept COCOI informed on the Committee's progress and will continue to do so in 2008-2009.

Divisional Business

Course Requests for 2007-2008

In 2007-2008 COCOI reviewed 120 course requests, as follows.

Total Course Requests Reviewed in 2007-2008

48	New Courses	Approved by COCOI
33	Course Changes	Approved by COCOI
1	Course Reinstatements	Approved by COCOI
28	Course Deletions	Approved by Chair Alkon
10	Short Course Forms	Approved by Chair Alkon
120	Total Course Requests Processed	

For Winter 2008

11	New Courses	Approved by COCOI
9	Course Changes	Approved by COCOI
1	Course Reinstatements	Approved by COCOI
7	Course Deletions	Approved by Chair Alkon
6	Short Course Forms	Approved by Chair Alkon
34	Total Course Requests Processed	

For Spring 2008

11	New Courses	Approved by COCOI
8	Course Changes	Approved by COCOI
0	Course Reinstatements	Approved by COCOI
7	Course Deletions	Approved by Chair Alkon
0	Short Course Forms	Approved by Chair Alkon
26	Total Course Requests Processed	

For Summer 2008

1	New Courses	Approved by COCOI
6	Course Changes	Approved by COCOI
0	Course Reinstatements	Approved by COCOI
4	Course Deletions	Approved by Chair Alkon
2	Short Course Forms	Approved by Chair Alkon
13	Total Course Requests Processed	

For Fall 2008

25	New Courses	Approved by COCOI
10	Course Changes	Approved by COCOI
0	Course Reinstatements	Approved by COCOI
10	Course Deletions	Approved by Chair Alkon
2	Short Course Forms	Approved by Chair Alkon
47	Total Course Requests Processed	

Instructional Grant Program Application Review

On April 8, 2008 the Committee reviewed eight applications for the Instructional Grants Program (IGP). Six projects were funded, using \$44,801 of the \$47,547 available.

On November 28, 2007, Linda Chafetz, Chair of the Committee on Educational Policy met with Chair Alkon and Gail Persily, Director, Education and Public Service, UCSF Library to discuss how the Instructional Grants Program could be used to encourage interprofessional/interdisciplinary education at UCSF. COCOI already considers the interdisciplinary aspects of the grant applications, so the support from the Committee on Educational Policy on this issue was appreciated.

Online Course Review System

In 2007-2008, Chair Abbey Alkon and Vice Chair Christian Vaisse worked with OAAIS (Office of Academic and Administrative Information Systems), the Registrar and Senate Analyst Heather Alden to secure funding and plan for the online course review system, slated to be launched in Fall 2008.

The project plan was created by OAAIS Consultant Mary Beth Baker and submitted to Candice Poolman, Associate Director, Project Management Office, OAAIS. Upon review of the proposal, OAAIS released \$28,770 to contract with George Michael, 3DQ.net to implement the online course review system.

Revising the Use of Bloom's Taxonomy for Course Objectives

On November 13, 2007, Arianne Teherani made the following observations regarding the use of the Bloom's Taxonomy guidelines currently used to guide the writing of course objectives:

- Faculty do not use the cues specified for each competency to determine what a learner should achieve
- Faculty list what learner will "do" rather than "achieve" during course
- Use the terms "understand" and "comprehend" in writing objectives
- Course objectives and requirements/assessment do not match

Based on these observations, she suggested the following revisions for the Bloom's Taxonomy guidelines currently used with the course form:

- Divide and streamline the current COCOI objectives list into the broad categories of cognitive (knowledge, comprehension, analysis, synthesis, evaluation) and behavioral (application).
- Faculty should determine what they want a learner to achieve at the end of their course.
- If a school is moving towards competency- or standards-based education, faculty should think about how each objective they design meets each competency or standard.
- On the course form, the grading convention and requirements should logically match how objectives and hence competencies will be assessed.

Communications with the Registrar

Ongoing work with the Registrar to clarify course review process

Throughout 2007-2008, Chair Alkon met with Doug Carlson, Registrar, Jeff Harter, Associate Registrar and Jina Shamim, Associate Registrar to clarify aspects of the course review process. The issues discussed included the following:

- Designation of Faculty of Record for courses and course grading policies
- Deletion of courses not taught in five years from the Course Catalog
 - In September 2007, Jeff Harter sent 443 memos to department chairs to approve deletion of courses with zero enrollment in the last five years. 341 responses affirmed deletion, 102 courses were kept active on request of the chair or non-response from the department.

Review and Approval of Courses in Global Health Sciences

February 5, 2008 The UCSF Program in Global Health Sciences reports directly to the Chancellor and is not part of one of the four Schools at UCSF. Therefore, Chair Alkon requested that the Program designate parallel reviewers for Global Health Sciences courses. The Program responded with the following proposal:

- John Ziegler, MD, will approve as the Department Chair.
- (John Ziegler) The Curriculum Committee, a subcommittee of the Global Health Sciences Graduate Group as outlined in our by-laws, will approve as the School Curriculum Committee.
- Haile Debas, MD will approve as the School Dean.

Task Forces and Other Committee Service

Course Identification Project

Eileen Grady is serving on the University of California Course Identification Committee that seeks to create a uniform course numbering system for courses across the California community college System, the California State University system and the University of California system. She kept COCOI informed of their progress in 2007-2008 and will continue to do so in 2008-2009.

WASC Accreditation Steering Committee

Eileen Grady serves on the WASC Accreditation Steering Committee. This Committee met continuously through 2007-2008 to prepare for the 2009 WASC campus visits for accreditation. She kept COCOI informed about this Committee's work and will continue to do so in 2008-2009.

Going Forward

Ongoing issues under review or actions which the Committee will continue into 2008-2009:

Online Course Review System

Chair Alkon and Vice Chair Vaisse will continue to work with George Michael, Heather Alden and the Registrar's Office to launch the online course review system in Fall 2008. When the online system, COCOI should publicize the system and offer an orientation for schools and departments.

Instructional Grants Program

Revision of Instructions

UCSF Fresno Courses in the Course Catalog

Clarify why UCSF Fresno courses are listed in the UCSF Course Catalog. Courses in the UCSF system need to be reviewed.

Senate Staff:
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