



Committee on Courses of Instruction
C. Anthony Hunt, PhD, Chair

ANNUAL REPORT 2011-2012

Total Number of Course Actions Reviewed as of June, 2012: 559

New Courses Reviewed: 81

Substantial Course Changes Reviewed: 68

Minor Course Changes Reviewed: 266

Course Inactivations Reviewed: 139

Course Reactivations Reviewed: 0

Issues reviewed and acted on by the Committee included:

- Oversight of the Course Review process for UCSF
- Continued improvements to the Course Review System
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Issues for Next Year (2012-2013)

- Interprofessional Courses
- Monitor Online Course Review System
- On-line Course Review System User Training
- Memorandum of Understanding Update – Winter Quarter
- Creation of a Graduate Division course review process for academic graduate courses
- Student Fees
- Instructor of Record
- Online Education – Educational Work Group

2010-2011 Members

Anthony Hunt, Chair (P) ✉ EMAIL

Susan Promes, Vice Chair (Emergency. Med)

Gary Armitage (D)

Frances Cohen (M)

Carol Dawson-Rose (N)

Mary Lynch (N)

Conan MacDougall (P)

Tracy McKnight (M)

Howard Pollick (D)

Dana Rohde (M)

Ex Officio Member

Doug Carlson, Registrar

Permanent Guest

Peter Taylor, Assistant Dean of Academic Affairs, Graduate Division

Number of Meetings: 5

Senate Analyst: Kathleen Dargan

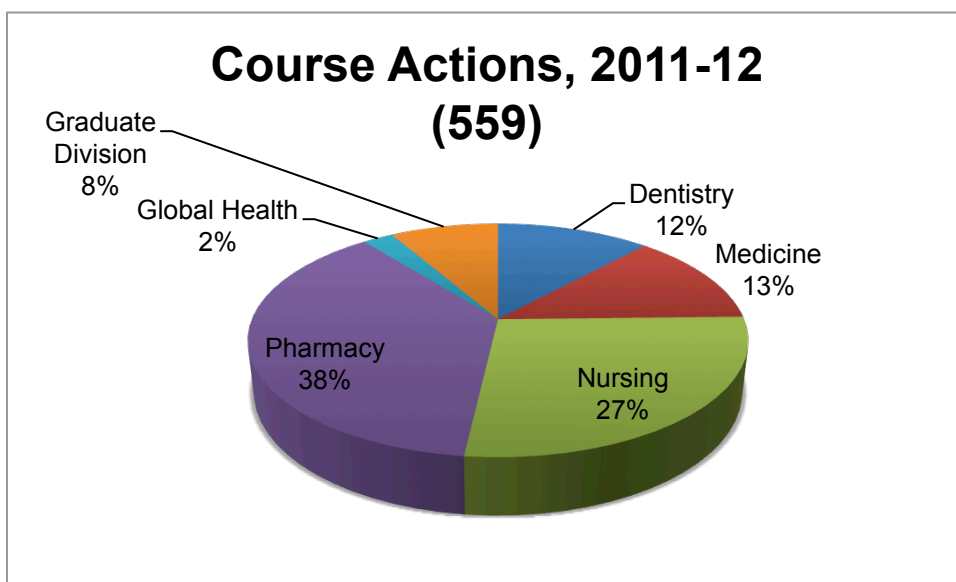
Divisional Business

Course Review 2011-12

The Academic Senate utilized the Academic Senate Course Review System for all quarters in the academic year 2011-2012. The course review system, located behind the UCSF MyAccess portal (<https://myaccess.ucsf.edu>), is intended for use by the UCSF faculty, staff and administrators, who prepare, modify or review course information.

The Committee on Courses of Instruction reviewed 559 course forms during academic year 2011-2012.

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Non-MD Course Review

The online Course Review System was designed to make online course submission and review by Department Chairs, Curriculum Committee Chairs and Deans more efficient. The Graduate Division course review pathway will be changed to include program directors in 2012-13, following a 2011 announcement from David Irby, Vice Dean, Medical Education, that the School of Medicine would no longer review non-MD courses.

Course Review System Update or Overhaul

Doug Carlson discussed the possibility of creating a new course review system that would replace the current system. Some of the points brought up by the Registrar were:

- If housed through the Student Information Systems (SIS), it would give more control to the Registrar's office.
- A cost benefit analysis and software analysis would need to be completed.
- UCSF may use a system currently in use by another campus (UCSD)

- The Committee on Courses of Instruction would continue to review the courses as mandated by the Board of Regents.
- The COCOI would engage faculty and users to get input on how the current system fits the needs of the university and what additional features are necessary.
- COCOI would take the lead in the strategic plans of the Course Review System as well as providing feedback and oversight during the planning phase.

Following the announcement the committee will system needs with the schools, departments and programs in preparation for programming modifications and/or possible system overhaul.

On-Line System Modifications and Training

User training will continue as system changes and user issues arise.

Memorandum of Understanding

This agreement makes the responsibility of course content for courses submitted for review through the Academic Senate Course Review system that of the department, curriculum or education policy and the Dean. UCSF Schools (Pharmacy, Dentistry and Nursing) reported that there has been agreement on the use of the Memorandum of Understanding (MOU). Further discussions will be held on the process of preparing school-specific agreements and obtaining signatures from each of the schools and the Graduate Division.

Instructional Grant Program Application Review

Gail Persily proposed a change to the current procedure for reviewing Instruction Improvement Grants. Current San Francisco Division Bylaw (145.B.2) states that the Committee, in conjunction with a representative from the Library, will review and make recommendations for awarding Instruction Improvement Grants during the academic years.

The Library has partnered with the new Center for Innovation in Interprofessional Health Education directed by Scott Reeves and has assigned 7 faculty members with expertise in Interprofessional Health Education to review any future grant proposals. The motion to adopt this change was approved.

Issues for Next Year (2010-2011)

Online Course Review System Modifications/System Overhaul/New System Development
On-line Course Review System User Training

Task Forces and Other Committee Service

Task Forces, Special Committees, and Sub-Committees:

- Instructor of Record Subcommittee – Howard Pollick

Going Forward

Ongoing issues under review or actions that the Committee will continue into 2012-2013:

Online Course Review System

- Continued programming modifications
- On-line System overhaul
- Review the possible changes to process and structure
- Memorandum of Understanding

- On-going User Training
- Present Change, Awarding Units for Participation Only without Other Evaluation to the Coordinating Committee

Appendices

- Charts of Form Submissions by School and Form Type

Senate Staff:
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