



Committee on Courses of Instruction
Susan Promes, M.D., Chair

ANNUAL REPORT 2012-2013

Issues reviewed and acted on by the Committee included:

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

2012-2013 Members

Susan Promes, *Chair* (M)
Conan MacDougall, *Vice Chair* (P)
Carol Dawson-Rose (N)
Mary Lynch (N)
Tracy McKnight (M)
Howard Pollick (D)
Dana Rohde (M)

Ex Officio Member
Doug Carlson, Registrar

Permanent Guest
Peter Taylor, Assistant Dean for Graduate
Programs and Outreach, Graduate Division
9/12-1/13

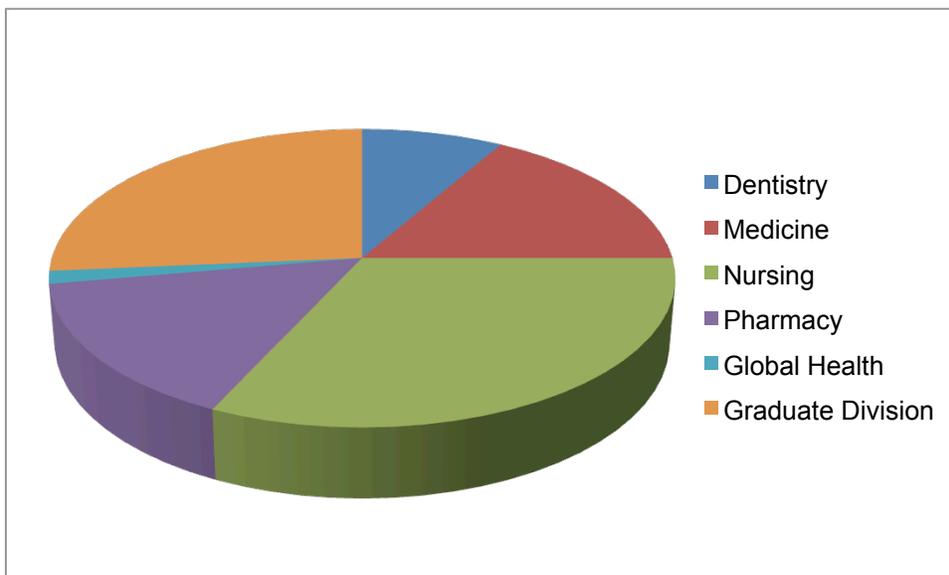
Number of Meetings: 6
Senate Analyst: Kathleen Dargan

Courses of Instruction Course Reviews

Total Number of Course Actions Reviewed, September 1, 2013 to August 31, 2013:

New Courses Reviewed: 72
Substantial Course Changes Reviewed: 77
Minor Course Changes Reviewed: 241
Course Inactivations Reviewed: 217
Course Reactivations Reviewed: 3

Course Forms by School/Division (Total - 610)



Divisional Business

Graduate Division Course Review Pathway

Following a discussion between Chair Promes and Graduate Division Dean, Elizabeth Watkins, the Graduate Division, having no curriculum or educational committee similar to those in the Schools of Medicine, Nursing, Dentistry and Pharmacy, has agreed to change the course review pathway to include program directors as first reviewers followed by designated reviewer, Rick Wyllie, in the Graduate Division. The COCOI will continue to review and publish the courses as mandated by the Board of Regents.

A revision to the course review system was made to include the list of Graduate Division program directors.

Course Review System

Lisa Dong, the systems analyst from Student Information Systems (SIS), collected data from all parties currently using the course review system in an attempt to make the process smoother, make the current systems (Course Review System (CRS) and SIS talk to each other. Some of the suggestions and issues with the current system presented at this meeting were to:

- Delete some of the material (such as instructions) from the face of the form to make the forms easier to view.
- Review the need for multiple system sign-ons depending on their function (ex: COCOI chair is both a *reviewer* as well as a *department chair*)
- Move the now-cursory review by the Registrar's office to an earlier step in the process
- Direct course approval of interprofessional courses to the Center for Interprofessional Education

Online Course Review System Options– Chair Promes and Doug Carlson

COCOI members Doug Carlson, Conan MacDougall, Susan Promes, and Carol Dawson-Rose, and Kathleen Dargan, analyst for the Committee reviewed the course review system at UCSD through on-line conferencing.

The Course Review Oversight Committee

The committee, co-chaired by Heather Alden, Director of the Academic Senate and Doug Carlson, Registrar, assessed the status of UCSF's Course Review System to determine the future steps in revision the current system based on input from all stakeholders, including students, faculty, staff, the Registrar's Office, the Academic Senate - including the Committee on Courses of Instruction (COCOI), and Student Information Systems. Goals for this Oversight Committee were to:

- Determine the current status of the Course Review System.
- Identify opportunities for improvement and growth for the System and associated workflows.
- Examine possible next steps to achieve identified opportunities.
- Create a plan of action to execute the next steps. The action plan may include recommendations for ongoing financial support of the system, as well as future dates for re-assessment.

Conan MacDougall and George Michael, the developer of the current course review system, presented the upgrades and modification that have been requested by the system's users. The Academic Senate will fund this project. Some of these additions include:

- Registrar's office as the first reviewer
- Interprofessional education (IPE) as a school
- Corrections/changes to course forms by the registrar's office.
- Changes to the courser review system will be reflected in the course catalog
- Inclusion of a check box to indicate online courses and interprofessional courses.

On-Line System Modifications and Training

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

Interprofessional Courses

The Institute for Computational Health Science plans to develop curricula to be used across the campus. There will likely be more discussion of this topic moving forward under the theme of interprofessional courses.

Instructor of Record

The Committee on Courses of Instructions has reviewed the subcommittee's recommendation to discuss the level of specificity to provide in a definition of an instructor of record. Changes, suggested by Howard Pollick, to the responsibilities for an instructor of record include the addition of the responsibility to provide resolution to problems related to their course and add the phrase "coordinate the evaluation of" students and assign grades. The complete definition is as follows:

- Responsibilities for an instructor of record include:
- Resolution of problems related to the courses;
- Provide students a syllabus at the beginning of the term. The syllabus should include criteria for grading and evaluation;
- Hold office hours or otherwise provide an opportunity for students to communicate and ask questions;
- Coordinate evaluation of students and assign grades;
- Report grades to the Office of the Registrar according to established procedures and deadlines.

Memorandum of Understanding

The COCOI Memorandum of Understanding (MOU), which identifies those responsible for the content on course forms submitted for review through the Academic Senate Course Division, will be corrected to remove the statement, “with the schools’ approval of the MOU, the COCOI delegates to the School final approval of their course forms. Final approval of courses is the duty of the COCOI as founded on the following:

- Academic Senate Bylaw 145B(1), *The Committee “shall be concerned primarily with the coordination and review of individual courses of instruction. It shall make full use of appraisals and recommendations of appropriate committees of the Schools of the Division and advise them at its discretion on the following matters: The formal and final approval of new courses of instruction, desirable modifications in courses already approved, the approval of special prerequisites of major subjects, the withdrawal or retention of courses, the credit valuation of courses, the classification of courses, and any other matters germane to courses of instruction.’*
- Regents of the University of California’s Standing Order 105.2(B) which states, “*The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board, except that the Senate shall have no authority over courses in the Hastings College of the Law, San Francisco Art Institute, in professional schools offering work at the graduate level only, or over non-degree courses in the University Extension. No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.*”

Interprofessional Education, Faculty Development – Scott Reeves, Director of the Center for Professional Education and Karen Hamblett, manager of the Center for Professional Education

The Center for interprofessional Education is revamping its staffing and is in the process of creating a course review committee similar to the schools’ curriculum or educational committees that will review the IPE courses. Following the discussion between the COCOI and the Center, the Course Review System is being modified to allow for a more accurate designation of interprofessional courses and a more streamlined course review.

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
- Non-school course submissions

Appendices

Senate Staff:
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