



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

ANNUAL REPORT
2013-2014

Issues reviewed and acted on by the Committee included:

- Interprofessional Courses
- Memorandum of Understanding
- Creation of a Graduate Division course review process for academic graduate courses
- Instructor of Record Definition
- Implementation of the Course Review Upgrade

2013-2014 Members

Susan Promes, Chair (M)
Conan MacDougall, Vice Chair (P)
Francesco Aweeka (P)
Pamela Bellefeuille (N)
Carol Dawson-Rose (N)
Tracy McKnight (M)
Dana Rohde (M)

Ex Officio Member
Doug Carlson, Registrar

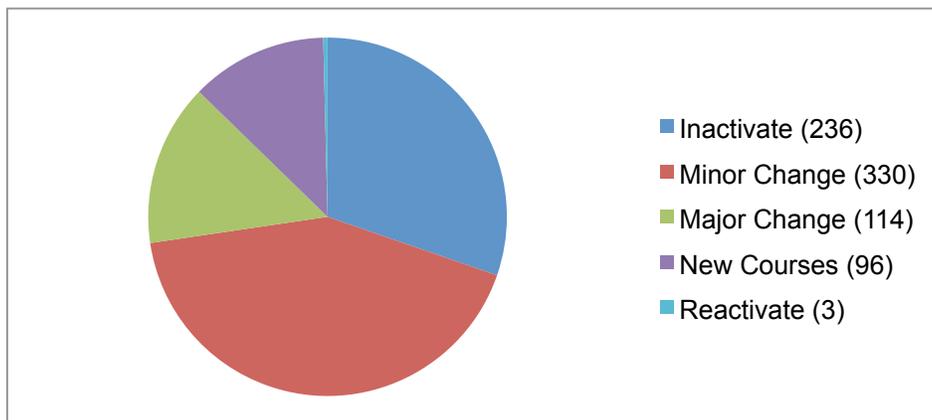
Number of Meetings: 6
Senate Analyst: Kathleen Dargan

Courses of Instruction

With the implementation of the new (2013-14) course review system, the issues to be addressed by the Committee on Courses of Instruction were handled on an issue-by-issue basis. The committee met in person to review the web-based tutorial presented by George Michael who designed and implemented the system.

Courses of Instruction Course Reviews

Course Actions Reviewed, September 1, 2013 to June 31, 2014:



Divisional Business

Course Review System

Course Form

Prior to the launch of UCSF's first online course review system in 2010, the Academic Senate and the Committee on the Courses of Instruction reviewed course forms using a PDF/paper format. Development of the Course Review System was initially based on the paper system creating an online course form and review process.

After the initial launch, within the first 1-2 years numerous features were requested and added to course forms, the review process and UCSF's Course Catalog which prompted a complete redesign of the system in 2014. During this stage of development, UCSF Course Catalog was included as a segment of the Course Review System.

The second version of the Course Review System was launched in January 2014 with a host of new features based on input from course form preparers, reviewers, the Office of the Registrar, system and school administrators. Additional features include an advanced review step queue, a single course form used for all form types, course review/comment page and a course history log for every course at UCSF. To ensure the workflow, an automated email is sent to reviewers who have forms in their queue before the course review Effective Quarter catalog update. The Course Review System is now fully integrated with UCSF's Course Catalog (coursecatalog.ucsf.edu) and includes a custom search of submitted, processed, and published courses.

On-Line System Modifications and Training

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

Bylaws of the Committee on Courses of Instruction

On September 16, 2013, The Committee on Courses of Instruction requests a modification to resolve a discrepancy between the School of Medicine's regulation on Grades and Credits, Appendix V(B) and the San Francisco Academic Senate Regulation 785. The Committee on Rules and Jurisdiction approved these modifications as proposed.

Proposed Changes: **SFR 785** - To assure that an accurate grading policy is reflected in the senate regulations, the Committee on Courses of Instruction is requesting review and approval of a change the Academic Senate Regulation 785 that would read, "The honors grade will not be assigned in any first- or second- year course, but may be assigned in all required and elective courses of more than two units in the third and fourth years.

Student Genetic Testing Guidelines

– **Daniel Dohan, PhD, Professor of Health Policy and Social Medicine, Chair of Precision Medicine Regulatory/Policy Workgroup.**

Dan Dohan presented the proposed guidelines for an already existing practice of genetic testing by students in an educational context. The committee voiced concerns for student's privacy, anonymity, student inclusion/exclusion and its effect on grading, as well as student reaction to personal medical information that may discover.

The policy is not within the purview of the Committee on Courses of Instruction. The committee agreed to include a section on the course forms that, if approved, would indicate that DNA sampling would be required in this course.

Going Forward

Ongoing issues under review or actions that the Committee will continue into 2014-2015:

- Ongoing training of users and reviewers of the Academic Senate Course Review System.
- Integration of the Academic Senate Course Review System to the Student Information System (SIS) in the Registrar's Office.

Senate Staff:
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