

## **DRAFT Committee on Courses of Instruction**

**Pam Bellefeuille, RN, MN, CNS, Chair**

### **Minutes**

**Wednesday, February 10, 2016**

PRESENT: Pam Bellefeuille (Chair), Annette Carley, Doug Carlson, Jaekyu Shin, Lisa Winston

ABSENT: Igor Mitrovic (Vice Chair), Francesco Aweeka, Jeffrey Lansman, Michael McMaster, Barbara Panning

GUESTS: Jeff Harter, Associate Registrar; George Michaels, Academic Senate Office Programmer

Chair Pam Bellefeuille called the Faculty Council meeting to order at 10:00 a.m. in room U-506. A quorum was present.

### **Chair's Report**

Chair Bellefeuille reported on the following item:

- **Timely Review of Course Forms:** Over the course of the academic year, Chair Bellefeuille has noticed that some of the COCOI members have not been reviewing their assigned courses within a timely manner. She asked committee members if there are any barriers to reviewing course forms and whether there is anything she, or others, could do to ensure that reviews will not be a problem. Committee members noted that sometimes they do not receive the review notifications or reminders from the Course Review System. Academic Senate Office Programmer George Michaels informed the committee that the system regularly sends out reminders. However, these reminders could be mistaken for spam. Members committed to keeping a watchful eye of their inbox and spam box for the notifications.

### **Academic Senate Bylaws**

At the last COCOI meeting, the committee agreed that their bylaws should be revised to reflect the full authority of the committee to review and approve courses. Currently, members believe that the bylaws state that committee only plays an advisory role in the approval of courses. As a result, the Committee sent a request to the Rules and Jurisdiction to ask if COCOI's interpretation of the bylaw was correct and to ask that the bylaws should be revised. Chair Bellefeuille informed COCOI that the Rules and Jurisdiction agreed with COCOI's interpretation and requested that COCOI draft revised language for review and approval. Committee members discussed and decided upon the following bylaw revision:

#### ***Chapter VI Faculties and Committees; Section III. Standing Committees for the San Francisco Division; Subsection 145. Committee on Courses of Instruction; Letter B.***

##### ***Duties:***

*The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications to existing courses, 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.*

COCOI members believe the proposed new language simplifies the committee's role and responsibility and brings the committee charge more in line with the UC Regents Standing Order 105.2.b which states that, "The Academic Senate shall authorize and supervise all courses and curricula." A communication will now be drafted

and submitted to Rules and Jurisdiction. If approved, the revisions will go up for a campus-wide vote at the Academic Senate's Divisional meeting in June.

### **Training and Help Materials for Course Review System**

In December, the Committee on Courses was awarded \$2000 from the Academic Senate for the development of new UCSF Course Review system training materials and help features. Academic Senate Office Programmer George Michael provided the committee with drafts of a Course Actions manual and Course Actions Video Tutorial. Committee members approved of the content. Associate Registrar Jeff Harter requested a section on common problems. He will send suggestions after the meeting as well. Chair Bellefeuille thanked the committee for their suggestions and requested that revised documents be presented at the next COCOI meeting.

### **Old Business**

Inactive Courses: Chair Bellefeuille requested that the Registrar Office provide a list of courses to the committee by the April meeting. Committee members will review and determine which courses should be inactivated. A communications strategy will then be discussed and respective department chairs will be contacted.

### **New Business**

None

Chair Bellefeuille adjourned the committee at 11:45pm.

Senate Staff:  
Artemio Cardenas; Senate Analyst;  
Artemio.Cardenas@ucsf.edu; 415/476-4245