

Committee on Courses of Instruction

Pam Bellefeuille, RN, MN, CNS, Chair

Notes

Wednesday, October 14, 2015

PRESENT: Pam Bellefeuille (Chair), Igor Mitrovic (Vice Chair), Jaekyu Shin, Doug Carlson

ABSENT: Francesco Aweeka, Annette Carley, Jeffry Lansman, Michael McMaster, Barbara Panning, Lisa Winston

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

Chair Pam Bellefeuille called the Faculty Council meeting to order at 10:00 a.m. in room U-506. A quorum was not present.

Chair's Report

Chair Bellefeuille reported on the following items:

- Introductions: Chair Bellefeuille welcomed all returning members of the committee and new members, Barbara Panning and Jaekyu Shin.
- Academic Senate Leadership Retreat: Chair Bellefeuille reported on her attendance of the annual UCSF Academic Senate Leadership Retreat. The following topics were discussed at the meeting:
 - UCSF Health: Chancellor Hawgood informed the group that UCSF will be launching UCSF Health within the next couple of months. This new organization will include practices throughout the bay area. One of the top providers will be John Muir in the east bay. The goal of the new venture is to expand UCSF's market.
 - UC Berkeley Global Campus: Chancellor Hawgood informed the group that he is in discussions with UC Berkeley Chancellor Nicholas Dirks regarding a potential partnership between UCSF and UC Berkeley on the development of their Richmond Global Campus. The new venture would join universities from all around the world to take on some of our worlds biggest problems.
 - Campus Planning: The campus leadership has formed planning committees for soon-to-be-built buildings. There is a request for faculty members to serve on these planning groups. The Senate is working on making the necessary appointments. Committee members noted that faculty participation in the planning process is important in order to avoid another Mission Hall situation.

2015-2016 Chancellors Fund

Chair Bellefeuille informed the committee that the Academic Senate is now accepting proposals from committees for the 2015-2016 Chancellor Fund. Committee members discussed ideas for the use of the funds and members agreed to request \$2,000 of the \$500,000 Chancellors Fund to develop new training materials and help features for the online UCSF Course Review system. Specifically, members want to create an instructional video for beginners, and develop an integrated help system for experienced users who need assistance on a particular issue. The committee members feel the video and new instructional resources will improve the orientation process and make use the course review process more efficient. The \$2,000 budget would go to compensate Academic Senate Office Programmer George Michael.

New Member Training

Chair Bellefeuille requested that the new members of the committee receive an orientation on the Course Review system. Academic Senate Programmer George Michael agreed to hold the training as soon as possible. Chair Bellefeuille also requested that all committee members be invited so that they can have the opportunity to be refreshed on the use of the system.

Course Archiving

Associate Registrar Jeff Harter informed the committee that the course catalog is full of courses that have not been taken in the past five years. To properly manage unused courses, Associate Registrar Harter requested that the committee members devise a way to review and archive courses that are not longer needed. He added that in the past, the Registrar's Office and the Committee on Courses of Instruction (COCOI) sent out notices to department chairs and course directors informing them that courses had been tagged for deactivation and archiving. While the Registrar and COCOI did not receive any initial resistance, once the courses were removed there was a backlash from department chairs. Noting the past experience, Associate Director Harter cautioned that any approach will require plenty of notification to departments and schools on the intentions of COCOI. Committee members agreed.

Associate Director Harter informed the committee that the best time to do a review of unused courses is in the spring when all of the enrollment data is finalized. Committee members agreed to review the courses at that time.

Old Business

Chair Bellefeuille requested an update on CTSI's request that particular courses be provided CTSI designation. Senate Analyst Shilpa Patel informed the group that the Committee is still waiting for CTSI to respond to Dr. Hiatt's concerns about the potential action.

New Business

None

Chair Bellefeuille adjourned the committee at 12:00pm.

Senate Staff:

Artemio Cardenas; Senate Analyst;

Artemio.Cardenas@ucsf.edu; 415/476-4245