Committee on Courses of Instruction
Pam Bellefeuille, RN, MN, CNS, Chair

ANNUAL REPORT
2015-2016

Primary Focus Points for the Year:
- 2016 Chancellors Fund – Course Review System Instructional Materials
- 2016 UC Retirement Tier
- Addressing Inactive Courses
- Committee Bylaw Changes
- CTSI Course Designations
- Review of Course Forms
- School of Medicine Bridges Curriculum

Issues for Next Year (2016-2017)
- Bridges Curriculum
- Chancellors Fund
- Inactive Courses

2015-2016 Members

Pam Bellefeuille, Chair	**Ex-Officio Members**
Igor Mitrovic, Vice Chair	Doug Carlson, University Registrar
Francesca Aweeka	
Annette Carley	**Permanent Guest**
Jeffery Lansman	Jeff Harter, Associate Registrar
Michael McMaster	
Barbara Panning	
Jaekyu Shin	
Lisa Winston	

Number of Meetings: 4
Senate Analyst: Artemio Cardenas

This year, the Committee on Courses of Instruction took up the following issues related to the San Francisco Division:

2016 Chancellors Fund Proposal – Instructional Materials
In October, 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 wanted 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 felt a video and new instructional resources would 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.

In December, Chair Bellefeuille informed the committee that the Academic Senate approved the group's request for $2,000 to develop new training materials and help features for the online UCSF Course Review system.

In February, 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.

In April, Academic Senate Programmer George Michael reported that since the last COCOI meeting, a troubleshooting section had been added. The next step was to create the instructional videos, post all resources online, and provide a link to the website. Committee members thanked Programmer Michael for all of his work on the project and for his support of the Course Review System.

In June, Programmer Michaels completed the project and posted the instructional materials to the website: https://courseactions.ucsf.edu/help.

2016 UC Retirement Tier
In December, the committee was informed that, in an agreement with the governor, the university had agreed to reform its pension plan to align with the state government's pension plan. Specifically, the governor had required that a new cap be placed on UCRP covered compensation at $117,000. To determine the best option for the university, the President formed a Retirement Options Task Force. In January, the Task Force released their final report for systemwide review. In February, the systemwide Academic Senate voted to reject the new retirement tier and ask that the President find an alternative solution. After considering all of the feedback received from the UC community, the President issued a revised 2016 Retirement Tier proposal on March 11. On March 24, the Regents approved the President's new retirement tier proposal. The new tier went into effect on July 1, 2016.

Committee Bylaws Changes
In December, Registrar Doug Carlson informed the committee that the bylaws may not reflect the full authority granted to the group by the Regents. Currently the bylaws state that COCOI only plays an advisory role in the approval of courses, rather than full authority over course approval. Committee members agreed and a communication was sent to the Rules and Jurisdiction Committee to ask if COCOI's interpretation of the bylaw was correct. In February, Chair Bellefeuille informed COCOI that the Rules and Jurisdiction committee had 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 that the 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 was drafted and submitted to Rules and Jurisdiction (Attachment 1). In June, the revisions were approved at the Division meeting.

<div align="center">**Committee Business**</div>

This year, the Committee on Courses of Instruction took up the following issues:

Addressing Inactive Courses
In October, Associate Registrar Jeff Harter informed the committee that the course catalog retained a significant number 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 find 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 sent out notices to department chairs and course directors informing them that courses had been tagged for deactivation and archiving. While the Registrar and the committee did not receive any initial resistance, once the courses were removed there was a backlash from department chairs. Noting the past experience, Associate Registrar Harter cautioned that any approach would require plenty of notifications to departments and schools on the intentions of the course removals. Committee members agreed.

Associate Registrar 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.

In February, Chair Bellefeuille requested that the Registrar Office provide a list of courses to the committee by the April meeting (Attachment 2). In April, the committee passed the following policy:

> *The Committee on Courses of Instruction will automatically inactivate courses with no enrollment for five years. Courses will be reviewed at the committee's spring meeting.*

After the April meeting, Analyst Cardenas contacted all course preparers and the department chairs to inform them that their respective course/courses had been inactivated per committee policy. With the exception of one course, all course prepares accepted the inactivation. In the case of the one course, OTOLARYN 140.01V, the committee voted to exempt the course from the inactivation policy due to the fact that the course enrolls visiting students each year. Since visiting student's participation is not tracked within the UCSF system, the course does not have a history of enrollment.

CTSI Course Designations
In the previous academic year (2014-2015), members of the Clinical for Translational Science Institute (CTSI) requested that select courses be given a CTSI designation. In December of 2015, the committee decided that since CTSI is not a department or organized research unit (ORU) there will have to be negotiations between CTSI and Epidemiology on who should own the courses in question.

Review of Course Forms
In February, Chair Bellefeuille noted 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 responded 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.

School of Medicine Bridges Curriculum

In April, School of Medicine Associate Dean of Curriculum Susan Masters and Associate Dean of Evaluation Karen Hauer attended the COCOI meeting to provide an overview of the new Bridges Curriculum and to detail how changes will impact future SOM courses. Beginning in the fall of 2016, the School of Medicine will offer its new curriculum to all incoming first year students. A document (Attachment 3) was shared that gave overview of the three foundations of the new curriculum. Associate Dean Masters pointed out that the biggest change for the COCOI membership to be aware of is the School of Medicine's plan to consolidate multiple courses into larger courses. With broader scopes, the larger courses will have significantly more objectives for COCOI members to review. There are also new courses that have never been offered before like the two-week immersion courses. Associate Dean Masters informed the committee that the first Bridges course has been submitted through the course approval process. This first course should reach the committee soon. Once the course review is complete, the School of Medicine would like COCOI's feedback to ensure that the approval of subsequent courses goes through smoothly. Committee members thanked the Associate Deans for the overview and for the information on the new curriculum and courses.

<div style="background:navy;color:white;text-align:center;font-weight:bold;">Appendices</div>

Appendix 1:   Communication to Rules and Jurisdiction RE: Bylaw Revisions

Appendix 2:   List of Courses Eligible for Inactivation

Appendix 3:   SOM Bridges Curriculum Overview