

**Committee on Courses of Instruction**  
**Jaekyu Shin, PharmD, Chair**

**ANNUAL REPORT**  
**2017-2018**

**Primary Focus Points for the Year:**

- Unit Activities
- Numbering of Nursing Courses
- Visiting Professor Title and Instructor of Record

**Issues for Next Year (2018-2019)**

- Collaboration with Education Policy Committees to define unit activities.

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**2017-2018 Members**

**Jaekyu Shin, Chair**  
**Maya Vijayaraghavan, Vice Chair**  
Annette Carley  
Thomas Chi  
Sophia Saeed  
Barbara Panning  
Maria Wamsley

**Ex-Officio Members**  
Doug Carlson, University Registrar

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**Number of Meetings:6**  
**Senate Analyst: Lilly Fine**

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## Divisional Business

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

### **Visiting Professor Title and Instructor of Record**

In December, The Registrar received a course form change where a Visiting Professor was listed as an instructor of record. However, this Professor was unable to do so, as Visiting Professors are unable to be listed as Instructor of Record. This was due to interpretation of UC Systemwide Regulation 750 A-B. COCOI thought that this Regulation was unclear. Thus, COCOI asked the Rules and Jurisdiction Committee for further interpretation. The Rules and Jurisdiction Committee decided that the Regulation could allow Visiting Professors to be Instructors of Record. However, it would have to be ultimately decided by COCOI. COCOI discussed the issue and voted that Visiting Professors could serve as instructors of record.

## Committee Business

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

### **Unit Activities**

In January, COCOI received questions from the School of Pharmacy Education Policy Committee (EPC), asking COCOI to interpret Academic Senate Regulation § 760, "The values of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or equivalent." EPC also asked COCOI to formally define the learning activities and supply specifications for what constitutes conference, field work, lab, seminar, web-based course work, and workshop. COCOI interpreted regulation § 760 One Course unit of Lecture should amount to one hour of class time and two hours of student work outside the classroom.

In February, COCOI started to define unit activities. The Committee spoke about many issues with defining unit activities. The committee reviewed the activity definitions provided by the School of Medicine. Some were consistent with what committee members had seen in course review, some were not. The committee thought that there was very little consistency between schools. The Committee decided to have a taskforce to help define unit activities. The taskforce met twice between the COCOI February and April meetings. The taskforce used activity definitions from all UCSF schools, as well as research of other UC schools to draft definitions of UCSF activities.

In April, COCOI reviewed the taskforce's work.. COCOI further refined the definitions, while also adding a space for course preparers to break down credit hours into classroom time and student preparation time. In June, COCOI finalized these definitions.

In 2018-2019 year, COCOI will send these definitions to all schools Education Policy Committees and Deans of Academics to get their feedback and input. Once the definitions are further refined, the committee plans to use them in Course Review.

### **Numbering of Nursing Courses**

During the Course Review Process, the Registrar discovered that fifteen courses in the School of Nursing have course numbers from 300 to 399. This is inconsistent with UC Academic Senate Bylaw 740.4 which says that these course numbers "Professional courses for teachers numbered 300-399, offered in Departments of Education, and in other departments and specially designed for teachers or prospective teachers." After speaking to the School of Nursing, the Registrar and the Committee learned that these course numbers are used for skills labs and have been since 2009. The 300 number is used to differentiate these courses from 400 level courses that count towards Nursing License Practicum classes. The committee will investigate how other schools number their courses.

In February, members of COCOI spoke to other UC Nursing schools to see what their process is for differentiating their skills lab and patient contact classes. All other schools just give the Board of

Registered Nurses lists of the different courses. They only use the 300 level for teaching pedagogy courses. UCSF is an outlier in using the 300 level courses. In April, Judy Martin-Holland, Associate Dean of Academic Programs for the School of Nursing, addressed the decision to use the 300 numbering for courses. The School also decided to use the 300 number because they had felt that they had used all the 200 level numbers.

The Chair of COCOI proposed create a new subject to allow for more course numbers to be used. If there was a new course subject, that would free up the 200 level numbers and thus make it possible for the School to use those for skills lab courses. This new subject would also would make it very easy for the BRN to differentiate the courses. Both the committee and Judy Martin-Holland thought this was a very good solution to the problem. In June, a new subject was proposed and approved by COCOI.

### **Approvals**

In February, Dean of the Graduate Division, Elizabeth Watkins, presented the proposal that the Graduate Division offer classes for credit. These classes would be mainly focused on teaching pedagogy and research ethics. These courses are already being taught by the Graduate Division, but not for credit. Many students have interest in professional skills development and would be prefer to have these courses appear on their transcript. After being approved by Graduate Council and Committee on Education Policy, the proposal was approved by COCOI. The proposal was later approved by Executive Council and a Full Faculty vote.

COCOI approved four new subjects during the 2017-2018 Academic Year. From the School of Pharmacy COCOI approved the new subject Pharmacy Integrated Sciences. From the School of Nursing, COCOI approved the new subjects Implementation Science and Nursing Skills Lab. From the Graduate Division, COCOI approved the new subject Graduate Studies.

## **Appendices**

Senate Staff:  
Lilly Fine, Senate Analyst  
Lillian.fine@ucsf.edu; 415/514-2696