



Committee on Courses of Instruction

Jaekyu Shin, PharmD, Chair

ANNUAL REPORT 2018-2019

Primary Focus Points for the Year:

- Bringing Courses into compliance
- Prepare the new online course form
- Collaboration with Education Policy Committees to define unit activities and review new course form
- Have all schools review the online course form

Issues for Next Year (2019-2020)

- Continue to bring Courses into compliance
- Implement the new online course form
- Provide additional guidance on writing course objectives to preparers

2018-2019 Members

Jaekyu Shin, Chair

Pamela Bellefeuille, Vice Chair

Maya Vijayaraghavan
Thomas Chi
Maria Wamsley
Michael McMaster
Elena Nedelcu
Justin Sewell
Gwen Essex

Ex-Officio Members

Doug Carlson, University Registrar

Number of Meetings:5

Senate Analyst: Amber Cobbett

Divisional Business

This year, the Committee on Courses of Instruction did not take any issues related to the San Francisco Division: There was no systemwide business therefore COCOI did not opine for review.

Committee Business

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

Late Submissions

In October, COCOI discussed the topic of courses that were submitted late. To help solve this problem, members came up with the following ideas. First, the senate analyst would ensure that e-mail reminders were getting sent to the correct recipients. The UCSF Announcements team created a reminder email, which included deadlines of course submission. This reminder email would be sent to all faculty. In addition, additional reminders would be still continuously sent out to the preparers when the returned course form was not submitted in a certain amount of time.

Modification of the Course Form

COCOI received \$3,400 from the Chancellor's fund to modify the new course form that the members and Registrar's office has been working on. In addition, these funds were used to update the course help manual, which faculty and course preparers used often to coordinate creating new courses in our system. George Michael (3DQ), the Senate Programmer, also created a log-in validation and generated an application program interface (API). The log-in validation reduces the steps to take for preparers when they are not registered with the course system yet. The new API directly links to the course catalog, which would be helpful for students and administrators in each school. In addition, 3DQ have connected all schools' programs to the course website.

Modified Course Form Approved and Rolled Out

For the past two years, Chair Shin and COCOI members have been working on the harmonization of learning activities taking place at UCSF as well as the modification of the course form for preparers and reviewers in the courses system. Chair Shin showed the definitions for the activities and the modified course form to Educational Policy committees from all four schools as well as Graduate Division and Department of Physical Therapy. The harmonized definitions and modified form were supported by all stakeholders. The modified form is expected to help comply with the Senate regulations on calculating course units. The modified course form is rolling out in the new academic year (2019-2020).

Grade Corrections

In the past, instructors who wished to correct a student's grade after the final submission must submit a written memo to the Office of the Registrar. The Office of the Registrar and Student Information Systems have changed this grade change process to an online process. It should be noted that, instructors can make changes on academic grounds and, upon this request, the Registrar is authorized to change final grades. Any grade change of an instructor who has left, should be approved by Department Chair, unless it's a formal grievance. If this is approved, the new grade would appear instantly on students' transcripts. The Register's Office has initially discussed the changes with the Committee on Educational Policy (CEP), which asked COCOI for input. COCOI discussed and stated that we did not see a policy issue at this time.

It was during our discussion that we needed to make sure faculty would be aware of the above rule. In addition, it would be their decision. To ensure security, the Instructor of Record should approve the grade

changes. The only true delegation would be when Instructors of Record designated other co-Instructors. Also, reports by the Registrar Office would be run to ensure additional security of this process.

WASC Requirements

The periodic audits by Western Association of Schools and Colleges (WASC) are something COCOI needs to continue to prepare for. 2011 was the last visit by WASC and 2020 would be the next. This came up because Doug was accreditation liaison working with Graduate Dean Watkins, and the campus would be getting ready for WASC accreditation in 2020. If any changes need to be made to the Course Review System, this would be an opportunity. The committee discussed the need to work with the Committee on Educational Policy to review the course syllabus. COCOI would be ready to respond to questions from WASC.

Bringing courses into compliance

COCOI started to bring courses into compliance starting in November, 2018 and will continue to do so the next couple academic years. It is important to note that in spring of 2010 the online Academic Senate course review system was launched. At that time, it was hoped that older courses would naturally be updated. However, no updates have been made in many courses. The Registrar's Office proposed that the committee begin to conduct outreach. At the start of this project, there were about 550 courses that needed to be brought into compliance. Upon review, it was found that these were all active courses. Since this processes came down to a single administrator, it would be time-consuming. COCOI decided that it could be done on a rolling quarterly basis. It would be spread among departments as well. The Registrar's Office would isolate courses by department and then pick about 20 courses to work on at a time. Registrar Harter has been aiding in tracking this process moving forward. It was also worth noting that most courses did not have multiple key components such as evaluation criteria and objectives. As a result of first two cycles of updates, 100 have been corrected. During the current cycle, 68 courses would be updated by Oct. 4th 2019.

Approvals

Throughout the year, Chair Shin presented the modified course form and discussed harmonized definitions of learning activities with respective EPCs of the 4 schools as well as Graduate Division and Department of Physical Therapy. This was approved by all EPC committees.

COCOI members approved the proposal to bring 550 courses into compliance over the next few academic years.

Appendices

[Appendix 1:](#) New course form revisions to web-based online course.

Senate Staff:
Amber Cobbett, Senate Analyst
amber.cobbett@ucsf.edu; 415/514-2696