

**Committee on Courses of Instruction**  
**Thomas Chi, MD, Chair**

**ANNUAL REPORT**  
**2019-2020**

**Primary Focus Points for the Year:**

- Course compliance initiative
- New online course form implementation
- Course preparers resource build
- Chair course review work flow

**Issues for Next Year (2020-2021)**

- Compliance project with anticipation of it being completed by the end of the academic year. Once the project is finished, it would be useful for the committee to partner with Programmer George Michael to do a batch update of courses that have "Lecture" or "Seminar" activity hours; he would be adding "Student Preparation/Homework/Study Hours" in a 2:1 ratio to "Direct Contact/Instruction Hours."
- COCOI will present the projects that have been accomplished over the last few years, to Executive Council in the Winter or Spring semester.
- Formatting objectives has been recognized to be non-uniform. Consideration will be given as to whether the committee should revisit how to make these more uniform.
- Follow up again with Graduate Dean Watkins on the WASC accreditation process
- While we now have a stronger resource for course preparers, we recognize that for COCOI members, there might not be enough support for orientation and training into the work of the committee. Members will draft and implement a help manual that will guide new COCOI members and new potential members who are interested in serving on the committee on aspects of the courses process and the committee itself.
- Diversity Initiative
  - Review course content
  - Analyze Course objectives and language
  - Review course leadership and work with schools to engage in diversity conversations
- Inquire with Curriculum committees from each school and see if COCOI can assist in development of changes for course instruction brought on by Covid-19
- Bylaw discussion: UCSF Senate Bylaw 145

---

**2019-2020 Members**

**Thomas Chi, Chair**

**Elena Nedelcu, Vice Chair Ex-Officio Members**

Zane Amenhotep

Doug Carlson, University Registrar

Pamela Bellefeuille

Jeffrey Harter

Adam Renslo

Maria Wamsley

Michael McMaster

Justin Sewell

Gwen Essex

---

**Number of Meetings: 4**

**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:

### **Course compliance initiative**

COCOI started to bring courses into compliance starting in November 2018 and will continue to do so through academic year 2020-2021. As background, 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 these processes came down to a single administrator, it would be time-consuming. COCOI decided that it could be done on a rolling quarterly basis. The Registrar's Office isolated courses by department and then picked about 20 courses to work on at a time. Registrar Harter has been aiding in tracking this process moving forward.

Over the last calendar year, approximately 200 courses were brought into compliance and updated. Currently there are approximately 70 courses that have a deadline of October 2, 2020 to be brought into compliance and then there will be a remaining last batch of about 40 courses that will have a December 18, 2020 deadline. This should conclude the compliance initiative.

Once the project is complete it may be possible for the committee to partner with Programmer George Michael to do a batch update of courses that have "Lecture" or "Seminar" activity hours; he would be adding "Student Preparation/Homework/Study Hours" in a 2:1 ratio to "Direct Contact/Instruction Hours."

### **New online course form implementation**

The committee continued to review the course form, make updates and work alongside the Registrar's office to have language be succinct and understandable for course preparers. A new online course form was implemented this year. Feedback from course preparers and committee members was solicited to look for any issues caused by the new course form. Issues were addressed and the course form was revised several times to address them. The course form has now been in use without any issues for 9 months or more.

### **Course preparers resource build**

This year the Chair proposed updating the Blooms Taxonomy link <https://senate.ucsf.edu/course-actions/blooms-taxonomy>. It was proposed that the members create additional guidelines on writing courses and similar documents. Once created and approved by the members of COCOI and the Registrar's Office, Senate Programmer George Michael produced this additional content on the Academic Senate website. We were successfully awarded Chancellors Fund moneys to support building this new resource for the community which is now live and in use. The website provides additional guidance on writing course objectives to preparers through the Blooms Taxonomy link, on the Courses website

### **Chair course review work flow**

During this academic year, we recognized that the course review work queue for the COCOI chair is disproportionately larger compared to other committee members. After discussion with the COCOI vice chair, we piloted several work flows where the chair's approval work queue was split between the chair

and vice chair, Splitting the work queue lessened the burden on any single individual and allowed for course approvals to proceed in a more rapid fashion.

### **WASC 2020 Accreditation visit**

The periodic audits by Western Association of Schools and Colleges (WASC) are something COCOI needs to continue to stay updated on. 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 had Graduate Dean Watkins attend a COCOI meeting and presented on how the WASC visit would look for the Fall 2020 visit. COCOI will be ready to respond to questions from WASC if asked.

### **UCSF Senate Bylaw 145**

COCOI discussed working with (R & J) Rules and Jurisdiction Committee on reviewing the Bylaw as some of the wording appears to not fit the current description of the committee and its members.

## **Appendices**

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