

Committee on Courses of Instruction
Elena Nedelcu, MD, Chair

ANNUAL REPORT 2020-2021

Primary Focus Points for the Year:

- Course compliance initiative continuation
- Bylaw revisions for UCSF Senate Bylaw 145
- Formatting objectives
- Diversity Initiative
 - Review course content
 - Analyze Course objectives and language
 - Review course leadership and work with schools to engage in diversity conversations
- Projects with Office of the Registrar

Issues for Next Year (2021-2022)

- Diversity Initiative continued
 - Review course content
 - Analyze Course objectives and language
 - Provide data to include findings of DEI in course objectives
 - 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: COCOI consideration of R&J's comments regarding [Senate Bylaw 145](#).

2020-2021 Members

Elena Nedelcu, Chair
Zane Amenhotep Vice Chair
Pamela Bellefeuille
Annette Carley
Gwen Essex
Michael McMaster
Adam Renslo
Ramin Sam
Justin Sewell

Ex-Officio Members
Doug Carlson, University Registrar
Jeffrey Harter (Permanent guest), Office of the Registrar

Number of Meetings: 5

Senate Analyst: Amber Cobbett

Divisional & Systemwide Business

This year, the Committee on Courses of Instruction (COCOI) did not take up any issues related to the San Francisco Division, nor did it comment on any systemwide Senate reviews.

Committee Business

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

Course compliance initiative completed

COCOI started to bring UCSF courses into compliance beginning in November 2018, and finished this initiative by August 2021. As background, in spring 2010 the online Academic Senate course review

system was launched. At that time, it was hoped that faculty would update older courses gradually over time. However, COCOI learned that updates were not being made to many courses. The Registrar's Office proposed that the committee begin to conduct outreach to faculty. 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. As 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 instrumental in aiding COCOI tracking this process throughout the 2020-21 academic year.

Course preparers resource build

This year, Chair Nedelcu 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. The Committee was successfully awarded Chancellors Fund monies 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 via the Blooms Taxonomy [link](#), on the Courses website

Chair Course Review Work Flow

During this academic year, committee members 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, the committee 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.

UCSF Senate Bylaw 145

COCOI discussed a revision of the membership section of Bylaw 145. At its August meeting, COCOI members agreed that the Committee on Committees (CoC) needed more flexibility in the selection of a diverse representation from all the Schools to the Committee on Courses (COCOI). Currently, Bylaw 145 carves out a role for five ex-officio members (four from each School's Committee on Educational Policy, and one from the Graduate Division). As the School CEPs are determined by each School's administration, such a designation gives the Schools collective control over a large portion of COCOI's membership, which essentially countervails both Standing Order of the Regents 105.1.b and Regents Bylaw 40.2. The proposed amendments would therefore remove the restriction that School representatives be from, or designated by, the Schools' CEPs. Instead, and in accordance with its charge, the Senate's CoC, working with the COCOI chair, would have sole responsibility to appoint all nine COCOI members (including the ex-officio Graduate Division representative), outside of the Registrar, who is the tenth ex-officio member. The proposed amendment also gives faculty fair access to a committee through a peer-reviewed appointment process, which could be important for advancement and promotion.

COCOI also found the current language of Bylaw 145 to be somewhat confusing in that it implies that there is an educational policy committee within the Graduate Division; there is no such committee within the Graduate Division. The proposed amendments remove this confusion.

Finally, referring to the 'Registrar' as COCOI's 'Executive Secretary' is archaic. It is impossible to know whether the Registrar served in such a capacity at some point in time, and more importantly, exactly which duties such a role included. That said, the Registrar is indeed a valued ex-officio COCOI member; the revised language reflect this.

Members passed a series of amendments, as reflected in Appendix 1. Said amendments were sent to R&J in late August 2021.

Senate Staff:

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

Joey Cheng, Senate Analyst
Joey.cheng@ucsf.edu

Todd Giedt, Senate Executive Director
todd.giedt@ucsf.edu

Committee on Courses of Instruction
Elena Nedelcu, MD, Chair

Proposal to amend UCSF Division Bylaw 145

Statement of Purpose:

Amending Bylaw 145 gives the Committee on Committees (CoC) more flexibility in the selection of a diverse representation from all the Schools to the Committee on Courses (COCOI). Currently, Bylaw 145 carves out a role for five ex-officio members (four from each School's Committee on Educational Policy, and one from the Graduate Division). As the School CEPs are determined by each School's administration, such a designation gives the Schools collective control over a large portion of COCOI's membership, which essentially countervails both Standing Order of the Regents [105.1.b](#)¹ and [Regents Bylaw 40.2](#). The proposed amendments would therefore remove the restriction that School representatives be from, or designated by, the Schools' CEPs. Instead, and in accordance with its charge, the Senate's CoC, working with the COCOI chair, would have sole responsibility to appoint all nine COCOI members (including the ex-officio Graduate Division representative), outside of the Registrar, who is the tenth ex-officio member. The proposed amendment also gives faculty fair access to a committee through a peer-reviewed appointment process, which could be important for advancement and promotion.

The current language is also confusing in that it implies that there is an educational policy committee within the Graduate Division; there is no such committee within the Graduate Division. The new language removes this confusion

Finally, referring to the 'Registrar' as COCOI's 'Executive Secretary' is archaic. It is impossible to know whether the Registrar served in such a capacity at some point in time, and more importantly, exactly which duties such a role included. That said, the Registrar is indeed a valued ex-officio COCOI member; the revised language reflect this.

Pros

1. School Representation: Primarily, these amendments give CoC more flexibility in ensuring diverse representation from all the Schools. The proposed amendment also gives faculty fair access to being on a committee that could be important for advancement and promotion via peer-reviewed appointment process.
2. Update/Removal of Archaic Language: These amendments also update or remove archaic language that no longer reflects the practice and/or business of the committee.

Cons:

None.

Effects on Other Legislation:

None.

Current Version of Bylaw 145:

145. Committee on Courses of Instruction

- A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]

¹ Standing Order of the Regents 105.2.b states "The Academic Senate shall determine its own membership under the above rule, and shall organize, and choose its own officers and committees in such manner as it may determine."

1. The membership shall include one representative from each of the Schools, five ex officio members (one from each of the four Schools and one from the Graduate Division) and the Registrar, who shall act as the Executive Secretary of the Committee. [Am 1 Sep 03]
2. One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The School's ex officio member shall be a faculty member who serves on, or is designated by the School's educational policy committee, and able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. All ex officio members from each School and from the Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment. [Am 1 Sep 03]

B. Duties:

1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in 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.

[Annotated Proposed Changes to Division Bylaw 105:](#)

145. Committee on Courses of Instruction

A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]

1. The membership shall include at least one representative from ~~each of the Schools, five ex officio members (one from~~ each of the four Schools and one from the Graduate Division) and the Registrar, ~~who shall act as the Executive Secretary of the Committee.~~ [Am 1 Sep 03]
2. ~~One ex officio member from each of the four Schools and one from the Graduate Division shall serve on the Committee. The~~ Each School's ex officio member representative shall be a faculty member ~~who serves on, or is designated by the School's educational policy committee, and~~ able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. ~~All ex officio members from each School and from the Graduate Division shall be recommended to the Division Committee on Committees no later than May 1 of each year for confirmation of appointment.~~ [Am 1 Sep 03]

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1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in 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.

[Clean Version of Proposed Division Bylaw 105:](#)

145. Committee on Courses of Instruction

A. Membership: This Committee shall consist of ten members. [Am 1 Sep 03]

1. The membership shall include at least one representative from each of the four Schools and one from the Graduate Division and the Registrar.
2. Each School's representative shall be a faculty member able to represent their School with respect to new courses, revised courses, deleted courses, and course descriptions. [Am 1 Sep 03]

B. Duties:

1. The Committee shall be concerned primarily with the formal and final approval of new courses of instruction, modifications in 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.