MINUTES

Attendees: Douglas Carlson, Maya Vijayaraghavan, Lisa Winston, Jaekyu Shin, Igor Mitrovic

PRESENT: Igor Mitrovic (Chair), Jaekyu Shin (Vice Chair), Douglas Carlson, Lisa Winston, Maya Vijayaraghavan

ABSENT: Annette Carley, Melinda Cuthbert, Jeffrey Lansman, Michael McMaster, Barbara Panning,

GUESTS: Jeff Harter, Associate Registrar; Deborah Johnson, Member of the Education Policy Committee; Kimberly Topp, Vice Chair of the Education Policy Committee

Chair Igor Mitrovic called the meeting to order at 10:10am. A quorum was present.

Chair's Report

None

Committee on Education Policy Discussion

Chair Mitrovic informed the committee that earlier in the year, the Senate’s Committee on Committees proposed merging the Committee on Courses of Instruction (COCOI) with the Educational Policy Committee (EPC). The reasoning is that on other campuses, the functions of both committees are under one committee. At the EPC meeting in March, the members discussed the idea of a merge and all agreed that it would not be an appropriate action. Instead EPC asked for there to be more collaboration amongst the two committees. In April, COCOI members discussed and came to the same conclusion.

To follow up on the issue, incoming EPC Chair Kimberly Topp and EPC member Deborah Johnson were invited to the COCOI meeting discuss ways the two committee could collaborate together. Common issues that members identified included, resolving late course form submissions, supporting interprofessional education efforts and increasing faculty training. Most
of the discussion focused on the topic of late course submissions. After debating options for how best to ensure compliance with course form deadlines, members agreed on the following actions:

- **EPC** will assist **COCOI** by identifying the school contacts that are responsible for courses. Once those individuals are identified, EPC can send out a message informing them of the importance that course forms be submitted on time.

- EPC and COCOI will send out a joint communication that informs course form preparers and school leaders of the importance of meeting course form deadlines.

- COCOI will continuous monitoring how well their new course form deadline reminders are working.

Finally, all agreed that there should be a joint meeting between COCOI and EPC at least once or twice a year. The meetings will be a great opportunity to follow up on action items and to collaborate on common issues.

**Course Review System Data**

Associate Registrar Jeff Harter informed the committee that there is a section of the course form which asks preparers, “Course intended for what type of student?” This is a two-part question that requires a school and class year be selected. The problem with this course form question is that it only allows for one option to be selected in each category. If there is a case where a course is offered interprofessionally and to multiple years of students, the preparers will not have the proper option to select. After researching this issue further, Associate Registrar Harter discovered that the information provided on this section of the course form is not presented in the course catalog, or anywhere outside of the course review system. To streamline the course form, improve accuracy and reduce confusion, Associate Registrar Harter would like to propose that the Committee on Courses of Instruction vote to remove this question from the course form. Members discussed and voted to approve the removal of the question from the course form.

**New Business**

None

**Old Business**

None

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