

August 21, 2023

Spencer Behr, MD
Chair, UCSF Committee on Rules & Jurisdiction (R&J), 2022-2024

Re: Proposed Variance to SR 740 & SFR 745

Dear Chair Behr:

The Committee on Courses of Instruction (COCOI) writes to propose a variance to Systemwide Regulation (SR) 740 and revisions to San Francisco Regulation (SFR) 745. At its August 8, 2023 meeting, COCOI unanimously approved the proposed variance and proposed revisions.

This past academic year, COCOI identified a discrepancy between how courses are classified at the systemwide level and at the campus level. Moreover, it was found that there is significant variability in course numbering conventions across Schools at UCSF. Considering this, COCOI is proposing that San Francisco Regulation (SFR) 745 grants each School and the Graduate Council the ability to write regulations for their course numbering. COCOI worked with the Schools and Graduate Council to write draft regulations for each School and the Graduate Division. COCOI also is proposing that UCSF receives a variance to Senate Regulation (SR) 740. The proposals are attached below.

COCOI looks forward to addressing any comments or concerns that R&J may have. Thank you for your attention.

Sincerely,

Annette Carley, RN, DNP, NP
Chair, Committee on Courses of Instruction, 2022-2024

Committee on Courses of Instruction
Annette Carley, RN, DNP, NP, Chair

Proposed Variance to SR 740

Statement of Purpose:

The Committee on Courses of Instruction (COCOI) proposes that the San Francisco Division of the Academic Senate receive a variance to Systemwide Regulation (SR) 740 regarding classification of courses.

This year, COCOI has found that the San Francisco Regulation (SFR) 745 for classification of courses describes differing course numbering conventions compared to SR 740, but UCSF does not yet have an approved variance from the Systemwide Academic Senate. Moreover, COCOI found that SFR 745 as written does not accurately describe course numbering conventions that are used across Schools and does not contain an accurate list of degree programs that are currently offered at UCSF. COCOI proposes the attached revisions to SFR 745 to provide clarity to the classification of courses at UCSF and, in short, to delegate course numbering conventions to the Schools and the Graduate Division.

COCOI is not aware of all the historical reasons why the Schools have numbered their courses as they do. UCSF has no undergraduate students, yet professional Schools commonly use course numbers in the 100 series for their professional curricula. Sometimes the professional doctorate programs are referred to as undergraduate education, and residency programs are referred to as graduate education, so perhaps the 100 series was viewed as undergraduate in this sense. True graduate academic courses that are not professional in nature generally are numbered in the 200 series. The School of Nursing has used the 300 and 400 series to categorize certain types of courses for licensing agencies to recognize readily.

Renumbering courses for the sake of consistency with a UC regulation, or even a revised San Francisco Division regulation, would create an immense amount of work for little identifiable gain. Since the Schools already have a consistent course numbering system internally, COCOI suggests that each School describe its course numbering convention in School regulations, and the campus and Schools would publish this accurate information to assist faculty and staff with future course numbering decisions.

COCOI also observes that the distinctions in SR 740 between lower division undergraduate, upper division undergraduate, and graduate are not necessary at UCSF because UCSF has only graduate students.

Pros:

1. The variance avoids having Schools renumber courses, which would be a massive undertaking for faculty and staff.
2. The variance grants Schools at UCSF the ability to write course numbering conventions that signal information about course categories to licensing agencies.

Cons:

1. The variance will allow Schools to codify existing course numbering conventions that are not consistent with SR 740.

Effects on Other Legislation:

If UCSF receives a variance to SR 740, it will revise SFR 745 as described in the attached proposal. Each School and the Graduate Division at UCSF will also enact regulations for classification of courses, as shown in the attached proposal as well.

Committee on Courses of Instruction
Annette Carley, RN, DNP, NP, Chair

Proposed Revisions to SFR 745

Statement of Purpose:

The Committee on Courses of Instruction (COCOI) proposes revisions to San Francisco Regulation (SFR) 745 to clarify course numbering conventions that vary between Schools and ensure that the information in the regulation is up to date.

Currently, SFR 745 lists several degree programs that are no longer offered at UCSF, such as undergraduate professional programs and the Doctor of Nursing Science degree. Therefore, COCOI proposes that specific programs are not listed in the regulation, so that it does not have to be updated in the case that a new degree is created or no longer offered at UCSF.

Moreover, COCOI found that there is some variability in course numbering conventions across Schools, due to requirements from different accrediting bodies and the historical use of course numbering at UCSF. As such, COCOI proposes that each School describe its course numbering conventions in School regulations, and the campus and Schools would publish this accurate information to assist faculty and staff with future course numbering decisions. COCOI would like to avoid having faculty and staff renumber courses for the sake of consistency with SFR 745, as well as UC systemwide Senate Regulation (SR) 740, when they already have consistent conventions within their Schools. Draft regulations for classification of courses for each School are included in this proposal.

Pros:

1. The proposed revisions ensure that programs that are no longer offered at UCSF are not listed.
2. The revisions also grant Schools the ability to write course numbering conventions that signal information about course categories to licensing agencies.
3. The revisions avoid confusion across Schools and the Graduate Division at UCSF due to the varying use of course numbering conventions.

Cons:

None.

Effects on Other Legislation:

Both the current version of SFR 745 and the proposed revisions to SFR 745 do not follow the guidelines for Classification of Courses in Systemwide Regulation (SR) 740. COCOI is proposing a variance to this regulation due to the unique circumstances of course numbering conventions at UCSF compared to the other UC campuses. Since UCSF does not have any undergraduate courses, the campus does not need to distinguish between undergraduate and graduate course work in the same way as the other UC campuses, as outlined in SR 740.

Current Version of SFR 745. Classification of Courses:

- A. Undergraduate professional
 1. Degrees – The courses in the curricula leading to the Bachelor of Science degree in Dental Hygiene, Dental Sciences, Medical Sciences, Nursing, and Physical Therapy shall be as designated in the regulations of the respective Schools granting such degrees. Courses in the undergraduate professional curricula are numbered in the 100 series.
 2. Certificates - Courses in each of the curricula [SR 740 et ff.] authorized by the Academic Senate leading to certificates of completion shall be as designated in the regulations of each School in the San Francisco Division.
- B. Graduate professional – the courses in the curricula leading to the graduate professional degrees in the San Francisco Division – Doctor of Dental Surgery, Doctor of Medicine, and Doctor of Pharmacy – are to be identified by a numbering system described in the regulations of each of the graduate professional schools: the School of Dentistry, the School of Medicine, the School of Pharmacy. Courses in the graduate professional curricula are numbered with a one (or zero) in the hundreds digit.

- C. Postgraduate professional – the courses in the curricula or programs authorized by the Academic Senate leading to a postgraduate professional certificate shall be as designated in the regulations of each School offering such approved programs or curricula.
- D. Graduate academic – the courses in the curricula leading to graduate academic degrees – Master of Arts, Master of Science, Master of Clinical Laboratory Science, Doctor of Philosophy, and Doctor of Nursing Science – shall be as designated in the regulations of the Graduate Council of the San Francisco Division in accordance with regulations of the Academic Senate. Graduate academic courses are numbered with a two in the hundreds digit. Courses numbered with a one or a three in the hundreds digit may also be included in the graduate academic curricula.
- E. Postgraduate academic – the courses in the curricula or programs authorized by the Academic Senate leading to a postgraduate academic certificate shall be as designated in the regulations of the Graduate Council. [en 16 Feb 71]

Proposed Revisions to SFR 745. Classification of Courses (Edited Version):

- ~~A. Undergraduate professional
 - 1. Degrees – The courses in the curricula leading to the Bachelor of Science degree in Dental Hygiene, Dental Sciences, Medical Sciences, Nursing, and Physical Therapy shall be as designated in the regulations of the respective Schools granting such degrees. Courses in the undergraduate professional curricula are numbered in the 100 series.
 - 2. Certificates – Courses in each of the curricula [SR 740 et ff.] authorized by the Academic Senate leading to certificates of completion shall be as designated in the regulations of each School in the San Francisco Division.~~
- ~~B. Graduate professional – the courses in the curricula leading to the graduate professional degrees in the San Francisco Division – Doctor of Dental Surgery, Doctor of Medicine, and Doctor of Pharmacy – are to be identified by a numbering system described in the regulations of each of the graduate professional schools: the School of Dentistry, the School of Medicine, the School of Pharmacy. Courses in the graduate professional curricula are numbered with a one (or zero) in the hundreds digit.~~
- ~~C. Postgraduate professional – the courses in the curricula or programs authorized by the Academic Senate leading to a postgraduate professional certificate shall be as designated in the regulations of each School offering such approved programs or curricula.~~
- ~~D. Graduate academic – the courses in the curricula leading to graduate academic degrees – Master of Arts, Master of Science, Master of Clinical Laboratory Science, Doctor of Philosophy, and Doctor of Nursing Science – shall be as designated in the regulations of the Graduate Council of the San Francisco Division in accordance with regulations of the Academic Senate. Graduate academic courses are numbered with a two in the hundreds digit. Courses numbered with a one or a three in the hundreds digit may also be included in the graduate academic curricula.~~
- ~~E. Postgraduate academic – the courses in the curricula or programs authorized by the Academic Senate leading to a postgraduate academic certificate shall be as designated in the regulations of the Graduate Council. [en 16 Feb 71]~~

Courses shall be numbered according to the regulations of each School or the Graduate Council.

Proposed Revisions to SFR 745. Classification of Courses (Clean Version):

Courses shall be numbered according to the regulations of each School or the Graduate Council.

Draft School of Dentistry Regulation for Classification of Courses:

- A. Courses are numbered according to the following system:
 - 1. The 100 series is reserved for pre-doctoral courses.
 - 2. The 400 series is reserved for postgraduate courses.

Draft School of Medicine Regulation for Classification of Courses:

- A. Courses are numbered according to the following system:
 - 1. The 100 series is reserved for professional courses.

Draft School of Nursing Regulation for Classification of Courses:

- A. Courses are numbered according to the following system:
 - 1. The 100 series is reserved for all prelicensure courses.
 - 2. The 200 series is reserved for all other non-clinical courses.
 - 3. The 300 series is reserved for teaching courses, both methods and practicum/residency.
 - 4. The 400 series is reserved for all other practicum, residency, and skills lab courses.

Draft School of Pharmacy Regulation for Classification of Courses:

- A. Courses are numbered according to the following system:
 - 1. The 100 series is reserved for professional courses.

Draft Revisions to Graduate Council Regulation:

III. Courses

- A. Graduate Division courses are numbered according to the following system:
 - 1. The 200 series is reserved for graduate courses.
 - 2. The 300 series is reserved for teaching courses, both methods and practicum.
 - 3. The 400 series is reserved for all other practicum and clinical experience courses.