

**2005-06 Annual Report of the
Committee on Courses of Instruction**

In fulfilling the charge set by the Berkeley Division by-laws, the Committee on Courses of Instruction (COCI) accomplished the following activities during the 2005-06 academic year. Professor Gary Holland served as chair.

I. Actions on Course Approvals, Variance Requests, and Course Related Topics (Fall 2005 – Summer 2006)

- Approved 917 changes to campus courses, including new offerings, updates, and withdrawals
- Approved 29 UC Extension courses and 78 instructors
- Reviewed 150 variance requests
- Conferred degrees and honors on behalf of the Academic Senate for Summer 2005, Fall 2005, and Spring 2006

II. Procedural Decisions

- Set a deadline for receipt of Acting Instructor-Graduate Student variance requests of two weeks prior to the start of instruction.
- Implemented a new policy requiring instructors for University Extension courses in academic disciplines to have graduate degrees. Instructors of XB courses should have doctorates; instructors for non-XB courses should at minimum hold a Master's degree in the discipline. This is in addition to the previously established regulation that instructors for any lower division course possess a doctorate degree.
- Approved change to Berkeley Division By-Law 33: Committee on Courses of Instruction, adding the following sentence to the Duties section: "Reviews and takes final action on requests for exceptions to Division Regulations governing courses of instruction and the awarding of degrees, certificates, and honors." Approved by the Division on April 27, 2006.
- Approved changes to Berkeley Division Regulation A207: Grade Appeals, adding language clarifying the process by which a student should attempt to resolve a grievance informally, and revising the deadline for activating the formal procedure from two semesters to one calendar year. Approved by the Division on April 27, 2006.
- Approved changes to COCI Grade Grievance Procedures, elaborating on the changes made to Regulation A207.
- Sent letter to deans and department chairs advising them of the requirement to submit copies of directed group study course proposals to COCI, and of the importance of monitoring the courses for academic rigor. November 3, 2005
- Endorsed new instructional format codes (WBL: Web-based Lecture and WBD: Web-based Discussion) for online and hybrid courses.

Finalized the supplemental questions required for online course approval requests. Finalized the criteria for which courses must comply with these requirements (when face-to-face contact in a course is reduced to less than one-third of total work hours and replaced by technologically-mediated instruction).

- Created a subcommittee to discuss COCI's role with regard to the review of student-facilitated 98 and 198 course proposals. Endorsed new procedures setting the deadline for receipt of proposals to one month before the end of instruction.
- Revised procedures on posthumous certificates to be awarded based on full-time enrollment status rather than a specific unit enrollment.
- Revised deadline for final exam variance requests to before the beginning of TeleBears Session I, approximately one month before the end of instruction in the term preceding the course offering.
- Updated COCI Handbook to reflect recent procedural changes.
- Approved the creation of new course codes for the Graduate Student Professional Development Program (GSPDP, 01/20/06, replaces LANGPRO); the Language Proficiency Program (LAN PRO, a sub-department of GSPDP, 01/20/06); the School of Information (INFO, 08/01/06, replaces INFOSYS).
- Decided that COCI will review courses classified with different Total Instructional Effort ("TIE") formats than current formats.
- Approved a plan to alter the COURSE system to include a new screen dedicated to the TIE classification system.
- Approved a modified course approval and cross-listed course approval forms to incorporate TIE classifications.

III. COCI review of Academic Senate Policies and Issues

- Proposed Posthumous Recognition by Chancellor
Comments submitted to Divisional Council 12/15/05
- Total Instructional Effort Reporting
Comments submitted to Divisional Council 05/08/06

IV. Unfinished Business and Future Action Items

- Proposal to code student- and faculty-facilitated group study courses with different suffixes.
- Beginning review of TIE classifications, pending confirmation of implementation.
- Proposal for new W prefix to identify web-based courses (WBL and WBD).