

**2006-07 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 2006-07 academic year. Professor Linda Rugg served as chair.

I. Actions on Course and Instructor Approvals, Variance Requests, and Degree Conferrals (Fall 2006 – Summer 2007)

- Approved 705 changes to campus courses, including new offerings, updates, and withdrawals
- Approved 30 UC Extension courses and 108 instructors
- Reviewed 76 variance requests
- Conferred degrees and honors on behalf of the Academic Senate for Summer 2006, Fall 2006, and Spring 2007

II. Procedural Decisions

- Approved first new Web-Based Lecture (WBL) courses:
 - Arabic 1AW-1BW, Elementary Arabic Distance Learning, for non-Berkeley students. Asked for evaluations and feedback after the courses are taught (expected Fall 2008).
 - Statistics N21, Introductory Probability and Statistics for Business (Summer 2007). The instructor, Professor Phillip Stark, was asked to formulate an assessment of the course after it has been taught and submit the results to COCI.
- Reading and Composition Requirement: Chair Rugg will co-chair an R&C Requirement Task Force and represent COCI. COCI began discussion of the pedagogical mission, objectives, and administrative structure of the requirement and discussed proposing oversight and budget reforms.
- XB courses proposed by EECS: University Extension submitted 13 proposals for new Electrical Engineering and Computer Science XB courses (9 graduate-level). The courses would consist of videotaped lectures given by UCB faculty, with student interaction taking place with graduate students. The courses have been offered online through the Cal VIEW program, but not for Berkeley credit. COCI did not approve the courses as submitted and suggested they not be designated as XB, which would count toward Berkeley unit and GPA credit. The College of Engineering is currently working with University Extension to explore possibilities for offering these courses.
- Disaster Preparedness Guidelines for Courses and Exams: A subcommittee convened to draft guidelines in the event of a pandemic such as bird flu, as requested by Division Chair Drummond. The Committee met with Acting Registrar Walter Wong to learn what plans the Office of the Registrar has made. The subcommittee wrote

guidelines, taking into account procedures COCI developed previously for use in case of a GSI strike.

- AI-GS Appointments: Serious discussion took place regarding the use of the Acting Instructor-Graduate Student teaching title by departments. Some departments are not using the title in line with the criteria and circumstances required by COCI, particularly, requesting repeated appointments, which contradicts the exceptional/one-time intent of this variance. COCI contacted the departments, Summer Sessions, and Graduate Division to consider ways to better enforce COCI's policies. Chair Rugg met with Summer Sessions Director Richard Russo and reiterated the policy that AI-GS appointments are intended to be one-time variances.
- 12-Unit Requirement for Graduate Student Enrollment: The Graduate Division will require all graduate students to enroll in 12 units to increase the amount of funding received from the state. COCI acknowledged that 300-level pedagogy courses or 600-level individual study courses may be used to meet the requirement, and COCI informed the Graduate Council that it would be likely approve new courses of that nature requested by departments.
- Directed Group Study Courses: 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.
- Approved changes to COCI handbook regarding procedures for review and approval of AI-GS appointments, articulating established procedures for requiring specific materials to be submitted with the requests.
- Approved the creation of new course code for Indigenous Languages of the Americas (ILA, 01/19/07, a sub-department in the Department of Spanish and Portuguese).

III. COCI review of Academic Senate Policies and Issues

- Public Records Act Request (regarding Pick-A-Prof)
Comments submitted to Divisional Council 10/06/06
- The Role of Graduate Students in University Instruction (regarding proposed new instructional titles Graduate Teaching Assistant and Graduate Teaching Fellow)
Comments submitted to Divisional Council 11/09/06
- Proposed Amendments to Senate Regulation 694 and Proposed New Regulation 695 (regarding graduate residency and online instruction)
Comments submitted to Divisional Council 02/20/07
- Disaster Preparedness Guidelines for Courses and Exams
Comments submitted to Divisional Council 03/05/07

IV. Unfinished Business and Future Action Items

- Follow-up on Reading and Composition Requirement prerequisites and issues.

APPROVED

Berkeley Division of the Academic Senate
Committee on Courses of Instruction
2006-07

- Evaluation of AI-GS appointment requests.