

**2007-08 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 2007-08 academic year. Professor Linda Rugg served as chair.

**I. Actions on Course and Instructor Approvals, Variance Requests, Degree Conferrals, and Course Codes**

- Approved 742 changes to campus courses, including new offerings, updates, and withdrawals
- Approved 50 UC Extension courses and 210 instructors (denied 2 instructors)
- Reviewed 84 variance requests
- Reviewed 232 student-facilitated course proposals (spring and fall 2008)
- Conferred degrees and honors on behalf of the Academic Senate for Summer 2007, Fall 2007, and Spring 2008
- Approved the creation of a new course code for the Computational and Genomic Biology Graduate Group and Center for Computational Biology (CGB, 12/07/07)
- Approved the creation of a new course code for the Critical Theory Graduate Group (CRIT TH, 01/18/08)
- Approved the creation of a new course code for Media Studies (MEDIAS, 07/16/08) (replaces Mass Communication [MASSCOM])

**II. Procedural Decisions**

- *Acting Instructor-Graduate Student (AI-GS) Appointments*  
COCI reviewed departmental data on AI-GS appointments from the Office of Planning and Analysis (OPA). Chair Rugg and the Variances Subcommittee discussed concerns regarding systematic requests for AI-GS appointments from some departments. The data show that the overall number of AI-GS appointments is small, but three departments—Sociology, Political Science, and Ethnic Studies—made significantly more requests for appointments. COCI sent memos to each department and asked them to explain their motivations for regularly requesting AI-GS appointments. Responses indicate that these departments are using AI-GS appointments primarily in the summer when there is an insufficient number of faculty available to teach. COCI replied to each department noting that AI-GS appointments should be made only under the circumstances described in the COCI Handbook. COCI also encouraged departments to appoint graduate students as Graduate Student Instructors, so that they can

teach under the supervision of a faculty member who serves as the instructor of record.

- *Final Exam Variances*  
COCI discussed final exam variance requests, especially those made by humanities departments wishing to substitute a final paper in some courses. COCI upheld the requirement that all undergraduate courses be held to the same review process but also recognized the need for COCI to maintain good will with the faculty who do submit requests rather than bypassing review altogether. COCI noted the strong precedent for approving final exam exemption requests and discussed clarifying COCI's guidelines for exemptions and articulating these to departments.
- *Online Courses*  
At COCI's invitation, Professor Philip Stark met with the Committee and discussed his experiences teaching Statistics N21, an online course, for the first time in summer 2007. Professor Stark presented grade distribution data for this course as compared to the face-to-face version of the course, and shared both positive and negative aspects of the online format. COCI reviewed and approved a few more online courses proposals and asked the instructors to follow up with an evaluation following the first offering of the course (COCI discussed requiring this follow-up evaluation as a condition of approval). Chair Rugg met with DIVCO to discuss COCI's response to the "Dialectic" Paper on Remote/Online Instruction. As a result of the discussion at that meeting, DIVCO will recommend that a campus task force be established to advise on online courses and related issues.
- *UCB Extension*  
COCI endorsed UC Berkeley Extension's new policy to not publish instructor names before full COCI approval, and also endorsed the practice of publishing unapproved course listings with title and description only.
- *COCI Handbook*  
The Committee corrected COCI Handbook 3.1.2, Guidelines for Acting Instructor-Graduate Students, Circumstances.

### **III. COCI review of Academic Senate Policies and Issues**

- Professor Kristie Boering represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management. She updated COCI on issues including the summer six-unit minimum for financial aid.

## ***APPROVED***

Berkeley Division of the Academic Senate  
Committee on Courses of Instruction  
2007-08

- COCI agreed to serve as an advisory body for the Pandemic Influenza Disaster Working Group if called upon.
- **The Role of Graduate Students in University Instruction and Associated Modifications to Regulation 750.B and APM 410**  
*Comments submitted to Divisional Council 11/26/07*
- **CCGA/UCEP/ITTP “Dialectic” Paper on Remote/Online Instruction**  
*Comments submitted to Divisional Council 02/15/08*
- **Summer Sessions Regularization Plan: A Review and Revision**  
*Comments submitted to Divisional Council 05/06/08*

#### **IV. Unfinished Business and Future Action Items**

- Follow-up with instructors of online courses
- Consider revising procedures for online courses to require evaluation
- Involvement in DIVCO’s task force on online issues
- Follow-up on AI-GS issues with Divisional Council, Graduate Council, and Graduate Division
- Update on regularization of summer sessions