

**2000-2001 Annual Report of the  
Committee on Courses of Instruction**

In fulfilling the charge set by the Berkeley Division bylaws, the Committee on Courses of Instruction (COCI) accomplished the following activities during the 2000-2001 academic year. The chair of COCI during 2000-2001 was Professor Steven Botterill.

*Note: items are listed chronologically in each section.*

**I. Actions on Course Approvals, Variance Requests, and Course Related Topics**

Reviewed the following:

- 805 campus courses for changes, withdrawals, or new offerings.
- 76UC Extension Course and Teacher Approvals, Summer 2000 through spring 2001.
- 165 variance requests.

In addition:

- Approved changes to final examination variance form.
- Conferred degrees and honors on behalf of the Academic Senate for 2000-2001.

**II. Procedural Decisions**

- Recommended the removal of Graduate Division and Summer Sessions from the course approval process effective Fall 2001. Graduate Division and Summer Sessions agreed to this proposal.
- Formed a working group to investigate changes to procedures for resolving grade grievances. No recommendations were brought before the full committee for review. Discussion on this item will continue next year.
- Updated the procedures for UC Extension course and teacher reviews. COCI now reviews X1-299 series courses. In addition, COCI communicated to UC Extension that course and teacher approvals submitted during a term or after a term has ended will not be considered for review except under circumstances COCI deems exceptional. This procedure is to be implemented for courses offered starting summer 2001.
- Developed an "Automatic Pruning" procedure by which courses would be automatically removed from the general catalog after not being taught after a given number of years. The committee will continue to research this procedure.
- Sent memo to departments reminding them to correctly implement SR A 230.A.2.

- Approved the language regarding the procedure for handling grade grievances in an exchange between the Haas School of Business and the Columbia Business School.
- Adopted the new title of “Acting Instructor—Graduate Student” to replace the old title of “Inappropriate Teaching Titles.”
- Established a deadline of May 1 for the submittal of Summer Session variance requests.

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

- SR 291 Senior Residency Requirement for UCDC participants  
*Submitted a proposal to Divisional Council to amend SR 291 which would grant a permanent Senior Residency Waiver to UCDC participants (10/10/2000).*
- SR 780 Grade Corrections:  
*The committee discussed the issue of grade corrections. It was thought more appropriate that this issue be taken up by the Committee on Rules and Jurisdiction.*
- Course Website Guidelines:  
*Submitted a memo to Divisional Council that outlines possible guidelines for course websites.*
- SR 202 Lapsed Incompletes:  
*The committee discussed SR 202 and decided the current practice of the College of Letters and Science which routinely allows students extensions on lapsed incompletes with approval of a faculty member is well within the grounds outlined in SR 202.*
- De-CAL Courses:  
*Continued the discussion of De-Cal course offerings.*
- Report on the Committee for Undergraduate Education:  
*Discussed and submitted comments to Divisional Council (4/3/2001)*
- Report of the Workgroup on Proctoring:  
*Discussed and submitted comments to Divisional Council (5/2/2001).*
- Proposed Procedures for the Administration of Final Examinations in the Event of a Power Outage:  
*Discussed and forwarded to Divisional Council (5/4/2001).*

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

- Automatic Pruning  
*Implement automatic pruning procedures.*
- Grade Grievances  
*Review and clarification of procedures for resolving grade grievances.*
- Technologically Enriched Instruction  
*Review existing policy on technologically enriched instruction. Consider new format options for the COURSE system and catalog.*
- COCI Handbook  
*Review COCI handbook and update committee procedures as necessary.*
- Summer Sessions Course Review

**APPROVED**

Berkeley Division of the Academic Senate  
Committee on Courses of Instruction  
2000-2001

- Consider changes to the summer course approval process.*
- **American Cultures Variances**  
*Determine what constitutes an acceptable American Cultures Variance due to misadvising. Possibly develop some procedures on what is required from the student seeking a variance based on having been wrongly advised on the requirement.*
  - **Rescinding Degrees**  
*Finalize procedures on rescinding degrees which were originally developed by COCI in 1998-1999.*