

2001-2002 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 2001-2002 academic year. The chair of COCI during 2001-2002 was Professor Ronelle Alexander.

Note: items are listed chronologically in each section.

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

Reviewed the following:

- 1,236 campus courses for changes, withdrawals, or new offerings.
- 131 UC Extension Course and Teacher Approvals, Summer 2001 through spring 2002.
- 136 variance requests.

In addition:

- Conferred degrees and honors on behalf of the Academic Senate for 2001-2002.

II. Procedural Decisions

- Approved automatic pruning procedure by which courses will be automatically removed from the general catalog after not being taught for a period of five consecutive of years. Sent memo to departments outlining the procedures.
- Approved updated grade grievance procedures as recommended by the working group formed in 2000-2001.
- Sent a memo to departments reminding them of Academic Senate regulations and COCI procedures governing unit value in course offerings.
- Convened a working group on Emerging Instructional Media to look at the issue of educational technology. The working group determined that a minimum of 25% of the workload for a course should be spent in face to face contact with the instructor of record. It also proposed that the course approval and cross-listed course forms be updated to allow departments to include information on the estimated number of hours a student will be expected to spend on a given course.
- Moved to forward Graduate Courses to Graduate Council for review. Procedures to facilitate this will be developed in the coming year.
- Sent a memo to department chairs reminding them to correctly implement Academic Senate Regulations A230 and A250.
- Sent a memo to UC Extension reminding them that course and teacher approvals must be submitted at least six weeks before the publication of the UC Extension catalog. This memo further stated that course and

teacher approvals submitted during a term, or after a term has ended, will not be considered for review except under circumstances that COCI deems exceptional.

III. COCI review of Academic Senate Policies and Issues

- SR 291 Senior Residency Requirement for UCDC participants
Reviewed and endorsed alternate proposal for SR 291:
 - *Submitted comments to Divisional Council (9/18/2002)*
 - *Reviewed and endorsed Committee on International Education's proposal for SR291. Submitted comments to Divisional Council (1/25/2002)*
- Draft Policy Proposals submitted by the UC Standing Committee on Copyright:
Discussed and submitted comments to Divisional Council (9/19/2001)
- Proposal for 140 days of Instruction:
Discussed and submitted comments to Divisional Council (9/28/2001)
- Interim E-Berkeley Policy:
Discussed and submitted comments to Divisional Council (9/28/2001)
- Status Report on Proctoring Tests for Students with Disabilities:
Discussed and submitted comments to Divisional Council (11/30/2001)
- Proposed Campus Policy on the Accommodation of Students with Disabilities
Discussed and submitted comments to Divisional Council (2/1/2002)
- Committee on Student Affairs Report of the De-Cal Program
Discussed and submitted comments to Divisional Council (3/11/2002)
- Use of Technology on Campus in Support of Education:
Discussed and submitted comments (3/25/2002)
- Disaster Preparedness Working Group Seismic Recovery Plan:
Discussed and submitted comments (4/19/2002)
- Use of Haas Pavilion for Final Examinations:
Discussed and submitted Comments (4/19/2002)

IV. Unfinished Business and Future Action Items

- Technologically Enriched Instruction
- COCI Handbook
Review COCI handbook and update committee procedures as necessary.