

**2002-2003 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 2002-2003 academic year. The chair of COCI during 2002-2003 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:

- 1,033 campus courses for changes, withdrawals, or new offerings.
- 192 UC Extension Course and Teacher Approvals, summer 2002 through spring 2003.
- 162 variance requests.

In addition:

- Conferred degrees and honors on behalf of the Academic Senate for 2002-2003.

**II. Procedural Decisions**

- Convened working group on COCI Goals and Procedures charged with considering and articulating standards for course review. Among the issues the working group addressed were COCI's relation to academic units with respect to authority over conduct of courses, updating standards for course review, and periodic review of continuing courses.
- Updated course approval form to include space for the estimated total number of hours of student work per week. Sent memo to deans and department chairs communicating that this information must be provided when requesting approval of a new course or the changing the unit value of existing courses.
- Invited UC Extension Dean James Sherwood to attend a full meeting of the Committee in order to discuss the issue of tardy UC Extension course and teacher submissions. Dean Sherwood indicated that he is taking steps to ensure that these will be submitted on time in the future.
- Sent memo to UC Extension Dean Sherwood expressing concern over the effectiveness of on-line language courses and the appropriateness of offering them for UC Berkeley credit.
- Approved procedures for Posthumous Academic Awards.
- Approved minor revisions to Grade Grievance Procedures.

- Endorsed a proposed change to Division By-Law 37 by which Graduate Council grants COCI the authority to give final approval of graduate courses.
- Approved the following Designated Emphases: Communication, Computation and Statistics, Computational and Genomic Biology, and Nanoscale Science and Engineering.
- Sent memos to department chairs reminding them to correctly implement Academic Senate Regulation A230.
- Approved the elimination of three instructional formats on the COURSE database: Listening (LIS), Problem (PRB), and Quiz (QUZ).

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

- Academic Strategic Plan  
*Submitted comments to Divisional Council (11/12/2002)*
- Access to Instructional Activities
  - *Submitted comments to Divisional Council (1/9/2003)*
  - *Reviewed and endorsed alternate proposal submitted by the Executive Vice Chancellor and Provost (4/28/2003)*
- Proposed revision to APM 010 Statement on Academic Freedom  
*Discussed and submitted comments to Divisional Council (4/4/2003)*
- Proposed amendment to APM 015 the Faculty Code of Conduct  
*Discussed and submitted comments to Divisional Council (4/8/2003)*
- Final report of the Special Studies Working Group  
*Discussed and submitted comments to Divisional Council (4/10/2003)*
- Draft proposal to Streamline the Course Major Articulation Process  
*Discussed and submitted comments to Divisional Council (4/25/2003)*
- Proposed Academic Calendar 2004-2005  
*Discussed and submitted comments to Divisional Council (5/12/2003)*

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

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