

**2003-2004 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 2003-2004 academic year. The chair of COCI during 2003-2004 was Professor John Bishop.

Note: items are listed chronologically in each section.

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

Reviewed the following:

- 1,137 campus courses for changes, withdrawals, or new offerings.
- 72 UC Extension Course and Teacher Approvals, summer 2003 through spring 2004.
- 107 variance requests.

In addition:

- Conferred degrees and honors on behalf of the Academic Senate for 2003-2004.

II. Procedural Decisions

- Reviewed and approved an updated version of the COCI handbook.
- Approved the creation of a new instructional format for Directed Group Study Courses, GRP.
- Reviewed and affirmed all active instructional formats and their descriptions; this included creating the description for Directed Group Study courses.
- Updated deadlines for Directed Group Study Courses so that the proposal forms are due at the Senate office at the end of the semester prior to the semester in which they are to be taught.
- Sent letter to deans and department chairs whose units had not submitted proposal forms for Directed Group Study Courses to the Academic Senate per Academic Senate regulation A230.
- Convened a working group on Instructional Technology to develop procedures for the review and approval of Hybrid and Online courses. This included establishing a definition for hybrid courses as well as a checklist approval of courses in which educational technology mediates student-faculty interaction
- Reviewed and updated special grading instructions for possible GSI strike.

III. COCI review of Academic Senate Policies and Issues

- Task Force Reports on Instructional Activity
Submitted comments to Divisional Council (10/3/2003)
- Proposed Revision to SR 807, Bachelor of Arts Degrees
Submitted comments to Divisional Council 9/29/2003)
- Proposed revision to SR A.208
Submitted comments to Divisional Council (3/9/2004)

IV. Unfinished Business and Future Action Items

- The committee will send a memo to the Division in the fall, recommending the creation of a prefix to designate Group Study Courses that are led by faculty.
- Establish separate parameters for end dates of courses in the online catalog.
- Send memo to academic units notifying them that room shared courses must have identical unit value, instructional formats, and grading options.
- Continued implementation of new procedures for the review and approval of hybrid and online courses.