

**2004-05 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 2004-05 academic year. Professor Gary Holland served as chair.

I. Actions on Course Approvals, Variance Requests, and Course Related Topics (Fall 2004 – Summer 2005)

- Approved 1,407 campus courses, including new offerings, changes, and withdrawals
- Approved 53 UC Extension courses and 73 instructors
- Reviewed 128 variance requests
- Conferred degrees and honors on behalf of the Academic Senate for Summer 2004, Fall 2004, and Spring 2005

II. Procedural Decisions

- Sent letter to Committee on Committees reporting on status of actions suggested as a result of COCI's 2003 self study (10/27/04)
- Sent letter to deans and department chairs concerning room shares (10/29/04)
- Sent letter to deans and department chairs requesting continuing oversight of courses and certification thereof (11/08/04)
- Sent letter to catalog contacts outlining procedures for printing and review of course listings for the 2005-07 General Catalog (11/10/04)
- Sent letter to UC Extension regarding review of instructors in the UC-Oxford program (11/23/04). Extension agreed that in the future, full packets would be submitted for all instructor approvals
- Reviewed proposal from L&S to allow the Dean of the Undergraduate Division to grant some senior residency waivers without COCI's approval. Sent letter stating that well-documented requests supported by the dean for waivers of fewer than five units are usually approved, and that students are not prohibited from submitting requests prior to completion of course work for conditional approval (02/23/05)
- Reviewed issues surrounding Directed Group Study Courses (98/198) and sent a letter to deans and department chairs reminding them to submit copies of proposals to COCI for information and that department chairs are responsible for monitoring the academic rigor of student-facilitated courses, along with a list showing the number of 98 and 198 courses offered by department (03/08/05)
- Sent reports to catalog contacts showing courses that have been pruned and are scheduled for imminent pruning (03/09/05)

APPROVED

Berkeley Division of the Academic Senate
Committee on Courses of Instruction
2004-05

- Approved the creation of new course codes for the Group in Buddhist Studies (GBS, 01/21/05); the Department of Gender and Women's Studies (GWS, replaces Department of Women's Studies' WOMENST, 01/21/05); the sub-department Lesbian, Gay, Bisexual, and Transgender Studies under the Department of Gender and Women's Studies (LGBT, 01/21/05); the Graduate group in Jewish Studies (JEWISTD, 04/08/05); and the Center for New Media (CNM, 04/08/05)

III. COCI review of Academic Senate Policies and Issues

- Standardized definitions and nomenclature for Berkeley's academic programs and units
Comments submitted to Divisional Council 09/17/04
- Report of the Academic Dishonesty and Plagiarism Subcommittee
Comments submitted to Divisional Council 10/15/04
- Proposed Revision to Division Regulation A208, Grade Points for University Extension "XB" Courses
Comments Submitted to Divisional Council 02/19/05

IV. Unfinished Business and Future Action Items

- Establish guidelines for the review of Directed Group Study courses and revisit deadlines.
- Communicate with the chair of the Subcommittee on the Breadth Requirement in American Cultures regarding assistance for students in preparing petitions to waive the requirement.