



320 STEPHENS HALL
UNIVERSITY OF CALIFORNIA

January 7, 2009

DEPARTMENT CHAIRS

Re: New Course Approval Forms

Attached please find a new course approval form (CAF) and cross-listed course approval form (CLCF). These new forms should be used from now on to submit requests for new courses, changes to courses, or withdrawals. The forms are also available on the Committee on Courses of Instruction (COCI) website at <http://academic-senate.berkeley.edu/committees/coci.html>. Please do not use the previous version of the forms.

The most important change from the old version of the CAF and CLCF is the incorporation of a new column to indicate the Total Instructional Effort (TIE) format for a course alongside the regular instructional format. As you know, TIE is now being used to report faculty teaching workload to the state legislature. The mechanism for assigning TIE formats to new courses and for changing TIE formats for existing courses is through the CAF and CLCF. For more information about TIE formats, please contact Lenore Ralston in the Office of Planning and Analysis at ralston@berkeley.edu or 642-5746 or see <http://opa.berkeley.edu/csir/TIEInfo.htm>. Several other minor changes have also been made to the forms.

The forms should be completed and printed out, signed, and attached to any additional documentation (syllabus, etc.) in the usual way. They should then be submitted to Dorothy Jones at the Office of the Registrar (124 Sproul Hall, # 5404). More detailed instructions on completing and submitting course approval forms can be found in the COCI Handbook (<http://academic-senate.berkeley.edu/committees/coci/handbookTOC.html>).

If you have any questions about the new forms, please contact Senate Analyst Sumei Quiggle at sumeiquiggle@berkeley.edu or 642-7212. Please share this information with the staff in your department who use course approval forms.

Sincerely,

Kristie A. Boering

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Chair, Committee on Courses of Instruction

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