



# COCI Workshop 2017

## Part A: CMS Basics

### Topics

- Proposal Types
- Course Proposal Components
- Managing Proposals
- Resources & Q&A

# Login Page

UC Berkeley

Log In

## Course Management System

### Welcome to the Course Management System

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The Course Management System (CMS) is a web application for department personnel, Academic Senate, and Registrar staff to view, enter, and manage course information formerly submitted via paper.

Departments can use CMS to create new course proposals, submit changes for existing courses, and track the progress of proposals as they move through the stages of approval.

#### News and Info

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#### Learning CMS

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A wealth of information is available at the [Course Toolbox for Staff and Faculty](#) website.

There are also a number of [short videos](#) available to help you learn CMS.

You can also learn by playing in the **test version of CMS** <https://course-qa.berkeley.edu/>

Rest assured, nothing you do in the test system will ever get to production so feel free to experiment.

#### Getting Help

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For help with courses and proposals, COCI policies, and user roles please contact:

**Sumali Tuchrello**, Senate Analyst  
642-7212, [sumali@berkeley.edu](mailto:sumali@berkeley.edu)

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# Landing Page

**Course Management** **UC Berkeley**

[View Proposals](#) [Propose New Course](#)

**Proposals** You're now on QA [Help](#) Hi, STUDENT TEST-300940 | [Logout](#)

**FILTER YOUR PROPOSAL LIST**

**▼ Departments (6)**  
Chicano Studies (26)  
College Writing Programs (137)  
Czech (10)  
East Asian Languages and Cultures (78)  
Film and Media (55)  
Japanese (103)

**▼ Proposal Type**  
☒ Create Course Proposal (62)  
☐ Modify Course Proposal (315)  
☐ Withdraw Course Proposal (32)

**► Proposal Status**

**► Flag(s)**

**► COCI Review Date**

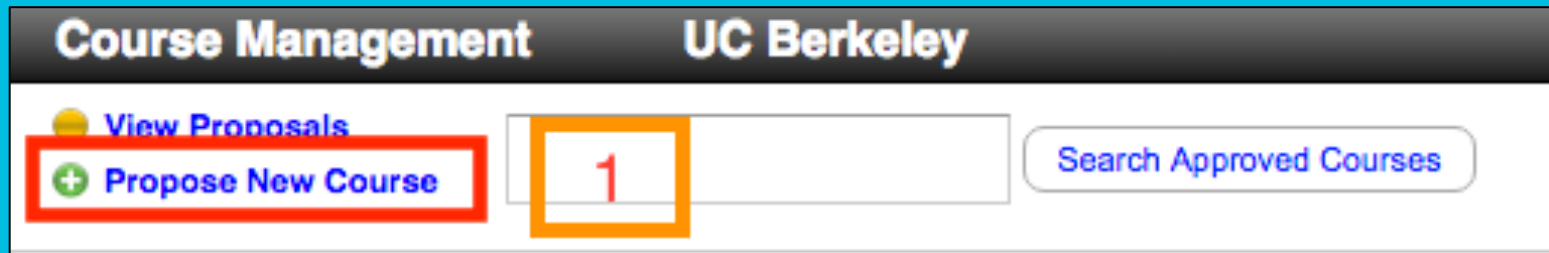
**▼ Assigned To**  
Course Contact (8)  
Department Chair (1)  
Humanities Subcommittee (3)  
Senate Staff (3)

<input type="checkbox"/> Course Number	Flag(s)	Assigned To	Proposal Status	COCI Review Date	Last Modified
<input type="checkbox"/> CHICANO R1A			Approved		Mar 30, 2017 09:26 AM
<input type="checkbox"/> CHICANO R1AN			Approved		Apr 17, 2017 01:11 PM
<input type="checkbox"/> CHICANO R1AN			Approved		Apr 12, 2017 08:36 AM
<input type="checkbox"/> CHICANO R1AN			Approved	04/07/2017	Apr 07, 2017 02:27 PM
<input type="checkbox"/> CHICANO R1B			Approved		Mar 30, 2017 09:27 AM
<input type="checkbox"/> CHICANO 50			Approved	07/15/2015	Jul 21, 2015 04:12 PM
<input type="checkbox"/> CHICANO 70			Approved		Jul 19, 2017 04:58 PM
<input type="checkbox"/> CHICANO 123Q			Draft		Jul 24, 2017 03:06 PM
<input type="checkbox"/> CHICANO 123Z			Draft		Jul 24, 2017 03:54 PM
<input type="checkbox"/> CHICANO 124ST			Draft		Jul 24, 2017 03:17 PM
<input type="checkbox"/> CHICANO W124Z			Draft		Jul 13, 2017 11:47 AM
<input type="checkbox"/> CHICANO 135A			Approved	05/05/2017	May 05, 2017 05:23 PM
<input type="checkbox"/> CHICANO 135B			Approved	05/05/2017	May 05, 2017 05:23 PM
<input type="checkbox"/> CHICANO W135C			Draft		Jul 24, 2017 04:03 PM
<input type="checkbox"/> CHICANO 141			Draft		Jul 21, 2017 12:12 PM
<input type="checkbox"/> CHICANO W146		Department Chair	Draft		Jul 25, 2017 09:41 AM
<input type="checkbox"/> CHICANO 150B			Approved		Oct 02, 2014 03:17 PM
<input type="checkbox"/> CHICANO 152			Approved		Jul 06, 2017 01:23 PM
<input type="checkbox"/> CHICANO 152			Approved	12/11/2015	Dec 11, 2015 05:00 PM
<input type="checkbox"/> CHICANO 174			Approved		Oct 05, 2015 01:27 PM
<input type="checkbox"/> CHICANO 180			Approved	08/22/2014	Aug 22, 2014 04:21 PM
<input type="checkbox"/> CHICANO 180AC			Approved	01/17/2014	Jan 17, 2014 03:30 PM
<input type="checkbox"/> CHICANO W193Q			Draft		Jul 13, 2017 11:59 AM
<input type="checkbox"/> CHICANO 194A			Approved	08/19/2016	Aug 19, 2016 03:19 PM
<input type="checkbox"/> CHICANO 194B			Approved	08/19/2016	Aug 19, 2016 03:20 PM
<input type="checkbox"/> CHICANO 197			Approved		Apr 22, 2014 04:29 PM

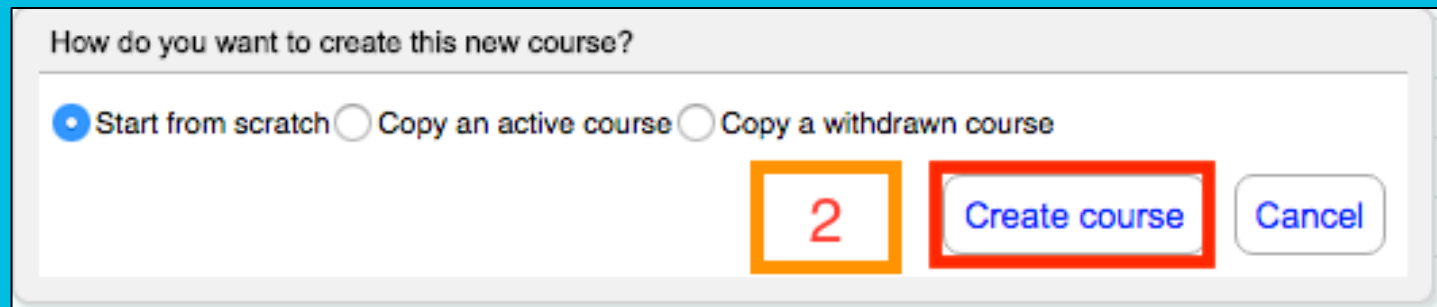
[Privacy Statement](#) [Course Toolbox](#) | [Style Guide](#)

# Proposal Types

## New Courses



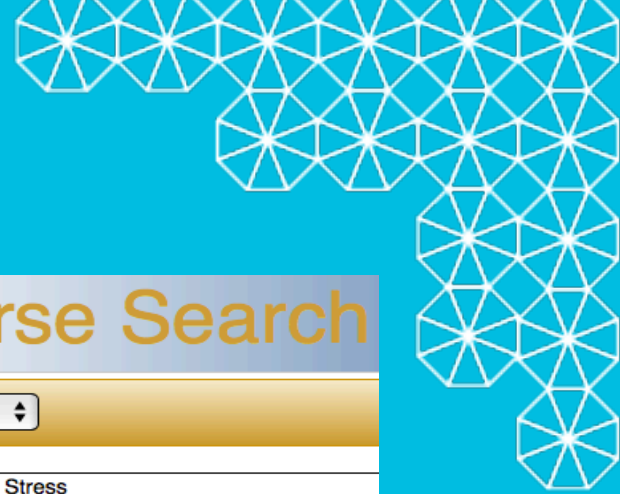
The image shows a web interface for 'Course Management UC Berkeley'. It features a dark header with the text 'Course Management' and 'UC Berkeley'. Below the header, there are two main buttons: 'View Proposals' (with a yellow circle icon) and 'Propose New Course' (with a green plus icon). The 'Propose New Course' button is highlighted with a red border. To the right of these buttons is a search bar with the text 'Search Approved Courses' and a red number '1' inside a yellow box. The search bar is also highlighted with a yellow border.



The image shows a dialog box titled 'How do you want to create this new course?'. It contains three radio button options: 'Start from scratch' (selected), 'Copy an active course', and 'Copy a withdrawn course'. At the bottom right, there are two buttons: 'Create course' (highlighted with a red border) and 'Cancel'. A red number '2' is inside a yellow box next to the 'Create course' button.

# Proposal Types

## Course Modifications



[View Proposals](#) [Propose New Course](#)

1 **Course Search**

**FILTER YOUR COURSE LIST**

You have selected:  
Status: Active

▼ **Departments (1)**  
Integrative Biology (1)

▼ **Units**  
4.0 units (1)

Sort by: Number (low-high)

Course Number ▲	Course Title
INTEGBI 139	The Neurobiology of Stress

Sort by: Number (low-high)

**MENU**

**Course Summary**

**Actions**

**Modify** 2

Withdraw

Create a new course based on INTEGBI 139

**Create INTEGBI 139: The Neurobiolog**

**Course Summary**

**Info** **Catalog Preview** **History**

Create a Printable PDF

**General Course Info**

Course Number	INTEGBI 139
Department	Integrative Biology
Course Title	The Neurobiology of Stress
Course Level	Undergraduate
Abbreviated Transcript Title	NEURO BIO OF STRESS
Instructor(s)	Kaufer
Effective Start Term	Fall 2014
Effective Term of Withdrawal	

**Academic Content**

Description	This course is designed to be literature. The course will cover endocrine and neuroscience and well-being vs. pathological
Course Objectives	This course will emphasize the endeavor. This course is designed (not entered)
Student Learning Outcomes	

**Credit**  3

Unit(s)	4.0 unit(s)
Grading	Letter Grade

# Course Proposal Components

## PROPOSAL SECTIONS

### General Course Info

Academic Content

Credit

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## PROPOSAL SECTIONS

Proposal Summary  
*Review and Submit*

### General Course Info

Course Level <sup>\*Required</sup> ?

☐ Undergraduate ☐ Graduate

Department <sup>\*Required</sup>

Course Number <sup>\*Required</sup>

☐ Cross-list this course.

Course Title <sup>\*Required</sup>

Maximum of 135 characters, (99 entered)

Transcript Title <sup>\*Required</sup>

19 characters max

Instructor Name(s) (Optional) ?

Last Name of Instructor #1

 Delete

Maximum of 30 characters

[Add Another Instructor](#)

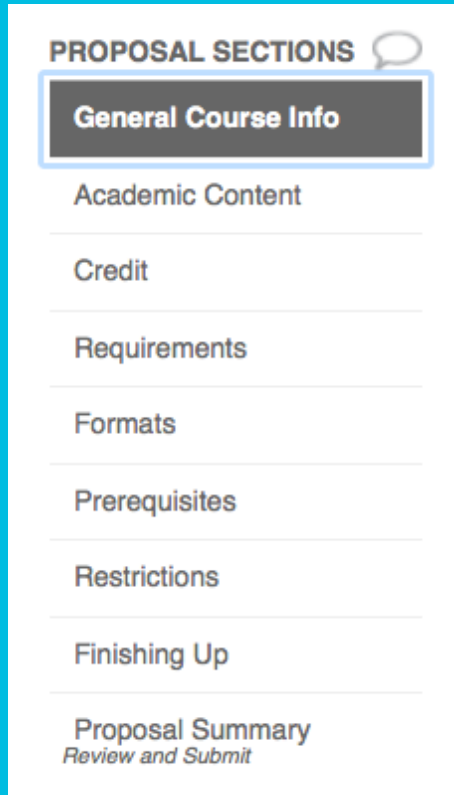
Effective Start Term <sup>\*Required</sup>

choose  choose 

☐ This course will be taught one time only

[Save and Continue](#)

# Course Proposal Components



The image shows a sidebar menu titled "PROPOSAL SECTIONS" with a speech bubble icon. The menu items are: "General Course Info" (highlighted with a blue border), "Academic Content", "Credit", "Requirements", "Formats", "Prerequisites", "Restrictions", "Finishing Up", and "Proposal Summary Review and Submit".

- Course Level
- Department and Course Number  
-Cross listed Course
- Course Title
- Abbreviated Transcript Title
- Instructor Name (Optional)
- Effective Start Term



# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

**Academic Content**

Credit

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## Academic Content

### Description <sup>\*Required</sup>

This text will appear in the Catalog. Please refer to the [CMS Style Guide](#).

Maximum of 750 characters, (0 entered)

**Course Objectives (Optional)**

**Student Learning Outcomes (Optional)**

**Save and Continue**



# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

**Credit**

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

### Credit

#### Units and Grading

**Units** \*Required 

☒ Fixed ☐ Variable ☐ Discrete

Select the fixed unit value

**Grading** \*Required

☐ Letter Grade ☐ Passed/Not Passed ☐ Other

#### Final Exam Status

[Final assessment conducted during regularly scheduled final exam group](#)


Any requests to change the scheduled final exam group for this course must be submitted as a variance request to COCI. Click here for the [petition](#) and related instructions. The petition must be submitted directly to the Academic Senate and not attached to this course proposal.

**Method of Assessment** \*Required

- ☐ Written Exam
- ☐ Alternative Final Assessment
- ☐ No Final Exam - A final exam is normally required in all undergraduate courses.

[Save and Continue](#)

# Course Proposal Components

**PROPOSAL SECTIONS** 

---

General Course Info

---

Academic Content

---

**Credit**

---

Requirements

---

Formats

---

Prerequisites

---

Restrictions

---


Finishing Up

---

Proposal Summary  
*Review and Submit*



○ Unit value

-Fixed


**Units** \*Required 

☒ Fixed ☐ Variable ☐ Discrete

Select the fixed unit value





  

-Variable


**Units** \*Required 

☐ Fixed ☒ Variable ☐ Discrete



Select the variable unit range

from     to    

-Discrete

**Units** \*Required 

☐ Fixed ☐ Variable ☒ Discrete

   Add discrete unit values

3.0 unit(s) [remove](#)  
4.0 unit(s) [remove](#)

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

**Credit**

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

### ○ Grading

-Letter Grade      -P/NP or S/U

-Other

#### Grading <sup>\*Required</sup>

☒ Letter Grade   ☐ Passed/Not Passed   ☐ Other

This course will be offered for a **Letter Grade**. Students who qualify may choose to take it on a Passed or Not Passed basis.

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

**Credit**

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

**Proposal Summary**

*Review and Submit*

## ○ Final Exam Status

### Method of Assessment <sup>\*Required</sup>

☒ Written Exam

Will this course require a common final exam group? ☐ Yes ☒ No

### Method of Assessment <sup>\*Required</sup>

☐ Written Exam

☒ Alternative Final Assessment

☐ Alternate method of final assessment during regularly scheduled final exam group (e.g., presentation, final project, etc.)

☒ Alternate method of final assessment not requiring a regularly scheduled final exam group (e.g., final paper, take home exam, etc.)

### Description of Alternative Method of Final Assessment <sup>\*Required</sup>

Maximum of 250 characters, (0 entered)

☐ No Final Exam - A final exam is normally required in all undergraduate courses.

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

**Requirements**

Formats

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## Requirements

### UC Berkeley Campus Requirements

*This course meets the:*

☐ American Cultures Requirement

### College and School Requirements

*This course meets the:*

- ☐ First half of the Reading and Composition Requirement
- ☐ Second half of the Reading and Composition Requirement
- ☐ First or second half of the Reading and Composition Requirement
- ☒ None of the Reading and Composition Requirement

**Save and Continue**

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## Formats

### 1. Formats <sup>\*Required</sup>

Please choose at least one instructional format (choose up to four):

[Show More Formats...](#)

- ☐ Lecture
- ☐ Seminar
- ☐ Discussion
- ☐ Laboratory

The primary format is

### Proposed Units

Nothing selected [Change Units](#)

### 2. Terms, Durations, and Hours <sup>\*Required</sup>

e.g., a 15-week term in fall and/or spring with three hours of lecture and one hour of discussion per week.  
[Click here for the Contact Hours Conversion Chart for summer courses.](#)

#### Term and Duration #1


Term

Fall

Duration

15 weeks

☐ Publish term(s) offered in the Catalog.

Work Hours per week 

Outside work **Total Work Hours**

☐ I want to enter a range of hours

[Add Another Term/Duration Combo](#)

This is how the instructional format will appear in the course listing:

**3. Custom Format (Optional)**

### 4. Faculty Instructional Activity Types (TIE Codes) <sup>\*Required</sup>


Required by the Office of Planning and Analysis

choose

[Save and Continue](#)

# Course Proposal Components

## ○ Formats

**PROPOSAL SECTIONS** 

- General Course Info
- Academic Content
- Credit
- Requirements
- Formats**
- Prerequisites
- Restrictions
- Finishing Up
- Proposal Summary  
*Review and Submit*

**1. Formats** \*Required

Please choose at least one instructional format (choose up to four):

[Show More Formats...](#)

- ☐ Lecture
- ☐ Seminar
- ☐ Discussion
- ☐ Laboratory

**1. Formats** \*Required

Please choose at least one instructional format (choose up to four):

[Show Fewer Formats...](#)

<input checked="" type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Laboratory	<input type="checkbox"/> Independent study	<input type="checkbox"/> Session	<input type="checkbox"/> Web-based discussion
<input type="checkbox"/> Seminar	<input type="checkbox"/> Conversation	<input type="checkbox"/> Internship	<input type="checkbox"/> Studio	<input type="checkbox"/> Web-based lecture
<input type="checkbox"/> Clinic	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Reading	<input type="checkbox"/> Supplement	<input type="checkbox"/> Workshop
<input type="checkbox"/> Colloquium	<input type="checkbox"/> Directed group study	<input type="checkbox"/> Recitation	<input type="checkbox"/> Tutorial	
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Fieldwork	<input type="checkbox"/> Self-paced	<input type="checkbox"/> Voluntary	

The primary format is


☒ Lecture  
☐ Discussion  
☐ Laboratory

3 unit(s) [Change Units](#)



# Course Proposal Components

- Proposed Units

**PROPOSAL SECTIONS** 

---

General Course Info

---

Academic Content

---

Credit

---

Requirements

---

**Formats**

---

Prerequisites

---

Restrictions

---

Finishing Up

---

Proposal Summary  
*Review and Submit*

**Proposed Units**

---

Academic Content

---

**Credit**

---

Requirements

---

**Formats**

---

Prerequisites

3 unit(s) [Change Units](#)

**Units** *\*Required*

☒ Fixed ☐ Variable ☐ Discrete

Select the fixed unit value

# Units & Regulation

Senate Regulation 760. The value of a course in units shall be reckoned at the rate of one unit for three hours' per week per term on the part of a student, or the equivalent.

<http://senate.universityofcalifornia.edu/bylaws-regulations/regulations/rpart3.html#r760>

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## ○ Terms, Durations, and Hours

### 2. Terms, Durations, and Hours <sup>\*Required</sup>

e.g., a 15-week term in fall and/or spring with three hours of lecture and one hour of discussion per week.  
[Click here for the Contact Hours Conversion Chart for summer courses.](#)

#### Term and Duration #1

Term

Fall

Duration

15 weeks

☐ Publish term(s) offered in the Catalog.

Work Hours per week



Lecture

Discussion

Laboratory

Outside work

Total Work Hours

0

☐ I want to enter a range of hours

#### Term and Duration #

Term

✓ Fall

Fall and Spring

Spring

Summer

Duration

✓ 15 weeks

10 weeks

8 weeks

6 weeks

Other

# Course Proposal Components

- Terms, Durations, and Hours

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

### 2. Terms, Durations, and Hours <sup>\*Required</sup>

e.g., a 15-week term in fall and/or spring with three hours of lecture and one hour of discussion per week.  
[Click here for the Contact Hours Conversion Chart for summer courses.](#)

#### Term and Duration #1

Term


Fall

Duration

15 weeks

☐ Publish term(s) offered in the Catalog.

Note: the reading/review/recitation (RRR) period counts as the 15th week of instruction.

Work Hours per week 

Lecture	Discussion	Laboratory	Outside work	Total Work Hours
1	1	1	6	9

☐ I want to enter a range of hours

This is how the instructional format will appear in the course listing:

One hour of lecture and one hour of laboratory and one hour of discussion per week

Two hours of lecture and two hours of laboratory and two hours of discussion per week for 8 weeks

3. Custom Format (Optional)

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary

*Review and Submit*

- Terms, Durations, and Hours  
Example A: Aligns

**Term and Duration #1**

Term:  Duration:

☒ Publish term(s) offered in the Catalog.

Work Hours per week

Lecture	Discussion	Laboratory	Outside work	Total Work Hours
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	<input type="text" value="9"/>

☐ I want to enter a range of hours

**Total Work Hours**  
✓ The work hours align with Senate Regulations.

**Term and Duration #2**

Term:  Duration:

☒ Publish term(s) offered in the Catalog.

Work Hours per week

Lecture	Discussion	Laboratory	Outside work	Total Work Hours
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="10.5"/>	<input type="text" value="16.5"/>

☐ I want to enter a range of hours

**Total Work Hours**  
✓ The work hours align with Senate Regulations.

**Add Another Term/Duration Combo**

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

- Terms, Durations, and Hours  
Example B: Not aligned

**Term and Duration #1** Delete

Term  
Fall

Duration  
15 weeks

☒ Publish term(s) offered in the Catalog.

Work Hours per week ?

Lecture	Discussion	Laboratory	Outside work	Total Work Hours	Total Work Hours
1	1	1	6	9	<input checked="" type="checkbox"/> The work hours align with Senate Regulations.

☐ I want to enter a range of hours

**Term and Duration #2** Delete

Term  
Summer

Duration  
8 weeks

☒ Publish term(s) offered in the Catalog. ?

Work Hours per week ?

☐ I want to enter a range of hours



# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

- Terms, Durations, and Hours  
Example C: Not aligned


Term and Duration #1					
<b>Term</b>		<b>Duration</b>			
Fall		15 weeks			
<input checked="" type="checkbox"/> Publish term(s) offered in the Catalog.					
<b>Work Hours per week</b> ?					
<b>Lecture</b>	<b>Discussion</b>	<b>Laboratory</b>	<b>Outside work</b>	<b>Total Work Hours</b>	<b>Total Work Hours</b>
1	1	1	6	9	<input checked="" type="checkbox"/> The work hours align with Senate Regulations.
<input type="checkbox"/> I want to enter a range of hours					

Term and Duration #2					
<b>Term</b>		<b>Duration</b>			
Summer		8 weeks			
<input checked="" type="checkbox"/> Publish term(s) offered in the Catalog. ?					
<b>Work Hours per week</b> ?					
<b>Lecture</b>	<b>Discussion</b>	<b>Laboratory</b>	<b>Outside work</b>	<b>Total Work Hours</b>	<b>Total Work Hours</b>
6	1	1	8.5	16.5	<input checked="" type="checkbox"/> The work hours align with Senate Regulations.



# Course Proposal Components

- Faculty Instructional Activity Types (TIE Codes)

**PROPOSAL SECTIONS** 

General Course Info

Academic Content

Credit

Requirements

**Formats**

Prerequisites


Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## 4. Faculty Instructional Activity Types (TIE Codes) <sup>\*Required</sup>

Required by the Office of Planning and Analysis

choose 



- CONF - Conference
- FLDR - Fieldwork Research
- FLDS - Fieldwork Skills/Techniques
- INDV - Individualized Instruction
- INTS - Internship
- LABR - Laboratory Research
- LABS - Laboratory-Skills/Techniques
- LECS - Lecture plus Supplementary Activity, e.g., Laboratory or Discussion
- LECT - Lecture
- PRAC - Practicum
- PRAT - Practicum-Teaching
- PROJ - Project
- SEMR - Seminar-Research/Creative Development
- SEMT - Seminar-Topical
- STDP - Studio-Production/Creative Development
- STDT - Studio-Technique
- TUTR - Tutorial

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

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**Prerequisites**

Restrictions

Finishing Up

Proposal Summary  
*Review and Submit*

## Prerequisites

- Prerequisites & co-requisites
- Not enforced by CS

### Prerequisites

#### Prerequisite Text (Optional)

Include full department names with all course numbers. See the [CMS Style Guide](#) for standard phrases. This text will appear in the Catalog.

Maximum of 500 characters, (0 entered)

[Save and Continue](#)

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

Formats

Prerequisites

**Restrictions**

Finishing Up

Proposal Summary  
*Review and Submit*

## Restrictions

### Restrictions Description (Optional)

Please describe in detail the Credit Restriction or Deficient Grade Removal rules that govern this course.

Maximum of 350 characters, (0 entered)

### Repeatability

☒ This course is repeatable for credit

☐ Repeatable when topic changes

☐ No restrictions on repeats

☐ Repeat count restricted to  times

☐ Repeat count restricted to  unit(s)

☐ Repeat requires instructor consent

☐ Repeat requires advisor consent

☐ Repeat under special circumstances

Maximum of 100 characters, (0 entered)

### Special Topics Course

☐ This course is a "special topics" course.

[Save and Continue](#)

# Course Proposal Components

## PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

Formats

Prerequisites

Restrictions

**Finishing Up**

Proposal Summary  
*Review and Submit*

### Finishing Up

Please attach a copy of the syllabus and any other supporting materials.

Uploaded files

[Attach](#)

#### Justification \*Required

Please explain the reason for your request/proposal. Any potential questions you can answer by providing information upfront will improve the chances of your request being approved without delay.

This field is required.

Maximum of 1000 characters, (0 entered)


#### Course Visibility

☒ Publish Course

This course will appear in the Catalog.

[Save and Continue](#)

# Course Proposal Components

PROPOSAL SECTIONS 

General Course Info

Academic Content

Credit

Requirements

Formats

Prerequisites

Restrictions

**Finishing Up**

Proposal Summary  
*Review and Submit*

## Finishing Up

- Attach the course syllabus
- For online courses attach a completed “Supplemental Questions for Online Course Requests” document
- As needed attach any additional documents (e.g. explanation memo, reading list, etc.)
- Justification

# Course Proposal Components

## Proposal Summary


### PROPOSAL SECTIONS

[General Course Info](#)[Academic Content](#)[Credit](#)[Requirements](#)[Formats](#)[Prerequisites](#)[Restrictions](#)[Finishing Up](#)[Proposal Summary](#)[Review and Submit](#)[Take Action](#)[Activity Log](#)

[Course Contact](#) [Dept Review](#) [COCI Staff](#)

### Create **CHICANO 123Z: Fake Course**


**Proposal Summary**

 **Note:** Your proposal is not submitted until you review the information and press the Submit Proposal button below. Make sure you have entered a justification on the Finishing Up page.

**Info**

**Course Summary**

**History**

 Create a Printable PDF

<b>General Course Info</b>	<a href="#">Change</a>
Course Number	CHICANO 123Z
Department	Chicano Studies
Course Title	Fake Course
Course Level	Undergraduate
Abbreviated Transcript Title	FAKE COURSE
Instructor(s)	Fake
Effective Start Term	Fall 2018
Effective Term of Withdrawal	
<b>Academic Content</b>	<a href="#">Change</a>
Description	Fake academic content
Course Objectives	(not entered)
Student Learning Outcomes	(not entered)
<b>Credit</b>	<a href="#">Change</a>
Unit(s)	3 unit(s)
Grading	Letter Grade
Final Exam	Written final exam conducted during the scheduled final exam period.
<b>Requirements</b>	<a href="#">Change</a>
University Requirements	(not entered)
Campus Requirements	(not entered)
College/School Requirements	(not entered)
<b>Formats</b>	<a href="#">Change</a>
Format	LECTURE + DISCUSSION
Term, Duration, & Hours	15 wks, f LEC: 2hrs DIS: 1hrs WRK: 6hrs TOTAL: 9 hour(s) (OK)
Additional Activities	(not entered)
TIE Code	LECS
Custom Offered Phrase	
<b>Prerequisites</b>	<a href="#">Change</a>
Prerequisites for Records	Some prerequisite text.
<b>Restrictions</b>	<a href="#">Change</a>
Courses that will Restrict Credit	Limited to major students only
Restrictions Description	(not entered)
Deficient Grade Removal	No restrictions on repeats
Repeat Rules	No
Special Topics Course	
<b>Finishing Up</b>	<a href="#">Change</a>
Files Attached	(not entered)
Justification	Fake justification
Publish Course	Yes
Formerly known as	

# Course Proposal Components

## Proposal Summary

### PROPOSAL SECTIONS

General Course Info

Academic Content

Credit

Requirements

Formats

Prerequisites

Restrictions

Finishing Up

**Proposal Summary**

*Review and Submit*

Take Action

Activity Log

**Course Contact**

Dept Review

COCI Staff

### Create **EA LANG 123AZ: Test Course**

Course Level	Undergraduate
Abbreviated Transcript Title	TEST COURSE
Instructor(s)	(not entered)
Effective Start Term	Fall 2018
Effective Term of Withdrawal	

#### Academic Content (section missing data)

[Change](#)

Description	(not entered)
Course Objectives	(not entered)
Student Learning Outcomes	(not entered)

#### Credit (section missing data)

[Change](#)

Unit(s)	
Grading	(not entered)
Final Exam	
Final Exam Rationale	
Description of Alternative Method	



# Managing Proposals

## Tracking Proposals

- Via the Proposals screen

**FILTER YOUR PROPOSAL LIST**

► **Departments (6)**

▼ **Proposal Type**

- Create Course Proposal (63)
- Modify Course Proposal (315)
- Withdraw Course Proposal (32)

▼ **Proposal Status**

- Approved (376)
- Canceled (3)
- Draft (20)
- Senate Review (11)

▼ **Flag(s)**

- Critical Issue: On Hold (8)

► **COCI Review Date**

▼ **Assigned To**

- Course Contact (8)
- Department Chair (1)
- Humanities Subcommittee (3)
- Senate Staff (3)

- Within the proposal – status bar

**Course Contact** | Dept Review | COCI Staff

**Create EA LANG 123AZ: Test Course** ⓘ

Course Level	Undergraduate
Abbreviated Transcript Title	TEST COURSE
Instructor(s)	(not entered)
Effective Start Term	Fall 2018

- Within the proposal – Activity Log

**Activity Log**

07/20/2017 11:32AM **Sumali Tuchrello**  
Submitted to COCI

05/05/2017 04:35PM **Annalee Saxenian**  
Signed by Annalee Saxenian (Data Science - Department Chair, Information - Department Chair).  
*AnnaLee Saxenian*

05/05/2017 03:08PM **Catherine Browning**  
Submitted this proposal

05/05/2017 03:01PM **Catherine Browning**  
Created this proposal

# Course Catalogue

## Pruning / Unpruning a Course

- Start a modification
- Only change the Finishing Up section
- Uncheck / Check the “Publish Course” box
- Click Save and Continue

# Course Catalogue

## Pruning a Course

1

### Finishing Up

Files Attached  
Justification  
Publish Course  
Formerly known as

[Change](#)

[EA\\_R1B.pdf](#)  
Updated grading option as  
Yes

2

### Course Visibility ?

☒ Publish Course

This course will appear in the Catalog.



### Course Visibility ?

☐ Publish Course

This course will not appear in the Catalog.

3

You have made changes that do not require COCI approval.

[Review and Save Changes](#)

4

Your changes do not require COCI approval.

*When you click "Save changes", you will update the most recent version of EA LANG R1B*

Finishing Up  
Pruned

[Save changes](#)

[Cancel](#)

# Resources



COCI Website:

<http://academic-senate.berkeley.edu/committees/coci>

CMS: <https://course.berkeley.edu/>

Course Toolbox:

<http://academic-senate.berkeley.edu/committees/coci/toolbox>

COCI Handbook:

<http://academic-senate.berkeley.edu/committees/coci/handbook>

# Questions?

## Contact Information

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