2000-2001 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 2000-2001 academic year. The chair of COCI during 2000-2001 was Professor Steven Botterill.

Note: items are listed chronologically in each section.

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

Reviewed the following:
• 805 campus courses for changes, withdrawals, or new offerings.
• 76 UC Extension Course and Teacher Approvals, Summer 2000 through spring 2001.
• 165 variance requests.

In addition:
• Approved changes to final examination variance form.
• Conferred degrees and honors on behalf of the Academic Senate for 2000-2001.

II. Procedural Decisions

• Recommended the removal of Graduate Division and Summer Sessions from the course approval process effective Fall 2001. Graduate Division and Summer Sessions agreed to this proposal.
• Formed a working group to investigate changes to procedures for resolving grade grievances. No recommendations were brought before the full committee for review. Discussion on this item will continue next year.
• Updated the procedures for UC Extension course and teacher reviews. COCI now reviews X1-299 series courses. In addition, COCI communicated to UC Extension that course and teacher approvals submitted during a term or after a term has ended will not be considered for review except under circumstances COCI deems exceptional. This procedure is to be implemented for courses offered starting summer 2001.
• Developed an “Automatic Pruning” procedure by which courses would be automatically removed from the general catalog after not being taught after a given number of years. The committee will continue to research this procedure.
• Sent memo to departments reminding them to correctly implement SR A 230.A.2.
Approved:

- Approved the language regarding the procedure for handling grade grievances in an exchange between the Haas School of Business and the Columbia Business School.
- Adopted the new title of “Acting Instructor—Graduate Student” to replace the old title of “Inappropriate Teaching Titles.”
- Established a deadline of May 1 for the submittal of Summer Session variance requests.

III. COCI review of Academic Senate Policies and Issues

- SR 291 Senior Residency Requirement for UCDC participants
  Submitted a proposal to Divisional Council to amend SR 291 which would grant a permanent Senior Residency Waiver to UCDC participants (10/10/2000).
- SR 780 Grade Corrections:
  The committee discussed the issue of grade corrections. It was thought more appropriate that this issue be taken up by the Committee on Rules and Jurisdiction.
- Course Website Guidelines:
  Submitted a memo to Divisional Council that outlines possible guidelines for course websites.
- SR 202 Lapsed Incompletes:
  The committee discussed SR 202 and decided the current practice of the College of Letters and Science which routinely allows students extensions on lapsed incompletes with approval of a faculty member is well within the grounds outlined in SR 202.
- De-CAL Courses:
  Continued the discussion of De-Cal course offerings.
- Report on the Committee for Undergraduate Education:
  Discussed and submitted comments to Divisional Council (4/3/2001)
- Report of the Workgroup on Proctoring:
  Discussed and submitted comments to Divisional Council (5/2/2001).
- Proposed Procedures for the Administration of Final Examinations in the Event of a Power Outage:
  Discussed and forwarded to Divisional Council (5/4/2001).

IV. Unfinished Business and Future Action Items

- Automatic Pruning
  Implement automatic pruning procedures.
- Grade Grievances
  Review and clarification of procedures for resolving grade grievances.
- Technologically Enriched Instruction
  Review existing policy on Technologically enriched instruction. Consider new format options for the COURSE system and catalog.
- COCI Handbook
  Review COCI handbook and update committee procedures as necessary.
- Summer Sessions Course Review
Consider changes to the summer course approval process.

- **American Cultures Variances**
  
  Determine what constitutes an acceptable American Cultures Variance due to misadvising. Possibly develop some procedures on what is required from the student seeking a variance based on having been wrongly advised on the requirement.

- **Rescinding Degrees**
  
  Finalize procedures on rescinding degrees which were originally developed by COCI in 1998-1999.