2010-11 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 2010-11 academic year. Professor Kristie Boering served as chair.

I. Actions on Course and Instructor Approvals, Variance Requests, Degree Conferrals, and Course Codes

- Reviewed and approved 773 changes to campus courses, including new offerings, updates, and withdrawals
- Reviewed and approved seven new UC Extension courses and instructors for 283 courses (instructors denied for four courses)
- Reviewed 83 variance requests (77 approved, 6 denied), including 27 Acting Instructor-Graduate Student requests and 3 grade grievances
- Reviewed 402 student-facilitated course proposals (spring and fall 2011)
- Conferred degrees and honors on behalf of the Academic Senate for summer 2010, fall 2010, and spring 2011
- Approved the creation of a new course code for courses offered in the Global Metropolitan Studies Graduate Group (GMS), 01/28/11

II. Procedural Decisions

Online Courses
COCI established new procedures that require re-review of online courses after four years (the same length of time that online degrees are to be re-reviewed), so that learning outcomes, student and instructor opinions, and comparisons with face-to-face courses, if possible, can be evaluated. Although the fully online courses COCI has approved necessarily appear to meet COCI standards, it is not yet clear that an entire body of courses taken online will meet standards for degrees, and there previously was no mechanism to be able to review these issues at a later date. By instituting COCI review again after four years, the committee can move forward to let the faculty and instructors who wish to experiment with online courses do so. This change is reflected in the addition of a new supplementary question (#15).

Changes Related to Course Management Implementation (CMI) System (under development)

- Discontinuation of Umbrella Courses. The change, to be implemented in the new online system, will eliminate technical problems caused by umbrella courses, while preserving all course information and the intended advantages of umbrella courses in general.
• **Delegation of Authority on Some Course Actions.** COCI delegated authority to change term offered, instructor name, TIE code, and publish status (see pruning, below) from COCI staff to departments. COCI also delegated authority to approve withdrawals, cross-listing changes, conforming changes, and other minor corrections (at the discretion of the staff person) from COCI to COCI staff. Reports showing actions taken by COCI staff will be able to be generated. These changes will take effect when the new course approval system is rolled out.

• **Change to Pruning Policy.** With the new system, departments will be allowed to “un-prune” their courses (mark them for publishing in the online Catalog) as well as prune them (remove them from the Catalog). Automatic pruning will continue to take place. COCI will be able to examine lists of un-pruned courses to monitor any changes in usage.

• **Change in Restoration of a Course.** This action changes the terminology used to refer to reinstating a course that has been withdrawn—the new system will include the option to create a new course based on an existing (withdrawn) course, rather than the option to restore a course.

• **Change in Policy Regarding Prerequisites and Course Restrictions for Cross-Listed Courses.** This change requires that cross-listed courses have identical prerequisites and restrictions.

**By-Law**
Revision to By-Law 33 to remove the requirement that at least one COCI member “shall also be a member of the Committee on Courses of Instruction and Academic Programs of the College of Letters and Science.”

**COCI Handbook**
The Committee approved additional revisions to sections of the COCI Handbook as follows:

• 2.5 Addition of question #15 to supplementary questions for online courses and amendment to question #12 regarding cheating.

• 2.2.7 COCI Policy on Graduate and Undergraduate Course Room Shares modified to indicate that a separate syllabus or separate requirements must be provided.

• 3.1.2 Summer AI-GS requests will be submitted to Graduate Division rather than Summer Sessions.

### III. Key COCI Issues

**Online Instruction**
The primary issue that COCI discussed in 2010-11 was online instruction.

• **Online Degrees**
The Report of the Academic Senate Online Graduate Degrees Working Group (OGDWG) served as a guideline for COCI as it prepared to review courses
associated with a new online graduate degree. The Social Sciences Subcommittee met with the members of the Graduate Council subcommittee reviewing the School of Public Health’s OOP-MPH (Online-On campus Professional Masters in Public Health) degree to gain a sense of the overall quality of the proposed degree, and then over the course of the year carefully reviewed drafts and revisions of 14 online course proposals. By the end of the 2010-11 COCI term, ten of the courses had been approved, with the others sent back for clarification and revision.

• **Online Courses**
  Last year, COCI hoped to secure funding for a research study of its online courses, but that was not possible. The approval of the W prefix for predominantly online courses last year allowed experimental online courses to continue to be approved while facilitating tracking of enrollment and completion trends, and to have a mechanism in place to identify online courses should the campus at some point want to institute a cap on the fraction of courses that undergraduate might take online. In 2010-11, COCI approved two new online undergraduate courses. UC Berkeley Extension Dean Wu and Associate Dean Lemon provided a demonstration of the online environment (called Angel) used by many of UCB’s undergraduate summer online courses, and answered questions about online course creation.

• **UC Online Instruction Pilot Program**
  COCI monitored the UC Online Instruction Pilot Program, which will be funded with grants and a loan from UCOP. An evaluation center from UCSB has been assigned to evaluate the project. Dr. Diane Harley of the Center for Studies in Higher Education met with COCI and has offered to continue to provide advice to COCI, as well as to consult on a list of questions for instructors to answer as they teach their newly approved online courses and in anticipation of the four-year review. COCI co-hosted a forum for faculty to discuss the program.

**Internship Guidelines**
COCI reviewed and approved guidelines for courses with internship components, forwarded by the Committee on Educational Policy (CEP) in response to a campus drive to promote internships with the intent of verifying the academic nature of such internships. DIVCO approved the guidelines, which were then posted on the COCI and CEP websites. The guidelines can be used by COCI reviewers when approving internship courses.

**UC Berkeley Extension**
UC Berkeley Extension Dean Wu attended a COCI meeting to give an overview of Extension activities. UNEX is exploring the idea of offering professional Master’s degrees in areas that would not compete with the campus. Discussion is preliminary and will continue with the Academic Senate and administration.
New Online Student System
Registrar De Luca provided updates on the new Kuali Student/CMI online course review/approval system currently under development. Course Search, which allows search by keyword and filters, was released during the academic year.

COCI Representation on Campuswide Groups
• Professor Philip Kaminsky represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management.
• Professor Sylvia Tiwon represented COCI on the Undergraduate Enrollment Task Force.

IV. COCI review of Academic Senate Policies and Issues
A. Comments on academic calendar
   Comments submitted to DIVCO 09/23/10

B. Recommendation from Academic Council to the UC Commission on the Future, and Statement of Academic Senate Values and Recommendations (UCLA Division)
   Comments submitted to DIVCO 10/08/10

C. “Project Plan for UC Online Education (UCOE) Problems with Implementation of SR 544 re: Systemwide Courses
   Comments transmitted informally to DIVCO via Chair Boering

D. Problems with Implementation of SR 544 re: Systemwide Courses
   Comments to be discussed with the Registrar informally

V. Unfinished Business and Future Action Items
• Establishment of procedures for re-review of online courses after four years (and for updates/reports for those online courses approved before the requirement for re-review was approved).
• Roll-out of CMI course review/approval system