2011-12 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 2011-12 academic year. Professor Daniel Melia served as chair. It should be noted that in these changing times COCI's remit is perforce widening, often requiring the committee to examine proposed courses not just individually but in the wider context of the programs of which they are intended to be a part. COCI is often the first Senate committee to be asked to review and approve courses which are to become part of new programs. COCI must now work more closely in consultation with GC and CEP.

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

- Reviewed and approved 663 changes to campus courses, including new offerings, updates, and withdrawals
- Reviewed and approved 251 new UC Extension courses and instructors for 7 courses (no instructors denied)
- Reviewed 70 variance requests (66 approved, 4 denied), including 26 Acting Instructor-Graduate Student requests and 1 grade grievance
- Reviewed approximately 380 student-facilitated course proposals (spring and fall 2012)
- Conferred degrees and honors on behalf of the Academic Senate for summer 2011, fall 2011, and spring 2012
- Approved the creation of a new course code for courses offered by the Master's of Development Practice graduate group (DEVP), 01/13/12. Approved the creation for a new course code for courses offered by the Graduate Group in Science and Technology Studies (STS), 04/06/12.

II. Procedural Decisions

Re-review of Online Courses
Last year COCI established new procedures that require re-review of online courses after four years (as laid out in supplementary question #15); this year the procedures for implementing the review were approved (02/17/12). The procedures require instructors to capture data throughout the term, the instructor and department chair to submit reports, and OR to provide data. The goal is for COCI to be better able to review proposals in the future. Online courses will not be approved on a “sunset” basis, but notification of the re-review will be worded to foster maximum cooperation and make clear that COCI can require resubmission in certain circumstances.
III. Key COCI Issues

Online Instruction
The primary issue that COCI discussed in 2011-12 remained online instruction, as last year.

- Online Degrees
The Sciences Subcommittee met with the members of the Graduate Council Subcommittee reviewing the College of Engineering's online Masters of Advanced Study in Integrated Circuits (MAS-IC) degree to gain a sense of the overall quality of the proposed degree. Simultaneously they reviewed course proposals (syllabi and answers to supplementary questions) and revisions for 12 courses. By the end of the 2011-12 COCI term, all of the courses proposed for the degree had been approved.

- Online Courses and UC Online Instruction Pilot Program
In 2011-12, COCI approved seven new online undergraduate courses (not including those for the MAS-IC degree. COCI sent a letter to Graduate Council and Committee on Educational Policy chairs about resources required for and impact of online courses on department curricula. Professors Thomas Laqueur and John Kihlstrom gave demonstrations of their online courses at separately-scheduled meetings. Mara Hancock, Director of Online Learning for the UC Online Pilot Project and Director of Educational Technology Services at UCB, and Kathy Zellers, UCOE Lead Instructional Designer, attended a meeting to demonstrate online learning environment platforms and programs.

COCI monitored the UC Online Instruction Pilot Program, which got underway this year. COCI approved four UCB courses that are to be offered as part of the program. COCI responded to a request from Professor Keith Williams to identify issues in the review process (02/24/12).

Subcommittee on the Breadth Requirement in American Cultures
This year, the Subcommittee was moved under COCI (in previous years, it was a subcommittee of the Committee on Educational Policy). Professor Ignacio Navarrete, Chair of the Subcommittee, attended COCI meetings.

UC Berkeley Extension
Diana Wu, UC Berkeley Extension Dean, and Christopher Sessums, Director of Online Operations at UCB Extension, attended a COCI meeting (01/27/12) to give an overview of UNEX activities (including online instruction) and to answer questions.

Online Course Management System
APPROVED

Berkeley Division of the Academic Senate
Committee on Courses of Instruction
2011-12

Associate Registrar Johanna Metzgar and Project Manager Tim Heidinger attended a meeting (04/20/12) to introduce the committee to the online course management system (CMS) that has been in development for a few years and will be rolled out soon. CMS will replace the paper course approval form with a web interface and offers many improvements for faculty course proposers, department staff, COCI staff, and COCI reviewers. Policy changes approved by COCI last year will also take effect with the new system, which is currently undergoing extensive testing.

Final Examination Scheduling
COCI responded to concerns raised by Professor Ernest Hook regarding final exam scheduling conflicts (02/22/12).

COCI Representation on Campuswide Groups
- Professor Yury Kolomensky represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management.
- Professor Philip Kaminsky represented COCI on the Senate Task Force on Berkeley Extension Degree Programs.

IV. COCI review of Academic Senate Policies and Issues

A. Amendments to SR610: Residency
   Comments submitted to DIVCO 10/04/11

B. UCEP and BOARS responses to UCOE Proposal
   Comments submitted to UCEP and BOARS representatives 05/21/12 (informal review)

V. Unfinished Business and Future Action Items

- With the establishment of procedures for re-review of online courses after four years, the first instructors of online courses will be asked to submit reviews to COCI.
- Online course management system (CMS) to be used in course review.