2012-13 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 2012-13 academic year. Professor Daniel Melia served as chair.

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

- Reviewed and approved 690 changes to campus courses, including new offerings, updates, and withdrawals. This number includes some approvals that were made by Senate staff without COCI review.
- Reviewed and approved 2 new UCB Extension courses, and 205 new instructor/course pairings.
- Reviewed 61 variance requests (60 approved, 1 denied), including 25 Acting Instructor-Graduate Student requests and 4 grade grievances.
- Reviewed approximately 425 student-facilitated course proposals (spring and fall 2013).
- Conferred degrees and honors on behalf of the Academic Senate for summer 2012, fall 2012, and spring 2013.
- Approved the creation of a new course code for courses offered by the Computational Biology Graduate Group (CMPBIO), 02/15/13.

II. Procedural Decisions

- Approved a request to establish the course number 375 campus-wide for GSI pedagogy courses that meet the Graduate Council’s requirements.
- COCI Handbook Updates
  - Procedural changes related to the new online Course Management System (CMS).
  - New section 2.1.8: Levels of COCI Review, which lists requests that must be reviewed by COCI and those that may be approved by COCI staff or by departments.
  - Section 2.1.11 on summer courses was modified to reflect the current COCI view on the N prefix.
  - Section 3.1.2 was modified to stipulate that Acting Instructor-Graduate Students may only be appointed for upper division undergraduate courses.
  - Section 3.1.3 was modified to specify that only two semesters’ worth of teaching evaluations need be submitted with AI-GS requests.
• Section 3.5.5 was updated to formalize requirements for posthumous academic awards for graduate students.

III. Key COCI Issues

Four-Year Re-Review of Online Courses
COCI conducted the first cycle of re-review for online courses approved four or more years ago, according to its procedures. Responses to a set of questions were requested from instructors and department chairs for the ten courses under review. Responses were not received for all courses and most department chairs did not respond. COCI also reviewed enrollment data from the Registrar. Professor Philip Stark attended a committee meeting (04/19/13) to demonstrate and answer questions about Statistics W21, the course he has taught online from 2007 until fall 2012, and which is also approved for UC Online Education.

Online Course Management System
Associate Registrar Johanna Metzgar attended a meeting (03/01/13) to talk about the online course management system (CMS). CMS uses a web interface and offers electronic workflow, email notification, proposal tracking, and course search. CMS was released on 03/18/13 and a CalMessage announcement was sent to deans and department chairs. Some additional programming is still required to complete the first phase of the project.

UC Berkeley Extension
COCI sent a memo (09/25/12) to ask that when instructors are recommended to teach online courses, if they have online teaching experience, that should be mentioned in the proposal. Diana Wu, UC Berkeley Extension Dean, attended a COCI meeting (05/03/13) to give an overview of UNEX activities. She talked about programs for international students, concurrent enrollment, online courses, and the post-baccalaureate pre-health program.

Final Exam Room Scheduling
COCI sent a CalMessage (02/25/13) to deans and department chairs encouraging them to use the Final Exam Preview provided by the Classroom Scheduling Office to indicate which courses will and will not offer regularly scheduled final exams. The message also reminded deans and department chairs of COCI’s policies for final exams.

Physical Education Courses and RRR Week
COCI was asked by the Student Advocate’s Office for an informal opinion on whether physical education courses must be considered “performance-based” and would therefore be exempt from guidelines prohibiting mandatory activities during RRR week. The committee’s opinion was that if a culminating performance was required,
which could not be scheduled during the regular final exam period, it would be permitted, but mere attendance at regularly-scheduled classes should not be required during RRR week. The discussion brought to light some sections of the guidelines that are unclear and the topic will be taken up again next year.

**Student-Facilitated Courses and Student Groups**
A memo was posted (01/23/13) on COCI’s website about the relationship between student-facilitated courses and student groups. The memo recommends that when reviewing proposals, departments should consider whether the course is open to all students and does not require participation in or advocacy, fundraising, or publicity for student organizations.

**Subcommittee on the Breadth Requirement in American Cultures**
The Subcommittee initiated revisions to its by-law, Berkeley Division By-law 33, section A, in order to bring it into alignment with other Division by-laws. The revisions specify a minimum number of members, rather than a maximum, and removes reference to the ASUC, since the appointment process for students is codified elsewhere. The revisions were approved by the Division on 11/07/12.

**COCI Representation on Campuswide Groups**
- Professor Yury Kolomensky represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management.
- Chair Melia attended UC Innovative Learning Technology Initiative (ILTI) meetings at Division Chair Maslach’s request.
- Professor Philip Kaminsky was appointed to the Student Systems Executive Steering Committee.

**IV. COCI review of Academic Senate Policies and Issues**

A. **Draft UC Policy on International Activities**
   *Comments (informal) submitted to DIVCO 08/23/12*

B. **Study Abroad Advisory Board By-laws and Operating Procedures**
   *Comments submitted to DIVCO 09/17/12*

C. **Amendment to By-law 33.A, Courses of Instruction, Membership**
   *Changes submitted to DIVCO 09/24/12*

D. **UCOE Copyright/Licensing Agreements**
   *Comments submitted to UCEP Rep 10/30/12*

E. **Online Evaluation of Courses Initiative Mid-Term Progress Report**
   *Comments submitted to DIVCO 02/08/13*
F. **UCOE Copyright Agreement – Proposed Changes**  
*Comments submitted to Academic Council 02/25/13*

G. **Guidelines for Single-Instance Disturbances**  
*Comments submitted to DIVCO 03/07/13*

V. **Unfinished Business and Future Action Items**

- Assessment of RRR Guidelines
- Second cycle of four-year re-review of online courses