2013-14 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 2013-14 academic year. Professor Patricia Berger served as chair.

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

- Reviewed and approved 1,137 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 6 new UCB Extension courses, and 139 new instructor/course pairings.
- Reviewed 59 variance requests (58 approved, 1 denied), including 13 Acting Instructor-Graduate Student requests and 4 grade grievances.
- Reviewed approximately 397 student-facilitated course proposals (spring and fall 2014).
- Conferred degrees and honors on behalf of the Academic Senate for summer 2013, fall 2013, and spring 2014.
- Approved the creation of a new course code for courses offered in the School of Information’s Master of Information and Data Science degree program (DATASCI). Approved the creation of a new course code for the Development Engineering designated emphasis (DEV ENG). Approved the creation of a new course code for a new minor in Design Innovation (DES INV).

II. Procedural Decisions

- Reviewed and revised the list of frequently asked questions about Reading/Review/Recitation (RRR) Week (11/15/13). The streamlined list of guidelines was added to the COCI Handbook and updated on websites.

- Approved a request to establish dedicated course numbers for Berkeley Connect courses (98BC and 198BC) as of fall 2014 (12/06/13).

- COCI Handbook Updates
  - Section 3.5.5 on Posthumous Academic Awards was modified to add a posthumous graduate certificate option (03/07/14).
 III. Key COCI Issues

Four-Year Re-Review of Online Courses
COCI solicited follow-up reviews for online courses approved four years ago, according to its procedures. Responses were also sought from those who did not respond last year. Responses have now been received from all instructors and all chairs but one (as of 04/11/14). COCI also reviewed enrollment data from the Registrar.

Campus Catalog Replacement: Bulletin
Associate Registrar Johanna Metzgar met with the committee twice (09/13/13 and 02/07/14) to introduce plans for the new online campus Catalog, to be called the Bulletin. The Bulletin will provide complete and accurate degree requirements and course descriptions. The UI will allow departments to directly modify data in a central curriculum database. A soft release is planned for June 2014, with improvements continuing to be made.

Student Systems Replacement Project
Professor Kaminsky and Registrar Wong gave updates on the work of the Student Systems Executive Steering Committee. The new system should be flexible enough to manage courses with non-standard terms; examples discussed include a course in which grades would not be submitted until after the winter break, and "pop-up" courses meeting for a short time.

Berkeley Resource Center for Online Education
Christopher Van Nostrand, Director of Marketing; Suzanne Watson, Online Operations Manager; and Scott Shireman, Chief Operations Officer of BRCOE attended a COCI meeting (12/06/13) to describe BRCOE’s partnerships with schools and departments on online initiatives. They gave a demonstration of an online course using the Canvas platform.

Technology Tools Supporting Academic Integrity
COCI had a discussion about academic integrity software such as Turnitin, presented by Jenn Stringer, Associate CIO of ETS (11/15/13). The software can detect plagiarism and teach proper citation.

Request for Departmental Review of Course Listings
COCI sent out a CalMessage on 02/18/14 to deans and department chairs requesting that they review their course listings and make appropriate updates and corrections. The review is intended to be completed before the Bulletin is published. As of 06/10/14, 35 out of 166 departments had complied (21%).

Berkeley Connect Program
Berkeley Connect (BC) Program Director Maura Nolan and Associate Director Michele Rabkin attending a meeting (10/11/13) to inform COCI about the program and its planned expansion. BC courses carry one unit of credit, follow a curriculum created by a faculty director in each department, and allow undergraduate students to meet with graduate student mentors, among other activities. In spring 2014 there were a total of 74 sections being offered in ten academic departments; in fall 2014 those courses will be offered under the numbers 98BC and 198BC.

Subcommittee on the Breadth Requirement in American Cultures
The AC Center has received funding to support a comprehensive review of AC-articulated community college courses. The Subcommittee will work with the articulation office to ensure that community college courses approved for AC remain in fulfillment of the requirement.

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 and the Academic Senate on the Student Systems Executive Steering Committee.

IV. COCI review of Academic Senate Policies and Issues

A. Request from ASUC to Include Campus Student Support Services Directory in Syllabi
   Comments submitted to DIVCO 01/29/14

V. Unfinished Business and Future Action Items

• Third cycle of four-year re-review of online courses