In fulfilling the charge set by the Berkeley Division by-laws, the Committee on Courses of Instruction (COCI) accomplished the following activities during the 2014-15 academic year. Professor Hans Sluga served as chair.

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

- Reviewed and approved 588 changes to campus courses, including new offerings and modifications. As authorized by COCI, Senate staff approved another 265 proposals for minor modifications and withdrawals. In total, 853 courses and modifications were approved.
- Reviewed and approved 4 new UCB Extension courses, and 159 new instructor/course pairings.
- Reviewed 50 variance requests (49 approved, 1 denied), including 13 Acting Instructor-Graduate Student requests and 3 grade grievances.
- Reviewed approximately 418 student-facilitated course proposals (spring and fall 2015).
- Conferred degrees and honors on behalf of the Academic Senate for summer 2014, fall 2014, and spring 2015.
- Approved the creation of the following new course codes:
  - CRWRIT (minor in creative writing)
  - EUST (Graduate Group in European Studies)
  - Languages in the Department of Scandinavian: SWEDISH (Swedish), FINNISH (Finnish), NORWEGN (Norwegian), ICELAND (Icelandic), DANISH (Danish)
  - Languages in the Department of Slavic Languages and Literatures: ARMENI (Armenian), BOSCRSR (Bosnian/Croatian/Serbian), BULGARI (Bulgarian), CZECH (Czech), HUNGARI (Hungarian), POLISH (Polish), ROMANI (Romanian), RUSSIAN (Russian)
  - Language in the Department of East Asian Languages and Cultures: MONGOLN (Mongolian)
  - Language in the Department of South and Southeast Asian Studies: BURMESE (Burmese)

II. Procedural Decisions

- A CalMessage to deans and department chairs announcing a new requirement and recommendations for student-facilitated courses (including DeCal courses) was sent on 04/02/15.
o New requirement: unit value worksheet to be completed and submitted with every student-facilitated course proposal
o New resource: instructor of record signature sheet (optional) that spells out the responsibilities of instructors of record
o New instructor of record FAQ posted on COCI website
o Clarification of academic content and requirements for receiving credit

• COCI Handbook Updates
  • Section 2.4.1: Student-Facilitated Group Study Courses (98/198, including DeCal Courses) was modified to specify that graduate student facilitators should also use the proposal form (10/10/14).
  • Section 2.7: Creation of Course Codes was amended to clarify that non-academic units are not permitted to offer courses and to reference SR 739. (05/08/15)
  • Section 3.1.3: Submitting Requests for Acting Instructor-Graduate Student Approval was modified to specify that a summary of teaching evaluations should be submitted with AI-GS requests. (08/21/15)

III. Key COCI Issues

A. Student-Facilitated Courses (SFCs)
The committee discussed issues related to SFCs and sent a reminder to departments about the requirements for academic content, workload, and supervision by the instructor of record. At the same time, COCI approved a checklist/signature sheet and FAQ for instructors of record, all contained in a reorganized website. COCI again considered the possibility of differentiating student-facilitated courses from others with a prefix, but instead decided to pursue the idea of assigning a tag in the new student system, which would allow COCI to collect data on and study the different types of course offerings.

COCI reviewed a request from an ASUC Senator and DeCal Board member, asking for online submission of DeCal, access to bCourses for the DeCal Board, and listing DeCal classes in the schedule of classes and scheduler builder websites. There was not enough information to move forward with any of these ideas. ASUC/DeCal also proposed a mid-semester report to be completed by the student facilitator and instructor of record as a way of promoting communication. COCI opted not to require the report.

B. Special Topics Courses
Committee members observed that some special topics courses are quite broad, and can be offered in any term with variable units and topics. COCI considered requesting that some departments narrow the topics and parameters, and for courses offered repeatedly to be regularized with
permanent course numbers. The final decision was to contact individual departments if they are seen to be excessively relying on topics courses. The new student system will allow transcript subtitles, which may obviate the need for further monitoring.

C. Summer Sessions
Rick Russo, Dean of Summer Sessions, Study Abroad, and Lifelong Learning, met with COCI on 10/24/14 to discuss Summer Sessions’ role, efficacy of summer instruction as compared to fall/spring courses, teaching in summer by graduate students and lecturers compared to ladder-rank faculty, and final exams in summer classes. At its meeting on 12/12/14, COCI was joined by Professor Mitchell Breitwieser from English and Ms. Umrao Sethi, a graduate student in Philosophy, to hear about their experiences teaching in Summer Session.

D. Four-Year Re-Review of Online Courses
COCI solicited follow-up reviews for four online courses approved four years ago, according to its procedures. Responses were received from all departments. COCI also reviewed enrollment data from the Registrar.

E. American Cultures Courses
The Committee reviewed two proposals for courses that had been approved to fulfill the American Cultures requirement by the Subcommittee on the Breadth Requirement in American Cultures (AMCULT). COCI reviewers did not feel that the syllabi demonstrated that the courses complied with BDR 300. At its meeting on 03/06/15, AMCULT chair Jason Corburn and member Rachel Morello-Frosch, along with AC Center Director Victoria Robinson, discussed AMCULT’s review of these courses and the AC requirement in general. The instructors were asked to revise their course descriptions and syllabi and the courses were subsequently approved.

F. Laboratory Courses
COCI discussed a type of course offered primarily in the Department of Molecular and Cell Biology. Lab courses are created for each faculty member, restricted to graduate students enrolled in the lab of the faculty member.

G. Online Course Contract
COCI reviewed a draft template contract proposed by UC to be used for online courses. Members felt that it compared unfavorably to a similar contract created by Haas faculty. Comments were conveyed to DIVCO.

H. Course Codes
Two non-academic units sent queries to COCI about offering courses. This prompted a review of COCI’s policy on who may offer courses. COCI
discussed the issue and decided not to alter its current stance that only academic units may offer courses, and to clarify the distinction in the Handbook.

I. Data Sciences Initiative
David Culler, Professor of Computer Science and Co-director of the Data Science Planning Initiative; and Cathryn Carson, Professor of History and Data Sciences Education Rapid Action Team Co-chair, joined the COCI meeting on 08/21/15 to discuss the data sciences course proposals under review and plans for future courses.

J. UC Berkeley Extension
On 04/10/15, UC Berkeley Extension Dean Diana Wu met with COCI to report on UNEX initiatives, including the pre-med/pre-health post-baccalaureate program, international concurrent enrollment, and online courses.

K. Title IX Committee Proposal
COCI received a request to endorse the inclusion of a statement about harassment and discrimination on course syllabi. The committee declined to endorse inclusion of the statement in syllabi.

L. COCI Representation on Campuswide Groups
Professor Elizabeth Honig represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management.

IV. COCI review of Academic Senate Policies and Issues

A. Proposed Amendments to BDR A230
Comments submitted to DIVCO 11/03/14

B. Proposal to Confer Graduate Degrees with an August Date
Comments submitted to Graduate Division on 02/02/15

C. Online Instruction Project Agreement Draft Template
Comments submitted to DIVCO on 05/04/15