In fulfilling the charge set by the Berkeley Division by-laws, the Committee on Courses of Instruction (COCI) accomplished the following activities during the 2009-10 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 751 changes to campus courses, including new offerings, updates, and withdrawals
- Reviewed 13 new UC Extension courses and 175 instructors (3 instructors denied)
- Reviewed 97 variance requests (94 approved, 3 denied), including 8 degree rescissions and 4 grade grievances
- Reviewed 364 student-facilitated course proposals (spring and fall 2010)
- Conferred degrees and honors on behalf of the Academic Senate for summer 2009, fall 2009, and spring 2010
- Approved the creation of a new course code for courses offered in the Department of South and Southeast Asian Studies Filipino language program (FILIPN (Filipino), 01/15/10; replaces TAGALG (Tagalog)), and a new code for courses in the Global Poverty and Practice minor under International and Area Studies (GPP, 08/20/10)

II. Procedural Decisions

- Final Exam Variance Procedures
  The committee made changes to its treatment of final exams based on recommendations in the Final Report of the Joint Task Force on Exams.
  - Exam group changes: The form used to request a change in exam group was modified. Requests now require a department to explain the reason for requesting a change in exam group (the form states that requests will not be approved simply for convenience). Requests approved after the beginning of instruction require that the exam be given at the original exam group time as well as the newly approved exam group time. This is a change from the previous procedure, which required that requests approved after the beginning of instruction include signatures from all registered students agreeing to the change, and did not require that the exam also be offered at the original time.
  - Final exam status changes: The request to offer an alternative form of final assessment in a course, such as a final paper or project, rather than a written final exam during the scheduled final exam period is no longer considered to be a variance. A new course approval form allows departments to request changes to the final exam status in the same way
that changes to other aspects of courses are requested. This change recognizes that alternative methods of assessment are not necessarily exceptional or unusual and may indeed be preferred in many disciplines.

- **RRR Week**
  COCI provided input on guidelines related to the newly established Reading, Review, Recitation (RRR) week, which occurs after formal classroom instruction has ended and before final exams. COCI endorsed the idea that instructors must opt-in for room reservations during RRR week (rather than having the same room scheduled automatically).

- **Supplementary Questions for Online Courses**
  The committee made changes to its Supplementary Questions for Online Courses. With edits to existing questions, as well as the addition of questions, COCI is asking departments to submit a more comprehensive analysis of proposed online courses.

- **W Prefix**
  COCI approved the implementation of a “W” prefix for fully and predominantly web-based courses. The prefix will facilitate the administrative logistics of having both online and face-to-face courses with the same number and content but with different room scheduling and other logistical needs, which would otherwise require that the online and face-to-face versions have different course numbers. Indeed, 9 online courses which are approved to be taught only during summer session already have an "N" prefix ("non-identical summer") to indicate they have a different delivery format than the face-to-face courses with the same number, title and course content taught during the academic year; the "W" prefix will simply take precedence over the "N" for these courses. In addition, the prefix will facilitate following and evaluating both enrollment and completion trends for online courses as well as student learning outcomes in future scholarly studies and will be in place should campuses decide to cap the total number of online courses that resident students may take.

- **Guidelines on Course Codes**
  The committee made changes to the procedures for approving course codes, standardizing criteria and procedures.

- **COCI Handbook**
  The Committee approved additional revisions to sections of the COCI Handbook as follows:
  - 2.1.3 Final Examinations
  - 2.7 Creation of Codes in the COURSE System for New Academic Units and Sub-departments
  - 3.1.4 Guidelines for Instructors in “XB” Courses
  - 3.2 Final Examinations
III. Key COCI Issues

• Report of the Task Force on Senate Organization and Effectiveness
The task force recommended changes affecting COCI. The first was that the Subcommittee on the Breadth Requirement in American Cultures, currently a subcommittee of the Committee on Educational Policy (CEP), would become a subcommittee of COCI. The second was that the COCI Chair would become an ex officio member of Divisional Council (DIVCO). The third was that the Committee on University Extension, on which the COCI Chair sits ex officio, be dismantled. COCI provided feedback to DIVCO on the recommended changes.

• Online Courses
COCI spent a number of meetings discussing online courses both generally and specifically, including new courses proposed for Summer Sessions. The committee met with Dr. Diane Harley, Senior Researcher at the UCB Center for Studies in Higher Education, and, separately, UCOP Vice Provost for Academic Planning, Programs, and Coordination Daniel Greenstein (who is also part of the Gould Commission on the Future). COCI also issued two letters on the topic, one to campus chairs and deans regarding its position and strategy for reviewing online courses in the near future and one to UCOP VP Greenstein on the proposed pilot study for undergraduate online courses. The latter letter expressed support for a limited, research-based pilot program—led and evaluated by faculty—that UCOP is currently seeking private donations for; this letter was approved by DIVCO and forwarded to VP Greenstein’s office by Berkeley Division Chair Christopher Kutz.

• Acting Instructor-Graduate Student Appointment Requests
COCI discussed concerns about the large number of AI-GS requests from the Sociology Department. Chair Boering met with the department chair, who agreed that the department would provide a document to COCI explaining how AI-GSs are currently supervised by faculty.

• Professor John Huelsenbeck represented COCI on the Coordination Board for Admissions, Financial Aid, and Enrollment Management.

• Professor Phillip Kaminsky represented COCI on a Working Group on Online Graduate Degrees. The working group was charged with determining criteria for the review and approval of online graduate degrees. The final report was submitted in August 2010.

IV. COCI review of Academic Senate Policies and Issues

• White Paper on Impacted Majors
• **Report of the Task Force on Senate Organization and Effectiveness**
  Comments submitted to DIVCO 10/23/09

• **UCOP Online Education Initiative**
  Comments submitted to Divisional Council 11/16/09

• **Report of the Special Committee on Online and Remote Instruction and Residency**
  Comments submitted to Divisional Council 12/13/09

• **Request to Grant Summer LL.M. Degrees**
  Comments submitted to Divisional Council 02/02/10

• **Amendment to BDR A207 Grade Appeals re: Incompletes**
  Problems in the original regulation were identified by COCI and brought to the attention of R&E. Comments on the proposed amendment were submitted to Divisional Council 02/18/10

• **UC Commission on the Future Working Group Recommendations (first round)**
  Comments submitted to Divisional Council 05/16/10

• **UC Commission on the Future Working Group Recommendations (second round/expanded UCOP recommendations)**
  Comments submitted to Divisional Council 07/20/10

### IV. Unfinished Business and Future Action Items

- Internship guidelines
- Consideration of delegation of certain course actions to departments or to Academic Senate staff
- Possible revision of AI-GS guidelines to ensure more faculty supervision
- Possible revision of Handbook to address posthumous graduate degrees