COCI Workshop - Part A

August 11, 2015
Linda Corley
Academic Senate

Topics
- COCI resources
- American Cultures
- Course approval process
- CMS overview
- Q&A
Online Resources

**COCI Website** [http://academic-senate.berkeley.edu/committees/coci](http://academic-senate.berkeley.edu/committees/coci)

- Toolbox
- Handbook
- Student-facilitated course info
- Meeting schedule
- Info about online courses

**Academic Senate Website** [http://academic-senate.berkeley.edu/](http://academic-senate.berkeley.edu/)

- By-laws and Regulations (Manual)
- American Cultures
Online Resources

**COCI Toolbox**

http://academic-senate.berkeley.edu/committees/coci/toolbox

- Detailed instructions for using CMS
- COCI deadlines and schedule
- Links to websites and forms

**COCI Handbook**

http://academic-senate.berkeley.edu/committees/coci/handbookTOC

- Policies and relevant regulations
- Instructions for submitting variance requests
<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>27</td>
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<td>29</td>
<td>30</td>
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<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Best time to submit proposals</td>
<td></td>
<td></td>
<td>Last day to submit proposals in CMS</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Subcoms meet</td>
<td>Subcoms meet</td>
<td>Subcoms meet</td>
<td>COCI Mtg</td>
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<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Changes reflected in DB2 and Guide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>
Course Approval Workflow

- Course Contact
- Department Chair
  - College Committee, Dean (if required)
- Senate (COCI) Staff
- COCI Subcommittee
- COCI

Draft

Senate
AC Course Workflow

- Course Contact
- Department Chair
  - College Committee, Dean (if required)
- AC Staff
- AC Subcommittee
- COCI Subcommittee
- COCI
Course Management System (CMS): course.berkeley.edu

To create a new course, click Propose Course

Choose to create from scratch or copy an active or withdrawn course

Fill in all required fields

Be sure to attach a syllabus
New Course View

How do you want to create this new course?
- Start from scratch
- Copy an active course
- Copy a withdrawn course

Create INTEGBI 155: Horticultural Methods in the Botanical Garden

General Course Info
- Course Level: Undergraduate
- Department: Integrative Biology INTEGBI
- Course Number: 155
- Course Title: Horticultural Methods in the Botanical Garden
- Transcript Title: HORTICULTURAL METHO

Proposal Sections:
- General Course Info
- Academic Content
- Credit
- Formats
- Prerequisites
- Restrictions
- Finishing Up
- Proposal Summary

Review and Submit
New Course View

Create INTEGBI 155: Horticultural Methods in the Botanical Garden

Finishing Up
Please attach a copy of the syllabus and any other supporting materials.

Uploaded files

Attach

Justification *Required
Please explain the reason for your request/proposal. Any potential questions you can answer by providing information upfront will improve the chances of your request being approved.

Maximum of 1000 characters, (0 entered)

Course Visibility
- Publish Course in General Catalog

Previous course names
- Display Former Course Number in Catalog

Save and Continue
Work Hours and Contact Hours

- Work hours: “The value of a course in units shall be reckoned at the rate of 1 unit for 3 hours of work per week per term on the part of the student.”

- Contact hours: Equivalent courses (e.g., summer versions) must have the same number of contact hours over the term.
## Work Hours and Contact Hours

### Create INTEGBI 155: Horticultural Methods in the Botanical Garden

**Proposed Units**

- **4 unit(s)** [Change Units]

### Terms, Durations, and Hours

*Required

- e.g., a 15-week term in fall and/or spring with three hours of lecture and one hour of discussion per week.

**Click here for the Contact Hours Conversion Chart for summer courses.**

#### Term and Duration #1

<table>
<thead>
<tr>
<th>Term</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>15 weeks</td>
</tr>
</tbody>
</table>

**Work Hours per week**

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Discussion</th>
<th>Outside work</th>
<th>Total Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>8</td>
<td>12</td>
</tr>
</tbody>
</table>

- [I want to enter a range of hours](#)

### Total Work Hours

- The work hours align with Senate Regulations.

---

**Add Another Term/Duration Combo**

This is how the instructional format will appear in the course listing:
Work Hours and Contact Hours

Create INTEGBI 155: Horticultural Methods in the Botanical Garden

<table>
<thead>
<tr>
<th>Term and Duration #2</th>
<th>Term</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

- **Work Hours per week**
  - Lecture: 7.5
  - Discussion: 2.5
  - Outside work: 
  - Total Work Hours: 10

- **Total Work Hours**

  - The work hours align with Senate Regulations.

  - You have entered 10 total work hours (per week) for a 4-unit course lasting 6 weeks. The work hours and unit value you have proposed do not align with Academic Senate Regulations.

  - COCI expects a 4-unit course to require 30 hours of total student work per week.

  - If the hours you entered are correct, you must provide justification for the unit value.
Work Hours and Contact Hours

Create INTEGBI 155: Horticultural Methods in the Botanical Garden

- **Work Hours**
  - Lecture: 3
  - Discussion: 1
  - Outside work: 8
  - Total Work Hours: 12

- **Term and Duration #2**
  - Term: Summer
  - Duration: 6 weeks
  - Lecture: 7.5
  - Discussion: 2.5
  - Outside work: 20
  - Total Work Hours: 30

The work hours align with Senate Regulations.
Cross-Listed Courses

- Only the Course Contact from the administrating department can submit the proposal

- Notifications: Course Contacts from all participating departments are notified when proposal is submitted and when course is approved

  - Note: Other Course Contact(s) does not sign off

- Tracking Tip: Check Activity Log for department approver status
Cross-Listed Courses Workflow
### INTEGBI C133

**Department** *Required*  
Integrative Biology INTEGBI

**Course Number** *Required*  
C133

This is the administering department for this cross-listed course.

- Cross-list this course.

**Cross-listings**

Add departments and respective course numbers below. **NOTE**: you can only add new course numbers at this time.

<table>
<thead>
<tr>
<th>Participating Dept #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong> <em>Required</em></td>
</tr>
<tr>
<td>Plant and Microbial Biology PLANTBI</td>
</tr>
<tr>
<td><strong>Course Number</strong> <em>Required</em></td>
</tr>
<tr>
<td>C133</td>
</tr>
</tbody>
</table>

**Add Another Participating Department**
Course Modification

- To modify a course, search for it in the box at the top of the page
- Select the course from the list
- Click Modify from the menu at the left
- Click the Change button to modify a section
- Be sure to enter a Justification
### INTEGBI 112: Horticultural Methods in the Botanical Garden

#### Course Summary

**General Course Info**
- **Course Number**: INTEGBI 112
- **Course Title**: Integrative Biology
- **Course Description**: Horticultural Methods in the Botanical Garden
- **Course Level**: Undergraduate
- **Instructor(s)**: Licht
- **Effective Start Term**: Spring 2011

**Academic Content**
- **Description**: An introduction to horticultural techniques utilizing the diverse collections of the University
- **Course Objectives**: (not entered)
- **Student Learning Outcomes**: (not entered)

**Credit**
- **Unit(s)**: 1 unit(s)
- **Grading**: Passed/Not Passed
- **Final Exam**: Written final exam conducted during the scheduled final exam period
Modify INTEGBI 112: Horticultural Methods

Proposal Summary

Note: Your proposal is not submitted until you review the information and press the Submit Proposal button below. Make sure you have entered a justification on the Finishing Up page.

<table>
<thead>
<tr>
<th>Current Version</th>
<th>Proposed Version</th>
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<tbody>
<tr>
<td>Current active version last modified on Jul 14, 2011</td>
<td>Proposed next version last modified on Jul 14, 2011</td>
</tr>
<tr>
<td>General Course Info</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>INTEGBI 112</td>
</tr>
<tr>
<td>Department</td>
<td>Integrative Biology</td>
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<tr>
<td>Course Title</td>
<td>Horticultural Methods in the Botanical Garden</td>
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<tr>
<td>Course Level</td>
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<tr>
<td>Abbreviated Transcript Title</td>
<td>HORT METH GARDEN</td>
</tr>
<tr>
<td>Instructor(s)</td>
<td>Lich</td>
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<tr>
<td>Effective Start Term</td>
<td>Spring 2011</td>
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<tr>
<td>Effective Term of Withdrawal</td>
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</tbody>
</table>

Academic Content
Course Modification - Syllabus?

- When is a syllabus required? For any substantial change, including:
  - Units
  - Format (hours or type)
  - Significant changes to course description or title
  - Grading option
  - Final assessment type
Withdraw View

MUSIC 109: Music Cognition: The Mind Behind the Musical Ear

Course Summary

Withdraw Info

Effective Term
*Required
i.e., the term after which the course will be withdrawn.

SUMMER 2014

Justification
The instructor has retired and there is no one else to teach this course.

Save and Continue
Withdraw View

You are being prevented from changing this course number or withdrawing it because the course has already been added as a class in a future term. You have two choices moving forward:

1. Change the effective start term for this proposal, moving it at least one term to the future.
   -- OR --
2. Delete the future instance of the class offering so that you may make your desired change. If you choose option 2, please follow these instructions:
   1. If there are students enrolled, they must be dropped from the class (they can be moved to the new course, if you are creating one) and
   2. The class must be deleted and the room must be released
      - Your department scheduler can do this before the term gets frozen in the Online Schedule of Classes (approximately 4 months after classes roll over from the previous term).
      - After the term is frozen, you must make a request to the Registrar’s Classroom Scheduling unit via osoc@berkeley.edu.

Note: The department scheduler must "delete" the class. Merely "cancelling" the class will leave an underlying record in the system that will continue to block your course proposal.
Levels of Review

Course contacts can approve:

- Instructor names (except for AC courses)
- TIE code
- Publish status (pruning)
- Course objectives
- Student learning outcomes
Levels of Review

- Senate staff can approve:
  - Change in course number
  - Cross-listing changes
  - Minor changes to title and/or description
  - Change in term offered
  - Addition of equivalent standard summer term
  - Correction of errors
  - Withdrawal of a course
## Tracking

### Proposal List

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Flag(s)</th>
<th>Assigned To</th>
<th>Proposal Status</th>
<th>COCI Review Date</th>
<th>Last Modified</th>
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<tbody>
<tr>
<td>ENGLISH C101</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Oct 04, 2013</td>
<td>03:05 PM</td>
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<tr>
<td>ENGLISH N102</td>
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<td>Draft</td>
<td>Oct 31, 2013</td>
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<tr>
<td>ENGLISH C136</td>
<td></td>
<td>Humanities Subcommittee</td>
<td>Senate Review</td>
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<td>03:24 PM</td>
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<tr>
<td>ENGLISH C136</td>
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<td>Approved</td>
<td>Oct 04, 2013</td>
<td>02:51 PM</td>
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<td>ENGLISH 156</td>
<td></td>
<td>Department Chair</td>
<td>Draft</td>
<td>Mar 19, 2013</td>
<td>10:48 AM</td>
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<td>ENGLISH C101</td>
<td></td>
<td>American Cultures Subcom</td>
<td>Senate Review</td>
<td>Sep 11, 2013</td>
<td>09:50 AM</td>
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<td>ENGLISH N202</td>
<td></td>
<td>Course Contact</td>
<td>Senate Review</td>
<td>Aug 08, 2014</td>
<td>03:23 PM</td>
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</table>

### Tracking Bar

- Course Contact
- Dept Review
- School Review
- Dean Review
- COCI Staff
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/2015</td>
<td>04:36PM</td>
<td>Linda Kwong Corley</td>
<td>Flagged the proposal with a RED flag.</td>
<td>The proposal assigned back to the Course Contact: Kira Blaisdel-Sloan</td>
</tr>
<tr>
<td>06/01/2015</td>
<td>11:41AM</td>
<td>Carol A REDMOUNT</td>
<td>Signed by Carol A REDMOUNT (Arabic - Department Chair, Cuneiform - Department Chair, Egyptian - Depa...).</td>
<td></td>
</tr>
<tr>
<td>06/01/2015</td>
<td>11:33AM</td>
<td>Ethan H. Shagan</td>
<td>Signed by Ethan H. Shagan (History - Department Chair).</td>
<td></td>
</tr>
<tr>
<td>06/01/2015</td>
<td>09:44AM</td>
<td>Kira Blaisdel-Sloan</td>
<td>Submitted this proposal</td>
<td></td>
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<tr>
<td>06/01/2015</td>
<td>09:36AM</td>
<td>Kira Blaisdel-Sloan</td>
<td>Created this proposal</td>
<td></td>
</tr>
</tbody>
</table>
Filter Your Proposal List

- Filter by status, assignee, and alert status (red flag)
- Check your list regularly!
Course List

Type just the department code in the search box, then filter...
Department Roles

- It is the department’s responsibility to let Senate staff know when roles change (new staff, new chair, summer chair).
- Just send an email to sumei@berkeley.edu or lindac@berkeley.edu.
  - Provide name, email, department(s), role, and UID (not employee ID).
- See who’s in your department.
Questions??