COCI Workshop – Part B

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Academic Senate

Topics
Student Systems
Secondary Sections
Enforcement of Prerequisites
Pruning and Unpruning
Student-Facilitated Courses
Q&A
Course Systems

Course Management System

STUDENT DATABASE
Course System

Someday

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CAMPUS SOLUTIONS

Berkeley Academic Guide
The General Catalog → Berkeley Bulletin → Berkeley Academic Guide

The Guide gets its course data from CMS.

Once changes are made in CMS, they will be reflected in the Guide the next *business* day.
Cleaning up requirement lists
L&S will use the Guide as the definitive home of breadth requirements
Bi-annual faculty feed to the Guide
Soon: Custom promos
CS will replace DB2

Important differences between CS and DB2
- Enforces secondary sections
- Can enforce prerequisites
- No partial credit for courses

Difference between CMS and DB2
- No automatic pruning/unpruning
Secondary Sections

- Lists of out-of-compliance courses were recently sent out by OR academic schedulers.

- Classes will have to be scheduled with the instructional formats and hours approved by COCI.

- Your options:
  1. Schedule the course the way it was approved.
  2. Modify the course to bring it up to date to the way it’s currently being taught.
Currently, course prerequisites are enforced by instructors and departments, not by the enrollment system (Tele-BEARS).

CS is capable of enforcing course prerequisites by restricting enrollment.

CS can enforce by department or by course.
Prerequisites

- Enforcing requisites won’t begin until spring 2017 enrollment (which begins in fall 2016).

- The plan is for students to use the Schedule of Classes in CS in spring 2016 (for fall 2016 courses), but prerequisites won’t be coded by then.

- *Therefore prerequisites will not be displayed in the Schedule of Classes for fall 2016.*

- If prerequisites were not displayed in the schedule of classes, what would the impact be?
Prerequisites

At some point, units will need to specify for each course:

- Pre-requisites (must be satisfied in advance)
- Co-requisites (can be satisfied in advance or concurrently)
- Anti-requisites (prohibit enrollment if a student completed an equivalent course)
- Recommended/suggested preparation (specific courses or general guidelines—not requisites)
The Guide should provide an up-to-date and accurate representation of courses offered at UC Berkeley.

Removing courses from the Guide that aren’t regularly taught (pruning) helps ensure this.

Pruned courses are still active courses; they are not withdrawn.
Pruning and Unpruning

Old way:

- Courses would be automatically pruned if they hadn’t been taught in five years
- Units could request that COCI staff manually prune a course
- If a pruned course was scheduled and taught, it would automatically be unpruned
Current way

- Pruning and un-pruning is NOT automatic
- To unprune a course, modify it in CMS
- CMS will send the new course data to DB2 and the Guide
- Then schedule the class in DB2
1. Search for the course in CMS by typing it in to the Search box at the top.

2. Select the course and choose Modify.

3. Go to the Finishing Up page and check or uncheck the box that says Publish Course in General Catalog.

4. Click Save and Continue. A box should pop up asking you to verify the change. Accept the change, and you are done!
Pruning and Unpruning
Student-Facilitated Courses

Required proposal components:

- Course proposal form and answers to 7 questions
  - Do not leave any blanks!
  - COCI always looks for answer to #5
  - YOUR NAME should be in question #7 (and keep a copy!)
Student-Facilitated Courses

Required proposal components:

- Unit value worksheet
  - PDF (fill out online) or Word (print and fill out by hand)

- Syllabus
  - Course should be academic in nature
As specified in the checklists, student-facilitated courses are expected to be academic in nature. Specifically:

Courses must include explicit academic content and requirements, beyond classroom attendance, for receiving credit. For example, students should read material that places the topic of the course in an academic context; and students should carry out a project, such as a short paper (or papers), a presentation, or creating a website.

A complete, finalized syllabus must be submitted, that includes an outline of course content, a reading list, a statement of frequency of class meetings, and a clear description of assignments and requirements for passing the class, along with the other requirements listed on the proposal form.

- COCl CalMessage 04/02/15
Student-Facilitated Courses

- Resources for SFCs:
  - [http://academic-senate.berkeley.edu/committees/coci/sfc](http://academic-senate.berkeley.edu/committees/coci/sfc)

- Resources for Instructors of Record
  - FAQ for Instructors of Record (handout)

- Resources for Departments
  - Instructor of record responsibilities signature sheet (handout)
  - Departmental application form

- Resources for Students
  - FAQ for student facilitators (handout)
Berkeley Division Regulation A230

- Amendment made in spring 2015:
  - The number 98 is reserved for Organized Group Study by lower-division students at the lower division level.
  - The number 198 is reserved for Organized Group Study by undergraduates at the upper division level.
Q&A

Any questions?

Please fill out and drop off the evaluation form before you leave.

Thank you!