

**APPROVED**

**2017-18 Annual Report of the  
Committee on Courses of Instruction**

In fulfilling its charge as established in the Bylaws for the Berkeley Division of the Academic Senate, the COCI carried out the following activities during the 2017-18 academic year. Professor Robert Ashmore (East Asian Languages) served as chair.

*Note: Items are listed chronologically in each section. Dates, unless otherwise noted, indicate the date of correspondence.*

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

- A.** Reviewed and approved 676 changes to campus courses, including new offerings and modifications. As authorized by COCI, Senate staff approved another 377 proposals for minor modifications and withdrawals. In total, 1051 courses and modifications were approved.
- B.** Reviewed and approved 8 new UCB Extension courses (with instructors), and 99 new instructor/course pairings.
- C.** Reviewed 67 variance requests (64 approved, 3 denied), including 11 Acting Instructor-Graduate Student requests and 2 grade grievances.
- D.** Reviewed approximately 304 student-facilitated course proposals (spring and fall 2018).
- E.** Conferred degrees and honors on behalf of the Academic Senate for summer 2017, fall 2017, and spring 2018.
- F.** Approved the creation of the following new course codes:
  - CYBER – Master’s degree program in Information and Cybersecurity
  - DIGHUM – Summer certificate program in Digital Humanities
  - HUM – To support interdisciplinary “Compass Courses” from the Division of Arts and Humanities
  - RDEV – Master’s degree program in Real Estate Development + Design
  - SSEASN, SASIAN, HINDI, URDU, and INDONES – To replace current codes used for Bachelor of Arts in South and Southeast Asian Studies

**II. Finished Business**

**A. Completed with Written Comment**

- Withdraw Zero Unit Graduate Language Courses  
*Request sent to affected academic Department Chairs and Course Contacts on 10/13/17*

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*Request sent to affected academic Department Chairs and Course Contacts on 10/13/17*
- Application of Pass/Not Passed Limitations  
*Comments to College of Letters & Science Coordinator Susan Cass on 12/01/17*
- Tracking Unit Limitations for Undergraduate Students  
*Comments to College of Letters & Science Dean Bob Jacobsen on 12/01/17*
- Undergraduate Teaching Assistant  
*Request sent to Vice Chancellor of Undergraduate Education Catherine Koshland on 12/18/18*
- Curricular Practical Training Courses  
*Request and review guidelines sent to all academic Department Chairs and Course Contacts on 03/01/18*
- One-Time Instructor Approvals  
*Request submitted to UC Berkeley Extension Dean Diana Wu on 05/10/18*
- Review of Letters & Science 88  
*Comments to College of Letters & Science Dean Bob Jacobsen on 05/29/18*
- American History & American Institutions Exemption  
*Comments to Central Evaluation Unit Director Kristina Deaton on 05/29/18*

#### **B. Completed without Written Comment**

- Guideline for Undergraduate Pedagogy Courses (for Undergraduate Teaching Assistants): Across summer and fall 2017 members discussed the use of undergraduate students as teaching assistants and the awarding of academic credit for students engaged in such activities. Discussion across the fall semester included consultation with multiple campus experts including L&S Dean Bob Jacobsen, L&S Coordinator Susan Cass, Center for Teaching and Learning Director Richard Freishtat, and Labor Relations Advocate Deborah Cohen. As a result members added to the COCI Handbook section 2.8 which sets forth review guidelines (*final approval 12/08/17*).
- Online Course Re-Review: COCI reviewed nine online courses that were originally approved in 2013-14. This year review was conducted by utilizing an online form service so to gather quantitative data on the implementation and feedback of these courses. This new data collection method resulted in COCI generating a best practices style document for future online courses (*final discussion 04/13/18*).

### **III. COCI Correspondence for Review of Academic Senate Policies and Issues**

**A. Instructional Continuity Plan**

*Comments submitted to Divisional Council on 09/20/17*

**B. Workload Reduction – Informal Request of the EVCP’s Office**

*Comments submitted to Academic Senate Executive Director Andrea Green Rush on 10/02/17*

**C. Instructor Drops of Student Enrollments**

*Comments submitted to Divisional Council on 04/19/18*

**IV. Unfinished Business - None**