Berkeley Division of the Academic Senate
Committee on Courses of Instruction
2018-19

APPROVED

2018-19 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 2018-19 academic year. Professor Robert Ashmore (East Asian Languages and Cultures) 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 897 changes to campus courses, including new offerings and modifications. As authorized by COCI, Senate staff approved another 388 proposals for minor modifications and withdrawals. In total, 1285 courses and modifications were approved.

    B. Reviewed and approved 11 new UCB Extension courses (with instructors), and 191 new instructor/course pairings. They also reviewed and denied 4 new instructor/course pairings.

    C. Reviewed 77 variance requests (74 approved, 3 denied), including 10 Acting Instructor-Graduate Student requests and 18 grade grievances.

    D. Reviewed approximately 378 student-facilitated course proposals (spring and fall 2019).

    E. Conferred degrees and honors on behalf of the Academic Senate for summer 2018, fall 2018, and spring 2019.

    F. Approved the creation of the following new course codes:
        ● DATA – Division of Data Sciences

II. **Finished Business**
    A. **Completed with Written Comment**

        ● Comments on Current Term Approval of JEWISH 122 Modifications
          Memo sent to Jewish Studies Chair Benjamin Brinner on 11/27/18

        ● Comments on Current Term Approval of JEWISH 100 Modifications
          Memo sent to Jewish Studies Chair Benjamin Brinner on 02/05/19

    B. **Completed without Written Comment**
        ● Across the year Professor Martha Olney (Economics) served as the COCI representative to the Academic Senate-Student Information System Advisory

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Committee. Professor Zachary Pardos (Education) served as the COCI representative to the Academic Senate's Micro-Credentials Task Force.

- Student-Facilitated Courses (98s/198s): In consultation with the Student Learning Center's Undergraduate Facilitation and Teaching Resources program, the COCI clarified the expectation for student training is that first-time student facilitators complete the mandated training by the time course proposals are due to COCI. At the same time the Committee updated required and instructional paperwork to be reflective of this expectation. Written explanations of this clarification was distributed broadly to department contacts (*final discussion 10/12/18*).

- Course Submission Timeline: In consultation with the Office of the Registrar the Committee established semester based deadlines for the submission of proposals and modification course proposals. These dates are generally ahead of or near the beginning of enrollment phases in support of minimizing the number of course schedule changes occurring after enrollment has begun (*final discussion 11/30/18*).

- Course Prerequisites: After receiving a final report of the 2018/19 pilot project conducted in partnership with the Office of the Registrar and the SIS Campus Solutions system to enforce course prerequisites, the Committee agreed to update the Course Management System (CMS) to allow for systematic proposal and enforcement of course prerequisites. Once updated, the CMS will allow departments to list enforceable course pre- and corequisites and display related non-enforceable course preparation rules in the course catalog and upon student enrollments (*final discussion 04/09/19*).

- Online Course Re-Review: The COCI reviewed 18 online courses that were originally approved in 2014-15. The review continued the approach started last year in conducting the review via an online form service to gather both quantitative and qualitative data on the implementation of these courses. COCI used the data gathered from this review to expand the standing best practices document and to inform changes to COCI's overall approach to managing online courses (*final discussion 04/19/19*).

- Revised Online Policy: Across the academic year COCI discussed the details of the standing policy for the proposal and approval of courses with online instruction. By calling upon a series of campus subject matter experts, gathering data, and examining practices at peer institutions, the Committee formed a revised policy for online instruction codified in the COCI Handbook. Changes to the policy include discontinuing the use of the 'W' prefix in the course number, discontinuing the 4-year audit review process, removing the instructional threshold for designating a course as an online course, and establishing a set of best practices and review criteria under this revised policy (*final discussion 08/23/19*).

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

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- Statement on Requiring Two Courses for AH&I
  Request sent to affected academic Department Chairs and Course Contacts on 09/26/18

- Informal Comments on Instructional Continuity during Emergency Campus Closure
  Comments to Divisional Chair Spackman 11/18/18

- Informal Comments on Religious Accommodations during Final Exams
  Comments to Divisional Chair Spackman 01/18/19

- Informal Comments on Expected Workload for Computer Science 70
  Comments to Divisional Chair Spackman 03/12/19

- Comments on Concerning Trends in Courses and Quality of Undergraduate Education
  Comments sent to Divisional Council 04/09/19

- Comments on ASUC Proposal to Increase Student Representation
  Comments sent to Divisional Council 04/09/19

- Comments on Proposed Revisions to Senate Regulation 636.E
  Comments sent to Divisional Council 04/09/19

- Comments on the Report of the Academic Senate's Micro-Credentials Task Force
  Comments sent to Divisional Council 05/03/19

- Comments on UGC's Recommendation to Increase Phase 2 Enrollment Limit
  Comments sent to Divisional Council 03/08/19
  Follow-up comments sent to Divisional Council (08/29/19)

IV. Unfinished Business - None