2019-20 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 2019-20 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 667 changes to campus courses, including new offerings and modifications. As authorized by COCI, Senate staff approved another 341 proposals for minor modifications and withdrawals. In total, 1,008 courses and modifications were approved.

B. Reviewed and approved 16 new UCB Extension courses (with instructors), and 152 new instructor/course pairings. They also reviewed and denied 0 new instructor/course pairings.

C. Reviewed 62 variance requests (61 approved, 0 denied, 1 pend), including 15 Acting Instructor-Graduate Student requests and 17 grade grievances.

D. Reviewed approximately 369 student-facilitated course proposals (spring and fall 2020).

E. Conferred degrees and honors on behalf of the Academic Senate for summer 2019, fall 2019, and spring 2020.

F. Approved the creation of the following new course codes:
   • NONE

II. Finished Business

A. Completed with Written Comment

   • Comments on Instructor Proposals from UC Berkeley Extension
     Memo sent to UC Berkeley Extension Dean Diana Wu on 09/16/19

   • Comments on Reclassification of the DES INV Course Code
     Memo sent to Berkeley Certificating in Design Innovation (BCDI) Academic Committee Members Professors Sara Beckman, Bjoern Hartmann, and Eric Paulos on 10/11/19

   • Comments Regarding Instructional Continuity
     Memo sent to Division Chair Oliver O’Reilly on 10/15/20

   • Comments on Summer Session Offerings of LEGALST 10 and 12 for High School Student Populations
Memo sent to Legal Studies Program Director Jon Marshall and Summer Sessions Dean Rick Russo on 10/23/19

• Collaborative Guidance on Instructor Q&A: Grading for Spring Semester 2020
  Statement Publicly Posted on 04/02/20

• Collaborative Guidance on Student Q&A: Grading for Spring Semester 2020
  Statement Publicly Posted on 04/02/20

• Statement on Temporary Delivery of Instruction via Remote Instructional Formats for Spring and Summer 2020
  Statement sent to Department Course Contacts, Department Chairs, and Instructor of Record on 04/03/20

• Statement on Undergraduate Final Exams and Final Assessments for Spring 2020
  Statement sent to Department Course Contacts, Department Chairs, and Instructor of Record on 04/07/20

• Memo on Meeting ELWR with COLWRIT R1A in Spring 2020
  Memo sent to L&S Dean Bob Jacobsen and College Writing Program Director Maggie Sokolik on 04/07/20

• Memo on Grade Change Deadline for Veteran Students for Spring 2020 Grades
  Memo sent to L&S Dean Bob Jacobsen on 04/09/20

• Memo on Applying Passed/Not Passed to the Academic Progress Report in Spring 2020
  Memo sent to Registrar Walter Wong on 04/09/20

• Memo on UC Education Abroad Program (UC EAP) Grading for Spring 2020
  Memo sent to Berkeley Study Abroad Director Darin Menlove and Registrar Walter Wong on 04/09/20

• Memo on In-Progress Grading for Spring 2020
  Memo sent to Registrar Walter Wong on 04/23/20

• Comments on Advance Guidance Regarding Fall 2020 Instruction
  Comments sent to Division Chair Oliver O’Reilly on 04/23/20

• Statement on Temporary Delivery of Instruction via Remote Instructional Formats for Fall 2020
  Statement sent to Department Course Contacts on 05/15/20

• Guidelines for Response to Disruptions to Instruction
  Statement Publicly Posted on 10/28/19, revised 03/17/20, and revised 05/08/20

B. Completed without Written Comment
• Across the year Professor Anne Baranger (Chemistry) served as the COCI representative to the joint Administration-ASUC-GA-Senate Task Force on
Instructional Resilience. Professor Lee Fleming (IEOR/Business) represented COCI at the Special Committee on Online Education and Professional Certificates.

- Quality of Undergraduate Education: Across the year, the committee renewed discussions that had come up in previous years about the progressive deterioration of instructor contact hours in favor of assigning outside, non-instructor led work. Related, COCI made note of decreased training and support for graduate student instructors, which has also caused disruption to the quality of educational support. Campus-wide changes to how student credit hours are translated into departmental budget allocations was a distinct factor in these changes (final discussion 05/08/20).

- Room Shared Courses: Members reengaged in a discussion that had begun the previous year about member’s expectations for syllabi requirements in the instance of room shared courses between graduate and undergraduate courses. Differences between discipline in terms of programmatic needs and resources were identified as key reasons for room shares across student population groups. Internal review guidelines for courses were updated as a result of the discussion (final discussion 10/04/19).

- Participation Grading: A series of course syllabi that designated 25% or more of the final grade for course participation, often unclearly defined, raised questions for members about the use of non-academic criteria in assessing academic performance. Across a series of discussions, members teased out differences in expectations for grading course participation versus class attendance. Internal review guidelines for courses were updated as a result of the discussion (final discussion 12/06/19).

- Instructional Continuity: Across the year members engaged in progressively more intricate discussions of emergency preparedness and guidelines for instructional continuity during periods of emergency. These discussions became critical as COCI was called upon to provide real-time guidance in responding to the two Public Safety Power Shutoff (PSPS) events in Fall 2020 across Northern California that resulted in cancellation of class days and the global corona virus pandemic in 2020 that resulted in a pivot to remote instruction. Office of Emergency Management Director Alicia Johnson presented to COCI twice on her views and recommendations. Members provided a series of informal and formal statements and guidelines in responding to each event that are noted above (final discussion 04/16/20).

- Compressed Courses: In the fall members made note of an increased submission of course proposals that were designed to run in truncated term lengths with credit values of three or more units, frequently requiring students to engage in 40+ hours of work per week for one course. The increased request for what was eventually dubbed as “compressed courses” became a concern for reviewers both in terms of a potential for unit inflation and the academic utility students engaged in such prolong hours of study. Members reviewed multiple data sets of such courses. Internal review guidelines for courses were updated as a result of the discussion (final discussion 05/08/20).

III. COCI Correspondence for Review of Academic Senate Policies and Issues
Comments on Revisions to Berkeley Division Regulation A204  
*Comments to Divisional Council 09/25/19*

Comments on Revised Copyright Ownership Policy  
*Comments to Divisional Council 10/30/19*

Comments on the Review of the UC Washington Center (UCDC) Program  
*Comments sent to Divisional Council 01/23/20*

Comments on Revisions to Berkeley Division Regulation A202  
*Comments sent to Divisional Council 10/02/20 and 03/24/20*

**IV. Unfinished Business**

- Senior Residence and Undocumented Students: At the final meeting 2019-2020, an issue of Senior Residency for Undocumented Students who have been deported was raised. The conversation shifted to include students who could not complete the Senior Residency Requirement due to travel restrictions related to COVID-19. COCI sent a letter to Dean Bob Jacobsen and Program Director Liliana Iglesias regarding their conversation and proposed future conversations about this issue in 2020-2021.