

TO: Departmental Course Contacts, Department Chairs, and Instructors of Record
FROM: The Committee on Courses of Instruction (COCI)
DATE: May 4, 2017
RE: Student-Facilitated Courses and Changes to Proposals

Dear Colleagues,

Each semester the Committee on Courses of Instruction (COCI) reviews proposals for student-facilitated courses (numbered 98 and 198) that are offered campus-wide. COCI has found that often these proposals are being created and approved with minimal oversight. Just as with faculty-led courses, the academic quality and administration of a student-facilitated course is the responsibility of the sponsoring faculty member and academic department. In an effort to address this gap, COCI has updated the Student Facilitated Course Proposal Form, associated instructional documents, and requirements (effective spring 2018). After consulting with a variety of campus constituents, COCI believes that these updated forms and instructions will better delineate the roles and responsibilities of academic units and facilitate a smoother proposal and review process.

Some of the high-level changes to be aware of include:

- The faculty sponsor must write a letter of support for the student facilitator
- First-time student facilitators must complete training
- Course proposal form, checklists, and instructions have been updated and clarified

More specifically:

- The Course Proposal Form has new questions, additional data being collected, and a new note explaining the responsibilities for the course.
- All of the instructional pages have new points about policies and procedures, updated URLs, and have been edited with an eye towards specific audiences (e.g., student, instructor, department administrator). COCI wishes to underscore the utility of the “Checklist for Student-Facilitated 98 and 198 Courses” and recommends that they be used to guide the course proposal and syllabus development process.
- NEW: For several years, information regarding how the instructor of record (faculty sponsor) will supervise the student-facilitated course has been incorporated into the proposal. Frequently this has yielded insufficient information. Beginning in spring 2018 the instructor of record will need to write a sponsor letter that addresses specific questions. Similar to a letter of recommendation, this document will serve to illustrate the role that instructor will have with the course. The new Faculty Sponsor Letter of Support Instructions document itemizes the questions and how they should be prepared.
- NEW: Recognizing that students need resources and support in developing their syllabus and course proposal and in preparing for their role as Course Facilitator, as of spring 2018 COCI will now require that first-time student-facilitators undergo training. The Student Learning Center’s Undergraduate Course Facilitator Training and Resources unit (UCFTR) offers a number of workshops and one-on-one trainings each semester to

support students. Additionally student facilitators may enroll in the Craft of Facilitating course (EDUC 197, Sec 12) in order to get on-going support and credit for their work. For more information please refer to: <http://slc.berkeley.edu/undergraduate-course-facilitator-training-resources-ucfr>.

While this is being announced now and the updated forms are available immediately, implementation will be effective spring 2018. Up to that point COCI will accept both the old and new forms. Effective spring 2018 only the new forms will be accepted. The updated documents may be found on the Academic Senate website at: <http://academic-senate.berkeley.edu/committee/coci/sfc>

Sincerely,
Leslea Hlusko, Chair
Committee on Courses of Instruction