COCI Workshop 2017

Part A: CMS Basics

**Topics**
- Proposal Types
- Course Proposal Components
- Managing Proposals
- Resources & Q&A
Welcome to the Course Management System

The Course Management System (CMS) is a web application for department personnel, Academic Senate, and Registrar staff to view, enter, and manage course information formerly submitted via paper.

Departments can use CMS to create new course proposals, submit changes for existing courses, and track the progress of proposals as they move through the stages of approval.

News and Info

Learning CMS
A wealth of information is available at the Course Toolbox for Staff and Faculty website.

There are also a number of short videos available to help you learn CMS.

You can also learn by playing in the test version of CMS [https://course-qa.berkeley.edu/](https://course-qa.berkeley.edu/)

Rest assured, nothing you do in the test system will ever get to production so feel free to experiment.

Getting Help
For help with courses and proposals, COCI policies, and user roles please contact:
Sumei Tuchrello, Senate Analyst
642-7212, sumai@berkeley.edu
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Flag(s)</th>
<th>Assigned To</th>
<th>Proposal Status</th>
<th>COCI Review Date</th>
<th>Last Modified</th>
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Proposal Types

New Courses

1. View Proposals
   - Propose New Course

2. How do you want to create this new course?
   - Start from scratch
   - Copy an active course
   - Copy a withdrawn course

Berkeley
UNIVERSITY OF CALIFORNIA
Course Proposal Components

General Course Info

Course Level *Required
- Undergraduate
- Graduate

Department *Required

Course Number *Required

Cross-list this course.

Course Title *Required

Transcript Title *Required

Instructor Name(s) (Optional)

Add Another Instructor

Effective Start Term *Required

This course will be taught one time only

Save and Continue
Course Proposal Components

- Course Level
- Department and Course Number
  - Cross listed Course
- Course Title
- Abbreviated Transcript Title
- Instructor Name (Optional)
- Effective Start Term
Course Proposal Components

Academic Content

Description *Required
This text will appear in the Catalog. Please refer to the CMS Style Guide.

Maximum of 750 characters, (0 entered)

Course Objectives (Optional)

Student Learning Outcomes (Optional)

Save and Continue
### Credit

#### Units and Grading

<table>
<thead>
<tr>
<th>Units</th>
<th>Required</th>
<th>Fixed</th>
<th>Variable</th>
<th>Discrete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the fixed unit value

- choose 0.0

#### Grading

*Required*

- Letter Grade
- Passed/Not Passed
- Other

#### Final Exam Status

*Final assessment conducted during regularly scheduled final exam group*

Any requests to change the scheduled final exam group for this course must be submitted as a variance request to GCCI. Click here for the petition and related instructions. The petition must be submitted directly to the Academic Senate and not attached to this course proposal.

**Method of Assessment** *Required*

- Written Exam
- Alternative Final Assessment
- No Final Exam - A final exam is normally required in all undergraduate courses.

[Save and Continue]
Course Proposal Components

- Unit value
  - Fixed
  - Variable
  - Discrete
Course Proposal Components

- Grading
  - Letter Grade
  - P/NP or S/U
  - Other
Course Proposal Components

- Final Exam Status

Method of Assessment *Required

- Written Exam

Will this course require a common final exam group?  
- Yes  
- No

Method of Assessment *Required

- Written Exam

- Alternative Final Assessment

  - Alternate method of final assessment during regularly scheduled final exam group (e.g., presentation, final project, etc.)

  - Alternate method of final assessment not requiring a regularly scheduled final exam group (e.g., final paper, take home exam, etc.)

  Description of Alternative Method of Final Assessment *Required

  Maximum of 250 characters, (0 entered)

- No Final Exam - A final exam is normally required in all undergraduate courses.
Course Proposal Components

**PROPOSAL SECTIONS**
- General Course Info
- Academic Content
- Credit

**Requirements**

**UC Berkeley Campus Requirements**

*This course meets the:*
- [ ] American Cultures Requirement

**College and School Requirements**

*This course meets the:*
- [ ] First half of the Reading and Composition Requirement
- [ ] Second half of the Reading and Composition Requirement
- [ ] First or second half of the Reading and Composition Requirement
- [x] None of the Reading and Composition Requirement

[Save and Continue]
Course Proposal Components

Formats

1. Formats *Required
Please choose at least one instructional format (choose up to four):

- Lecture
- Seminar
- Discussion
- Laboratory

The primary format is

2. Terms, Durations, and Hours *Required
E.g., a 15-week term in fall and/or spring with three hours of lecture and one hour of discussion per week.
Click here for the Contact Hours Conversion Chart for summer courses.

Term and Duration #1

<table>
<thead>
<tr>
<th>Term</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>15 weeks</td>
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</tbody>
</table>

- Publish term(s) offered in the Catalog,

Work Hours per week

- Outside work
- Total Work Hours

- I want to enter a range of hours

Add Another Term/Duration Combo

This is how the instructional format will appear in the course listing:

3. Custom Format (Optional)

4. Faculty Instructional Activity Types (TIE Codes) *Required
Required by the Office of Planning and Analysis

Choose

Save and Continue
Course Proposal Components

- Formats

Please choose at least one instructional format (choose up to four):

- Lecture
- Laboratory
- Independent study
- Session
- Web-based discussion
- Seminar
- Conversation
- Internship
- Studio
- Web-based lecture
- Clinic
- Demonstration
- Reading
- Supplement
- Workshop
- Colloquium
- Directed group study
- Recitation
- Tutorial
- Discussion
- Fieldwork
- Self-paced
- Voluntary

The primary format is:

- Lecture
- Discussion
- Laboratory

3 units | Change Units
Course Proposal Components

- Proposed Units

![Proposed Units Form](image-url)
Senate Regulation 760. The value of a course in units shall be reckoned at the rate of one unit for three hours’ per week per term on the part of a student, or the equivalent.

http://senate.universityofcalifornia.edu/bylaws-regulations/regulations/rpart3.html#r760
Course Proposal Components

- Terms, Durations, and Hours

Example:

- Term: Fall
- Duration: 15 weeks

Work Hours per week:

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Discussion</th>
<th>Laboratory</th>
<th>Outside work</th>
<th>Total Work Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
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</table>

Options for Total Work Hours:

- I want to enter a range of hours

Options for Term and Duration:

- Fall
- 15 weeks

Options for Term:

- Fall
- Fall and Spring
- Spring
- Summer

Options for Duration:

- 10 weeks
- 8 weeks
- 6 weeks
- Other
Course Proposal Components

- Terms, Durations, and Hours

This is how the instructional format will appear in the course listing:
One hour of lecture and one hour of laboratory and one hour of discussion per week
Two hours of lecture and two hours of laboratory and two hours of discussion per week for 8 weeks
Course Proposal Components

- Terms, Durations, and Hours

Example A: Aligns
Course Proposal Components

- Terms, Durations, and Hours

Example B: Not aligned
Course Proposal Components

- Terms, Durations, and Hours

Example C: Not aligned

<table>
<thead>
<tr>
<th>Term and Duration #1</th>
<th>Term: Fall</th>
<th>Duration: 15 weeks</th>
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</thead>
<tbody>
<tr>
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<td>Lecture: 1</td>
<td>Discussion: 1</td>
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<td></td>
<td>(I want to enter a range of hours)</td>
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<table>
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<th>Term: Summer</th>
<th>Duration: 8 weeks</th>
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<tbody>
<tr>
<td>Work Hours per week</td>
<td>Lecture: 6</td>
<td>Discussion: 1</td>
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</table>

Total Work Hours: The work hours align with Senate Regulations.
Course Proposal Components

- Faculty Instructional Activity Types (TIE Codes)
Course Proposal Components

- Prerequisites
  - Prerequisites & co-requisites
  - Not enforced by CS
Course Proposal Components

Restrictions

Restrictions Description (Optional)

Please describe in detail the Credit Restriction or Deficient Grade Removal rules that govern this course.

Maximum of 350 characters, (0 entered)

Repeatability

- This course is repeatable for credit
  - Repeatable when topic changes
  - No restrictions on repeats
  - Repeat count restricted to ___ times
  - Repeat count restricted to ___ unit(s)
  - Repeat requires instructor consent
  - Repeat requires advisor consent
  - Repeat under special circumstances

Special Topics Course

- This course is a "special topics" course.

Maximum of 100 characters, (0 entered)

Save and Continue
Course Proposal Components

PROPOSAL SECTIONS
- General Course Info
- Academic Content
- Credit
- Requirements
- Formats
- Prerequisites
- Restrictions

Finishing Up
Please attach a copy of the syllabus and any other supporting materials.

Uploaded files

Attach

Justification *Required
Please explain the reason for your request/proposal. Any potential questions you can answer by providing information upfront will improve the chances of your request being approved without delay.

This field is required.
Maximum of 1000 characters, (0 entered)

Course Visibility
- Publish Course

This course will appear in the Catalog.

Save and Continue
Course Proposal Components

Finishing Up

- Attach the course syllabus
- For online courses attach a completed “Supplemental Questions for Online Course Requests” document
- As needed attach any additional documents (e.g. explanation memo, reading list, etc.)
- Justification
### Create CHICANO 123Z: Fake Course

#### Proposal Summary

Note: Your proposal is not submitted until you review the information and press the Submit Proposal button below. Make sure you have entered a justification on the Finishing Up page.

<table>
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<tbody>
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<td>Department</td>
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<td>Course Level</td>
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<td>Instructor(s)</td>
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<td>WRK: 6hrs</td>
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[Submit Proposal]
Course Proposal Components

Proposal Summary

Create EA LANG 123AZ: Test Course

- Course Level: Undergraduate
- Abbreviated Transcript Title: TEST COURSE
- Instructor(s): (not entered)
- Effective Start Term: Fall 2018
- Effective Term of Withdrawal: 

Academic Content (section missing data)
- Description: (not entered)
- Course Objectives: (not entered)
- Student Learning Outcomes: (not entered)

Credit (section missing data)
- Unit(s): (not entered)
- Grading: 
- Final Exam: 
- Final Exam Rationale: 
- Description of Alternative Method: 

Submit Proposal
Managing Proposals

Tracking Proposals

- Via the Proposals screen

- Within the proposal – status bar

- Within the proposal – Activity Log
Course Catalogue

Pruning / Unpruning a Course

- Start a modification
- Only change the Finishing Up section
- Uncheck / Check the “Publish Course” box
- Click Save and Continue
Course Catalogue

Pruning a Course

1. Finishing Up
   Files Attached
   Justification
   Publish Course
   Formerly known as

2. Course Visibility
   Publish Course
   This course will appear in the Catalog.
   Publish Course
   This course will not appear in the Catalog.

3. You have made changes that do not require COCI approval.
   Review and Save Changes

4. Your changes do not require COCI approval.
   When you click "Save changes", you will update the most recent version of EALANG R1B
   Finishing Up
   Pruned
   Save changes  Cancel
Resources

COCI Website:
http://academic-senate.berkeley.edu/committees/coci

CMS: https://course.berkeley.edu/

Course Toolbox:
http://academic-senate.berkeley.edu/committees/coci/toolbox

COCI Handbook:
http://academic-senate.berkeley.edu/committees/coci/handbook
Questions?

Contact Information

Sumali Tuchrello
sumali@berkeley.edu
x27212