COCI Workshop 2017

Part B: COCI Fundamentals

Topics

- COCI, Submission Deadlines & Catalog Management
- Variances
- American Cultures Courses
- Student Facilitated Courses
- Resources & Announcements
COCI, Submissions & Course Catalog

- What is COCI?
- Fall / Spring – Twice monthly on Friday
- Summer – Once, as available

- Submission deadline: Preceding Friday
  - Preceding Monday: Preliminary review by Senate staff
  - Preceding Tuesday – Thursday: Subcommittees review
  - Friday COCI Meeting: Final recommendations approved

- Approval in CMS: After the Friday meeting
  - Berkeley Academic Guide: 1 business day (automatic)
  - Campus Solutions (CS): 1-3 business days (manual)
COCI Meeting Details:
http://academic-senate.berkeley.edu/committees/coci/meetings

Meetings take place on Fridays from 1:30 - 3:30 p.m. in 320 Stephens Hall.

Course Proposals – New and modification course proposals are due the Friday before the next COCI meeting. In the days immediately before the COCI meeting the appropriate discipline subcommittee will review proposals and make a recommendation to COCI. The table below outlines the timeline and deadlines for COCI review.

**Summer 2017 Review Schedule**

<table>
<thead>
<tr>
<th>Course proposal submission in CMS (Friday)</th>
<th>Review week by COCI discipline subcommittee (Tuesday - Thursday)</th>
<th>Reviewed at COCI meeting (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/14</td>
<td>07/18-27</td>
<td>07/28</td>
</tr>
<tr>
<td>08/11</td>
<td>08/15-17</td>
<td>08/18</td>
</tr>
</tbody>
</table>

**2017/18 Review Schedule**

<table>
<thead>
<tr>
<th>Course proposal submission in CMS (Friday)</th>
<th>Review week by COCI discipline subcommittee (Tuesday - Thursday)</th>
<th>Reviewed at COCI meeting (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08</td>
<td>09/12-14</td>
<td>09/15</td>
</tr>
<tr>
<td>09/22</td>
<td>09/26-28</td>
<td>09/29</td>
</tr>
<tr>
<td>10/06</td>
<td>10/10-12</td>
<td>10/13</td>
</tr>
</tbody>
</table>
# Course Search

**Filter Your Course List**

- **Status:** Active

- **Departments (1)**
  - East Asian Languages and Cultures (37)

- **Units**
  - 0.0 units (1)
  - 1.0 unit (1)
  - 4.0 units (26)
  - Units vary, e.g. 1-4 (9)

- **Course Level**
  - Lower Division (6)
  - Upper Division (27)
  - Graduate (5)

- **Requirements**
  - RC2 (1)
  - no requirements (16)

## Course Number & Course Title

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA LANG R1B</td>
<td>Reading and Composition on topics in East Asian Humanities</td>
</tr>
<tr>
<td>EA LANG 24</td>
<td>Freshman Seminar</td>
</tr>
<tr>
<td>EA LANG 39</td>
<td>Freshman/Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG C50</td>
<td>Introduction to the Study of Buddhism</td>
</tr>
<tr>
<td>EA LANG 84</td>
<td>Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 101</td>
<td>Catastrophe, Memory, and Narrative: Comparative Responses to Atrocity in the Twentieth Century</td>
</tr>
<tr>
<td>EA LANG 105</td>
<td>Dynamics of Romantic Core Values in East Asian Premodern Literature and Contemporary Film</td>
</tr>
<tr>
<td>EA LANG 106</td>
<td>Expressing the Ineffable in China and Beyond: The Making of Meaning in Poetic Writing</td>
</tr>
<tr>
<td>EA LANG 107</td>
<td>War, Empire, and Literature in East Asia</td>
</tr>
<tr>
<td>EA LANG 108</td>
<td>Revising the Classics: Chinese and Greek Poetry in Translation</td>
</tr>
<tr>
<td>EA LANG 109</td>
<td>History of the Culture of Tea in China and Japan</td>
</tr>
<tr>
<td>EA LANG 110</td>
<td>Bio-Ethical Issues in East Asian Thought</td>
</tr>
<tr>
<td>EA LANG 111</td>
<td>Reading Global Politics in Contemporary East Asian Literature</td>
</tr>
<tr>
<td>EA LANG 112</td>
<td>The East Asian Sixties</td>
</tr>
<tr>
<td>EA LANG 114</td>
<td>Illness Narratives, Vulnerable Bodies</td>
</tr>
<tr>
<td>EA LANG 115</td>
<td>Knowing Others, and Being Known: The Art of Writing People</td>
</tr>
<tr>
<td>EA LANG 116</td>
<td>Modern East Asian Fiction</td>
</tr>
<tr>
<td>EA LANG 118</td>
<td>Sex and Gender in Premodern Chinese Culture</td>
</tr>
</tbody>
</table>
# COCI, Submissions & Course Catalog

## Course Search – Active vs. Inactive

### FILTER YOUR COURSE LIST

- **Departments** (1)
  - East Asian Languages and Cultures (37)

- **Units**
  - 0.0 units (1)
  - 1.0 unit (1)
  - 4.0 units (28)

- **Course Level**
  - Lower Division (53)
  - Upper Division (33)
  - Graduate (6)

- **Requirements**
  - RC2 (1)
  - no requirements (16)

### Course Search Results

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA LANG 110</td>
<td>Bio-Ethical Issues in East Asian Thought</td>
</tr>
<tr>
<td>EA LANG 109</td>
<td>History of the Culture of Tea in China and Japan</td>
</tr>
<tr>
<td>EA LANG 108</td>
<td>Revising the Classics: Chinese and Greek Poetry in Translation</td>
</tr>
<tr>
<td>EA LANG 107</td>
<td>War, Empire, and Literature in East Asia</td>
</tr>
<tr>
<td>EA LANG 105</td>
<td>Dynamics of Romantic Core Values in East Asian Premodern Literature and Contemporary Film</td>
</tr>
<tr>
<td>EA LANG 101</td>
<td>Catastrophe, Memory, and Narrative: Comparative Responses to Atrocity in the Twentieth Century</td>
</tr>
<tr>
<td>EA LANG 84</td>
<td>Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 50</td>
<td>Introduction to the Study of Buddhism</td>
</tr>
<tr>
<td>EA LANG 40</td>
<td>Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 39</td>
<td>Freshman/Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 38</td>
<td>Freshman/Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 36</td>
<td>Freshman/Sophomore Seminar</td>
</tr>
<tr>
<td>EA LANG 24</td>
<td>Freshman Seminar</td>
</tr>
<tr>
<td>EA LANG R1B</td>
<td>Reading and Composition on topics in East Asian Humanities</td>
</tr>
</tbody>
</table>

### Search Box

- **Search Approved Courses**

- **Sort by:** Number (low-high)

---

*Berkeley University of California*
COCI, Submissions & Course Catalog

Withdrawing a Course

1. Course Management
   - View Proposals
   - Propose New Course

2. Course Search
   - Course Title: EA LANG
   - Departments: East Asian Languages and Cultures
   - Units: 1.0 unit
   - Course Title: EA LANG 101
   - Course Title: EA LANG 105

3. Withdraw Info
   - Effective Term: FALL 2017
   - Justification: Withdraw course

Save and Continue
Variances

- Exceptions to Senate policy and regulations

- Most common:
  - Instructor of Record: Acting Instructor – Graduate Students
  - Final Exams: Change in final exam group

- Refer to COCI Handbook or contact: Linda Corley at lindac@berkeley.edu

- Grade Appeals
- American Cultures Substitute Course Petitions
- Degrees
American Cultures Courses (AC Courses)

American Cultures Subcommittee (AMCULT)
- Faculty group within COCI
- Reviews and recommends approval of new AC courses
- Reviews and recommends approval of student petitions to substitute courses to the AC requirement

American Cultures Center
- Program of the Division of Undergraduate Education
- Supports AC curriculum development and implementation
AC Courses

Business of AMCULT

- New AC Courses
  - Berkeley courses
  - Other UC courses
  - Other college courses

- Instructor Changes
  - Approved course, new instructor
  - Approved instructor, updated syllabus

- Student Petitions
  - Substituting a non-AC Berkeley course
  - Substituting an other college course
AC Courses

Tips & Resources

- AC Suffix
- AC course versus non-AC course
- Approved AC Course List

Berkeley:
http://academic-senate.berkeley.edu/committees/amcult/approved-berkeley

Other Colleges:
http://academic-senate.berkeley.edu/committees/amcult/approved-other
Student Facilitated Courses (SFCs)

Special Studies Courses

- Field Study Courses 97/197

- **Directed Group Study 98/198**
  - Student-Facilitated Courses & DeCals

- Supervised Independent Study 99/199
SFCs

Course Proposal Packets

- Course Proposal Form
- Completed unit value worksheet
- Fully developed syllabus
  - Description of the matter to be studied
  - Method(s) of instruction
  - Number of units being credited
  - Method of evaluation of student performance
- Instructor of record letter of support
SFCs

New for Spring 2018 Courses

- Course Proposal Form (updated)
- Instructor of Record Letter of Support (new)
  - 5 questions
  - Department letterhead
  - For each proposal
- Student Facilitator Training (new)
  - UCFTR Start-up Workshop
  - Craft of Facilitating course
  - Any other UCFTR facilitated training
SFCs

FAQs and their Answers

- Who can be an instructor of record?
- Is my academic unit approved to sponsor 98s/198s?
- How do I know if a course proposal has been approved?
- When is the submission deadline?
- What happens if I miss the submission deadline?
Announcements

- Academic Senate Website Make-over
- COCI Statement on the Use of Social Media as an Instructional Activity
- CMS and CS (SIS)
Resources

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

- Courses: Sumali Tuchrello
  sumali@berkeley.edu / x27212

- Variances: Linda Corley
  lindac@berkeley.edu / x24340

Questions?