

**Annual Report: Academic Year 2015-16  
Davis Division: Academic Senate**

**Committee on Courses of Instruction (COCI)**

Total Meetings: 9	Meeting frequency: 3 times a quarter	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: 538	Total reviewed or deferred from the previous year: 10	Total deferred to the coming academic year: In ICMS: 14
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Issues considered by the committee.

- 1) Davis Division Regulation 538 revision: The committee voted to revise DDR 538 to remove the provisions against online take-home final exams to bring the policy more in line with in-person courses. The revision was approved by Executive Council and will be brought to the Representative Assembly in the fall.
- 2) New course approval system: The committee provided feedback and suggestions for instructional help videos in the new system and tested the system's functionality before campus-wide implementation. After its roll-out, COCI also completed a review of courses in the new system in order to provide feedback for future improvements.
- 3) Learning activity revisions: The committee reevaluated criteria for learning activities in light of the unit calculator in the new course approval system. Many were revised to be more flexible with the distribution of in-class and out-of-class work hours. A new document with these new criteria was put on the COCI webpage.
- 4) School of Nursing MOU: The committee came to an agreement with the School of Nursing to delegate course approvals in the 300 and 400 level to the SoN.
- 5) Equitable course delivery: After reviewing a number of courses this year which proposed to use simulcast lectures and other methods of non-standard course delivery due to insufficient classroom space, the committee issued a policy stating such courses would not be approved due to concern over providing equal educational opportunities for all students.
- 6) No credit 199 courses: The committee was consulted on a proposal for a new 199 course type which would offer no credit. The intended purpose was to allow those who would otherwise be discouraged from research due to unit caps to participate and to better track undergraduate research. After discussion, the committee advised the Academic Senate Chair that the justifications were not compelling enough at this time to recommend a new course type, and that there were concerns about potential negative philosophical and logistical consequences of doing so.

- 7) Criteria for Academic Credit: COCI reviewed defining requirements for a course to be eligible for academic credit, as proposed by the Special Academic Programs committee. Despite the potential benefits of a written policy, after extensive discussion, the committee determined that it would be challenging to craft a policy that is not too narrow or too broad for all courses on campus. Thus COCI concluded that it would not be advisable to adopt any policy defining criteria for Academic Credit in UC Davis courses at this time.
- 8) Special Academic Programs: The committee submitted a proposal to Academic Senate Chair Knoesen recommending that in the future, the Special Academic Programs committee should act as the equivalent of a college educational policy/courses committee for all new courses and course modifications proposed by the programs it oversees; i.e., review of course proposals by the SAP committee should be inserted as a step between proposal by the program/department and review by COCI. The proposal was subsequently approved by the Executive Council.
- 9) Student-Facilitated courses: The committee adopted templates for completion of proposals from departments to offer the four courses associated with Student-Facilitated courses, numbered 98F, 198F, 199FA, and 199FB. These templates have been posted to the COCI web page.
- 10) Undergraduate business major: The committee reviewed and commented on a proposal from the Graduate School of Management to establish an undergraduate major in Business Administration. COCI's response focused on concerns about the possibility that new courses that would be developed for the new major would have significant overlap of existing courses offered by the department of Economics. While not taking a position either opposed to or in favor of the new major (approval of which not COCI's purview), the committee noted that it would have to consider course overlap issues when reviewing proposals for new courses associated with the major.
- 11) Summer workgroups: The committee appointed representatives to two workgroups convened for the summer of 2016: the Executive Council Faculty GE Diversity Workgroup, charged with reviewing data related to courses certified for Domestic Diversity General Education credit, and the joint Administration-Senate workgroup charged with reviewing the possibility of expanding the use of the campus testing center and on-line proctoring services for on-line courses offered to UC Davis students.

**Recommended procedural or policy changes for the coming year (to be vetted by the new committee):**

Finalize DDR 538 revision and bring to Representative Assembly. The provisions regarding exams on dead days may require further revisions.

**Committee's narrative:**

**Course Requests**

The primary duty of the Committee is to review and act upon requests to add new courses and change or cancel existing courses. The following table summarizes our actions from September 1, 2015 through August 31, 2016.

**Total Approved**

**452**

Undergraduate			288
	New	133	
	New Version	125	
	Discontinued	30	
Graduate			139
	New	78	
	New Version	40	
	Discontinued	21	
Professional			25
	New	16	
	New Version	9	
	Discontinued	0	

**Total Relegated**

**86**

Undergraduate			56
	New	28	
	New Version	28	
	Discontinued	0	
Graduate			29
	New	19	
	New Version	9	
	Discontinued	1	
Professional			1
	New	0	
	New Version	1	
	Discontinued	0	

**Associate Instructors**

The Committee also is required to approve/reject requests from departments to use advanced graduate students to teach upper-division courses. The Chair normally does this without consulting with the Committee (except as needed) and by following explicit Committee policy on this matter. This year the Committee received and approved 159 Associate Instructors from 45 different departments.

**Nonstudent Teaching Assistants**

The Committee is required to approve/reject requests from departments to use teaching assistants who are not UCD students. Normally, this task is delegated to the chair. The Committee received and approved 30 requests from 7 departments.

**Undergraduate Teaching Assistants**

The Committee is required to approve/reject petitions for the use of undergraduates as teaching assistants (this is an exception to policy). The Committee received and approved 11 petitions from 7 departments.

### **Undergraduate Readers**

Like undergraduate teaching assistants, undergraduate readers are to be used only in exceptional circumstances. The Committee has written and maintains policy for the hiring of undergraduate readers.

### **Grading Variances**

The Committee must approve requests to change course grading from Pass/No-Pass or Satisfactory/Unsatisfactory to letter grade or vice-versa. Normally this task is delegated to the Chair. Following the process described in the Committee web page, the Committee granted grading variances in 53 classes.

### **Independent Study Program**

The Committee must approve proposals from students to participate in the Independent Study Program, which allows upper-division students the opportunity to concentrate on a single subject or area of interest for a period of one or two quarters.

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## **Committee on Courses of Instruction (COCI)** **Committee Membership 2015-2016**

### At-large Members

Daniel Potter, Chair  
Timothy Beatty  
Stephen Boucher  
Christopher Cappa  
Hwai-Jong Cheng  
Katie Harris  
Benjamin Morris  
Terry Murphy  
William Ristenpart  
John Slater

### Ex-officio Members

Joshua Clover  
Greta Hsu  
Bo Liu  
Elias Lopez (non-voting)  
Lee Michael Martin  
Helen Raybould  
Kenneth Shackel  
Benjamin Shaw  
Colleen Sweeney

### Academic Federation Representative

Susan Catron

### GSA Representative

Dan Villarreal

### Academic Senate Analyst

Edwin M. Arevalo, Executive Director of the Davis Division  
Clin Xu, Analyst