

**Annual Report: Academic Year 2014-15**  
**Davis Division: Academic Senate**

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

Total Meetings: 7	Meeting frequency: 2-3 times a quarter	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: 462	Total reviewed or deferred from the previous year: 76	Total deferred to the coming academic year: In ICMS:10
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Issues considered by the committee.

1) BIS 2B Hybrid Course Offering:

The Committee reviewed and discussed a proposal from instructors of BIS 2B to pilot a new delivery method for the course for one quarter, in which some students enrolled in the course would be allowed to opt out of attending live lectures, and would instead view and listen to recorded versions of those lectures on-line. The committee voted to approve the proposal for one quarter only, with several conditions intended to protect students and to provide data on the performance of students in the on-line lecture only group that could inform decisions about future similar proposals.

2) GE Literacy Questions for the course approval system:

The Committee developed and approved guiding questions to be included in the GE Literacy section of the new course approval system. For each GE literacy in which certification is requested, course proposers will be asked to address one or two questions about how the specific elements of the literacy, as defined in the relevant Academic Senate regulation, will be addressed by the course, and a question about how student mastery of the literacy will be assessed.

3) Prerequisite Enforcement System:

The Committee discussed and provided comments on the proposal for a Prerequisite Enforcement System from the Campus Registrar. In general, the committee was supportive of the proposal; few recommendations for improvements and clarifications were provided.

4) First Year Experience Implementation Plan:

The Committee reviewed and provided comments on the First Year Experience Implementation Plan, focusing primarily on Objective 2, which discussed piloting a first-year seminar on navigating the university, related to information provided to students during orientation and Welcome Week, with the intention of eventually serving most first-year students. The committee expressed several concerns about this objective,

including questions about the academic content of such a seminar, and objections to the suggestion presented in the Plan that large-scale offering of such a seminar should replace the existing first-year seminar program.

5) Physical Education (PHE) Courses.

COCI reviewed and approved revised proposals for the courses PHE 1 and PHE 6, which the Physical Education program submitted in response to the review of the program by the Special Academic Programs (SAP) Subcommittee of the Undergraduate Council, in which concerns about the academic content of those courses were raised.

6) College and School Workflows and ICMS Implementation:

COCI viewed a demonstration of the new ICMS presented by representatives from the Office of the Registrar. In general, the Committee was pleased with the new system, which includes improvements in several features compared to the existing system.

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

**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, 2014 through August 31, 2015.

**Total Approved 376**

Undergraduate			207
	New	64	
	New Version	109	
	Discontinued	34	
Graduate			141
	New	43	
	New Version	39	
	Discontinued	59	
Professional			28
	New	7	
	New Version	20	
	Discontinued	1	

**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 126 Associate Instructors from 30 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 16 requests from 4 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 6 petitions from 3 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 51 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. The Committee approved one proposal for an Independent Study from a student majoring in Economics for winter quarter, 2015.

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**Committee on Courses of Instruction (COCI)**  
**Committee Membership 2014-2015**

**At-large Members**

Daniel Potter, Chair  
Timothy Beatty  
Stephen Boucher  
Christopher Cappa  
Hwai-Jong Cheng  
Benjamin Morris  
Terry Murphy  
William Ristenpart  
Anthony Passerini  
Eric Rauchway  
Kriss Revetto-Biagioli

Ex-officio Members

Joshua Clover

Munashe Chigerwe

Elias Lopez (non-voting)

Greta Hsu

Helen Raybould

Lee Michael Martin

Amit Kanvinde

Jeanette Natzle

Kenneth Shackel

David Wisner

Academic Federation Representative

Susan Catron

GSA Representative

Dan Villarreal

Academic Senate Analyst

Edwin M. Arevalo, Associate Director of the Davis Division