Annual Report: Academic Year 2006-07
Davis Division: Academic Senate

Committee on Courses of Instruction (COCI)

Total Meetings: 2	Meeting frequency: as needed	Average hours of committee work each week: 4 (when courses were being reviewed)

Total: <u>558</u> Courses Reviewed	Total # of reviewed or deferred from the previous year: <u>198</u>	Total deferred to the coming academic year: <u>238 (at the senate level)</u>

Listing of bylaw changes proposed:
none

Issues considered by the committee
1) Policy on the hiring of Associate Instructors (AI) to teach Summer Sessions courses: Chair McDonald felt that AI appointments were too numerous during the summer. It seemed that some departments were staffing their entire department with AI's. Chair McDonald raised the issue with the necessary individuals.

Recommended procedural or policy changes for the coming year:
The Chair of COCI, Roger McDonald, and the COCI analyst, Edwin M. Arevalo, agreed that the policies and procedures that have been provided to the campus regarding COCI procedures need to be updated. The COCI analyst, in coordination with the new committee, will help develop a more detailed and helpful document. Also, Chair McDonald felt that the Course Approval Form (CAF) is not working well for the campus. It was brought up that many of the individuals inputting courses into the CAF, whether faculty and/or staff, were not understanding how and why certain information went into the designated fields. The Chair felt that the system should be upgraded and be programmed to catch any user errors. Currently there is a CAF work group that is looking at the system and trying to analyze how the system can be more user-friendly.

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, 2006 through August 31, 2007.

	New	Change	Cancel	Total
undergraduate	131	92	158	381
graduate	79	61	35	175
professional	1	1	0	2
Total	211	154	193	558

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 133 Associate Instructors from 30 different departments.

Professor Bryan Weare assisted in reviewing AI appointments during the summer session.

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 5 requests from 1 department.

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 4 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. However, the Committee does not receive and review petitions for 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 36 classes.

Professor Bryan Weare assisted in reviewing Grading Variances during the summer session.

ACADEMIC SENATE
Committee Membership 2006-2007

<u>At-large Members</u>
Roger McDonald, Chair
Linton Corruccini
Adela De La Torre
Joanne Engebrecht
Mohamed Hafez
Benjamin Shaw

<u>*Ex-officio* Members</u>
Robert Hansen
James Holcroft
Ross Boulanger
James Holfcroft
Thomas Joo
Tonya Kuhl
Patricia Moran
Ruth McDonald
Frank Wada
Richard Plant
Stephen White
Tobin White
David Woodruff

<u>Academic Federation Representative</u>
Kenneth Hilt

<u>Undergraduate Student Representative</u>
Randall Larson-Maynard

<u>Staff Consultant</u>
Anastasia Bondarchuck
Marcus Tang

<u>Academic Senate Analyst</u>
Edwin M. Arevalo, Assistant Director of the Academic Senate Office

<u>Summer Task Force (AI Review)</u>
Bryan Weare
Karen Watson-Gegeo