Annual Report: Academic Year 2007-08
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>1135</u> Courses Reviewed	Total # of reviewed or deferred from the previous year: <u>238</u>	Total deferred to the coming academic year: <u>0</u> (at the senate level)

Listing of bylaw changes proposed:
none

Issues considered by the committee

1) Policy on the hiring of Associate Instructors (AI):
   The Guidelines for Associate Instructors were revised to better clarify expectations for each AI petition reviewed. The revised Guidelines are located on the Academic Senate web-page.

2) Web-Based form - Petition to hire Associate Instructors:
   Chair Clark felt that the electronic form (petition) to hire AI's was not clear enough. The form has now been updated and is available on the Academic Senate web-page.

3) New Course Approval System (Curriculum Management):
   The committee heard a proposal from the Registrar & Decision Academic (via phone) on the new proposed Curriculum Management Course Approval System. The committee felt that system seemed very helpful and would be an improvement to the current system. Some committee members also felt that due to budgetary issues affecting the campus, the new system would be too costly to purchase and implement in the coming months.

Recommended procedural or policy changes for the coming year:
    A. 2007-08 COCI Policy on Course Approvals

The Senate committee will mainly set policy. It will delegate to the College and Graduate courses committees the actual approval of courses in their purview, subject to the following understandings:

(1)   All courses approved by the College and Graduate committees will require 3 hours of work per week by students per unit of credit (with typically 1 hour of contact time per week).

(2)   Undergraduate courses without a final exam should explain satisfactorily how the grade will be determined (courses with final exams do NOT need to have specific grading percentages).

(3)   The College and Graduate committees will check for course duplications.

When courses are forwarded to the Senate committee they should indicate in the "Annotations and comments" section only the approval by the appropriate College or Graduate committee. In this case the approval will be processed immediately, and passed on to the editor in the Registrar's Office.

The Senate committee will be responsible for approving courses for a General Education designation. If such a designation is requested for a course it would be helpful if this is also noted in the comments section.

It will help the catalog editor if the courses committees would check that the Course Descriptions are grammatical and clear.

    B. Revised Guidelines for Associate Instructor - Graduate Students

Graduate students should be appointed to teach upper division courses (numbered 100-199) as an Associate Instructor-Graduate Students (AI) only as part of their professional development. Such students in almost all cases will be in the later stages of their PhD program, and have had experience as a Teaching Assistant or equivalent. Graduate students should not, except in exceptional circumstances, be used to teach upper division courses merely to meet staffing shortages. This rule applies to the summer terms as well as the rest of the academic year.

Appointment of Associate Instructors or AI's for upper division courses must first be approved by the Committee on Courses of Instruction. Requests for approval, in line with the statement above, must contain:

1. Certification that the student has advanced to candidacy for the PhD degree (or explanation for why an exception to this requirement is appropriate).

2. Evidence that the student has previous teaching experience (including as a TA), and a summary of student evaluations from this experience.

3. Certification that the student's dissertation advisor and the chair of the department offering the course have approved the request.

4. Certification that a faculty member will serve as a mentor to the student, available to provide guidance and feedback.

Except in exceptional circumstances COCI will not approve more than one request for an AI appointment for a student in each year (academic year and summer sessions).

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, 2007 through August 31, 2008.

	New	Change	Cancel	Total
undergraduate	270	392	159	821
graduate	109	110	50	269
professional	10	29	6	45
Total	389	531	215	1135

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 114 Associate Instructors from 27 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 7 requests from 3 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 13 petitions from 6 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 <u>68</u> classes.

ACADEMIC SENATE
Committee Membership 2007-2008

<u>At-large Members</u>
Gregory Clark, Chair
Robert Bell
Linton Corruccini
Adela De La Torre
Benjamin Shaw
Alan Stemler

<u>Ex-officio Members</u>
Hector Baldis
Richard Castanias
Rachael Goodhue
James Holcroft
Patricia Moran
Jeanette Natzle
Jon Jay Ramsey
Kenneth Schackel
Frank Wada

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

<u>ASCUD Representative</u>
Evan Clark
Adina Johnston

<u>Staff Consultant (Registrars Office)</u>
Randall Larson-Maynard, Senior Editor/Curriculum Coordinator

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