Annual Report: Academic Year 2008-09
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: 409 Courses Reviewed	Total # of reviewed or deferred from the previous year: 0	Total deferred to the coming academic year: 115 (at the senate level)

Listing of bylaw changes proposed:
none

Issues considered by the committee
1) GE Implementation: This past year, COCI was involved in discussing the GE Implementation that is due to be in place by Fall 2011. The COCI Chair and committee were consulted on a possible implementation system and process. 2500 GE courses are slated to come to COCI during the 2009-2010 academic year.   The system that was developed by Student Affairs is called the General Education Tracking System. The system was created as an interim system to streamline the approval (at various levels) of the designated GE courses.   2) New Integrated Curriculum Management System (ICMS). COCI viewed a presentation by the Academic Registrar's Office about the new ICMS, scheduled for implementation in Spring 2010. COCI collated comments on behalf of college curriculum committees and gave feedback to the Academic Registrar about the potential new system.

Recommended procedural or policy changes for the coming year: (none)

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, 2008 through August 31, 2009.

	New	Change	Cancel	Total
undergraduate	71	92	35	198
graduate	107	24	13	144
professional	28	29	10	67
Total	206	145	58	409

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 118 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 11 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 5 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 29 classes.

ACADEMIC SENATE
Committee Membership 2008-2009

At-large Members
Marcel Holyoak, Chair
Julian Alston
Robert Bell
Matthew Bishop
Benjamin Shaw

Ex-officio Members
Matthew Augustine
Beth Bechky
Rachael Goodhue
James Holcroft
Angelique Louie
Jeanette Natzle
Patricia Pesavento
Kenneth Schackel
Frank Wada
Tobin White

Academic Federation Representative
Gail Martinez

ASCUD Representative
Marcus Tang

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

Academic Senate Analyst
Edwin M. Arevalo, Assistant Director of the Academic Senate Office