

**Annual Report: Academic Year 2009-10
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)
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Total: <u>407</u> Courses Reviewed	Total # of reviewed or deferred from the previous year: <u>0</u>	Total deferred to the coming academic year: GE Courses: <u>2000+</u> In ICMS: <u>350</u>
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Listing of bylaw changes proposed:

none

Issues considered by the committee

1) GE Implementation:

This past year, COCI was very much involved in the planning and pre-review of GE implementation. The COCI Chair was a part of the GE Task Force which oversaw the review of 2000+ courses with GE designations at the department level. COCI commends the efforts of the GE Task Force chaired by Chris Thaiss. COCI will conduct the final review of GE courses this Fall.

2) Integrated Curriculum Management System (ICMS – Curriculum):

ICMS - Curriculum was released during the summer (2010). The OUR and Academic Senate staff coordinated on the implementation and training of the new system. Curriculum is the first application to be adopted by UCD of the three software applications that make up ICMS.

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, 2009 through August 31, 2010.

	Total
undergraduate	158
graduate	232
professional	17
Total	407

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 116 Associate Instructors from 35 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 10 requests from 2 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 10 petitions from 2 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 28 classes.

ACADEMIC SENATE
Committee Membership 2009-2010

At-large Members

Marcel Holyoak, Chair
Annamaria Amenta
Robert Bell
Yvette Flores
Graham Fogg
Lesilee Rose
Sabyasachi Sen
Benjamin Shaw
Steven Theg

Ex-officio Members

Matthew Augustine
Alan Buckpitt
Jeanette Natzle
Miroslav Nincic
John Rose
Kenneth Schackel
Pieter Stroeve
Frank Wada
Tobin White
Robert Yetman

Academic Federation Representative

Gail Martinez

GSA Representative

John Peterson

ASCUD Representative

Edward Cardman

Staff Consultant (Registrars Office)

Randall Larson-Maynard, Senior Editor/Curriculum Coordinator

Academic Senate Analyst

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