

**Annual Report: Academic Year 2010-11  
Davis Division: Academic Senate**

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

Total Meetings: 2	Meeting frequency: As needed. Most of the work was done online via ICMS and GETS	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: <u>766</u> Courses Reviewed in ICMS <u>3112</u> Courses were processed through GETS	Total # of reviewed or deferred from the previous year: <u>All GE3 courses reviewed in GETS</u>	Total deferred to the coming academic year: In ICMS: <u>50</u>
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Issues considered by the committee

- 1) GE Implementation: This past year, COCI was tasked with the review of all the proposed new GE (GE3) courses. Working with College courses committees the committee reviewed sample batches of courses in each GE topic and eventually approved 3112 courses through the GETS system. Departments that were delayed in requesting GE credit for courses were assisted throughout the year so that the maximum number of courses was processed prior to the deadline for the Course Catalog Supplement. Multiple memos were sent to campus informing them of progress and deadlines during the year.
- 2) Integrated Curriculum Management System (ICMS – Curriculum): The introduction of the new ICMS Curriculum course review system in July 2010 led to COCI requesting improvements to the system’s speed in December 2010 and various bug fixes/enhancements and added functionality through the year.
- 3) Online course approval was considered both for UC-Davis courses and the System-wide pilot. Concerns over the UC-wide pilot program were voiced to the organizers and COCI submitted comments via the division.
- 4) The committee gave feedback on documents circulated for feedback by Graduate Studies, Undergraduate Council and others, including the following: Update on Policies for Graduate Student Appointments; types of course offering by UC-Davis Extension; Workload Course Review Procedures; The right to delegate to colleges the ability to evaluate non UC-courses with respect to their GE equivalency; Instruction of “student-led” courses; need for an ICMS working group; streamlining curriculum review; GE guidelines for departmental advisors; a proposal to reshape Graduate Studies at UC Davis; and a proposal for Online Student Teaching Evaluations from the Special Committee on Student Evaluation of Teaching.

**Recommended procedural or policy changes for the coming year:**

COCI will be reviewing and amending its policies and procedures in 2011-12.

**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, 2010 through August 31, 2011.

<b>Approved</b>		<b>533</b>
Undergraduate		434
	New	93
	New Version	311
	Discontinued	30
Graduate		90
	New	46
	New Version	37
	Discontinued	7
Professional		9
	New	2
	New Version	6
	Discontinued	1

**With General Education Impact** **383**

<b>Rejected/Deny</b>		<b>233</b>
Undergraduate		215
	New	33
	New Version	182
	Discontinued	
Graduate		17
	New	14
	New Version	3
	Discontinued	
Professional		1
	New	1
	New Version	
	Discontinued	

**With General Education Impact** **213**

**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 143 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 2 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 35 classes.

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**Committee on Courses of Instruction (COCI)**  
**Committee Membership 2010-2011**

At-large Members

Marcel Holyoak, Chair  
Robert Bell  
YeuYue Fan  
Yvette Flores  
Richard Green  
Terence M. Murphy  
Lesilee Rose  
Benjamin Shaw

Ex-officio Members

Matthew Augustine  
Kenneth Beck  
Chris M. Drake  
Angelique Y. Louie  
Lee Michael Martin  
Jeanette Natzle  
Kenneth Schackel  
Frank Wada  
Robert Yetman

Academic Federation Representative

Sean McDonnell

GSA Representative

John Peterson

Staff Consultant (Registrars Office)

Randall Larson-Maynard, Senior Editor/Curriculum Coordinator

Academic Senate Analyst

Edwin M. Arevalo, Associate Director of the Davis Division