

**Annual Report: Academic Year 2011-12  
Davis Division: Academic Senate**

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

Total Meetings: 4	Meeting frequency: As needed. Most of the work was done online via ICMS.	Average hours of committee work each week: 4 (when courses were being reviewed).
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Total: <u>401</u> Courses Reviewed in ICMS	Total reviewed or deferred from the previous year: <u>50</u>	Total deferred to the coming academic year: In ICMS: <u>220</u>
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Issues considered by the committee

- 1) GE Implementation
- 2) UCOE Program & Implementation
- 3) Proctoring Online Exams
- 4) Teaching/Course Evaluations
- 5) Requests for Consultation

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

COCI will be reviewing and/or amending some of its policies and procedures in 2012-13, e.g., in relation to exams for online courses and the course approval workflow.

**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, 2011 through August 31, 2012.

<b><u>Approved</u></b>		<b>338</b>
Undergraduate		234
	New	52
	New Version	161
	Discontinued	21
Graduate		98
	New	62
	New Version	13
	Discontinued	23
Professional		6
	New	5
	New Version	0
	Discontinued	1

**With General Education Impact** **217**

<b><u>Rejected/Deny</u></b>		<b>63</b>
Undergraduate		56
	New	17
	New Version	39
	Discontinued	0
Graduate		6
	New	4
	New Version	2
	Discontinued	0
Professional		1
	New	1
	New Version	0
	Discontinued	0

**With General Education Impact** **29**

**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 158 Associate Instructors from 26 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 13 requests from 5 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 0 petitions from 0 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 25 classes.

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**Committee on Courses of Instruction (COCI)**  
**Committee Membership 2011-2012**

**At-large Members**

Benjamin Shaw, Chair  
Marta Altisent  
Richard Green  
David Hawkins  
Nelson Max  
Terence M. Murphy  
David Webb  
Becky Westerdahl

Ex-officio Members

Moradewun Adejunmobi

Rachel Chen

Angelique Y. Louie

Elias Lopez

Lee Michael Martin

Jeanette Natzle

Kenneth Shackel

Judith Turgeon

Academic Federation Representative

Sean McDonnell

GSA Representative

Dan Villarreal

Academic Senate Analyst

Edwin M. Arevalo, Associate Director of the Davis Division