## Committee on Courses of Instruction (COCI)

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

### 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.

<table>
<thead>
<tr>
<th>Approved</th>
<th>338</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>234</td>
</tr>
<tr>
<td>New</td>
<td>52</td>
</tr>
<tr>
<td>New Version</td>
<td>161</td>
</tr>
<tr>
<td>Discontinued</td>
<td>21</td>
</tr>
<tr>
<td>Graduate</td>
<td>98</td>
</tr>
<tr>
<td>New</td>
<td>62</td>
</tr>
<tr>
<td>New Version</td>
<td>13</td>
</tr>
<tr>
<td>Discontinued</td>
<td>23</td>
</tr>
<tr>
<td>Professional</td>
<td>6</td>
</tr>
<tr>
<td>New</td>
<td>5</td>
</tr>
<tr>
<td>New Version</td>
<td>0</td>
</tr>
<tr>
<td>Discontinued</td>
<td>1</td>
</tr>
</tbody>
</table>

With General Education
Impact | 217 |

| Rejected/Deny | 63 |
| 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