

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

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

Total Meetings: 7	Meeting frequency: 2-3 times a quarter	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: 972	Total reviewed or deferred from the previous year: 100	Total deferred to the coming academic year: In ICMS: 76
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Issues considered by the committee.

- 1) **Course Evaluation Policy:**  
 The committee made some minor modifications to the course evaluation policy drafted by the previous year's committee and approved the finalized policy, which took effect beginning Winter, 2014. The campus was notified of the new policy in the call for the October 28, 2013 Representative Assembly meeting.
- 2) **Student-Facilitated Courses:**  
 The committee developed a policy on student-facilitated courses, and, in consultation with the Office of the Registrar, established four new course numbers that provided a structure and a consistent process through which undergraduate students can receive academic credit for developing and teaching courses for other students. The campus was notified of the new policy in the Spring 2014 Academic Senate Quarterly Newsletter.
- 3) **Learning Activities Definitions:**  
 The committee continued to work on a document defining the learning activities for campus courses.
- 4) **Designation of Sierra Institute Courses as X-100:**  
 The committee discussed a request to review field courses offered through the Sierra Institute, administered by UC Davis Extension. The committee reviewed and approved 14 such courses, adopting a special process in which packets of information, including course descriptions and instructor CVs were submitted, by UC Davis Extension and reviewed by the COCI Chair. Because the number of courses was relatively small, this special process did not result in a significant increase in workload, but if the number of proposed X100 courses increases significantly in the future, the committee may wish to revisit the issue.
- 5) **WASC Report and Visit:**  
 In preparation for the WASC on-site review visit in April, 2014, the committee contributed a brief description of the process for GE certification of courses to a report that was provided to the review team. In addition, the COCI Chair was a member of the WASC Steering Committee and participated in several of the on-site review meetings.
- 6) **Request for Proposal (RFP) - New Course Approval System:**  
 The COCI Analyst and COCI Chair were members of the RFP committee for the new course approval system.
- 7) **Prerequisite Management/Enforcement:**  
 The committee discussed and responded a memo from the Undergraduate Council

requesting that the campus adopt consistent definitions and applications related to prerequisite courses. In follow-up discussions among the Registrar, Undergraduate Council Chair, Academic Senate Leadership, and COCI Chair, recommendations for a campus-wide policy on prerequisite management were discussed. The Academic Senate Chair then submitted a formal request to the Registrar to draft a proposal to develop a system of prerequisite enforcement consistent with those recommendations. During these discussions, it was also decided that COCI would no longer review revised course proposals in which the only change is in the prerequisites, but that such changes would continue to be reviewed at the department and college levels.

8) GE Credit for Systemwide On-line Courses:

The committee received a request for certification of GE Scientific Literacy credit for a Systemwide on-line course developed by faculty at UC Irvine. COCI adopted a special process to review the request, in which the instructors sent a brief description of the course and a statement of justification for the GE credit to the COCI chair. These items were then reviewed by COCI membership; the request was denied because committee members felt the justification was inadequate and not supported by the description of course contents. The incident called attention to the need to develop a formal policy and process for reviewing such requests in the future.

9) Impact of New Budget Model on Course Approval Requests:

The committee composed and sent a letter to the Academic Senate Chair expressing concerns about the potential negative impacts of the new budget model on the quality of undergraduate education at UC Davis. Specifically, the committee expressed concerns that giving colleges, schools and divisions financial incentives based on increased undergraduate enrollments may be resulting in increased requests for GE credit that are not adequately justified and in increased cases of significant course overlap between departments.

10) Increase in committee membership

The committee endorsed a proposed by-law change, suggested by the Committee on Committees and submitted by the Committee on Elections Rules and Jurisdiction, increasing the number of members of COCI by four. The by-law change was approved by the Representative Assembly at its meeting on June 3, 2014.

**Recommended procedural or policy changes for the coming year (to be vetted by the new committee):**

Complete learning activities definitions.

Discontinue review of course proposals when the only change is to prerequisites; consider same for Repeat Credit and Credit Limitations.

Consult with college course committees to ensure consistency on what is expected and to reduce redundancy in reviews where appropriate.

Review and clarify criteria for GE certification. Develop specific guiding questions that can be incorporated into the new course approval system for the justification field for each GE literacy.

Review format and procedures for approval of petitions for Associates-In, Undergraduate TAs, and Grading variances.

Revise posted Committee policies to reflect recent changes.

**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, 2013 through August 31, 2014.

<b>Total Approved</b>			<b>803</b>
With GE Impact			453
Undergraduate			524
	New	155	
	New Version	282	
	Discontinued	87	
Graduate			239
	New	99	
	New Version	46	
	Discontinued	94	
Professional			40
	New	38	
	New Version	2	
	Discontinued	0	

<b>Total Relegated</b>			<b>169</b>
With GE Impact			148
Undergraduate			149
	New	30	
	New Version	119	
	Discontinued	0	
Graduate			20
	New	12	
	New Version	8	
	Discontinued	0	
Professional			0
	New	0	
	New Version	0	
	Discontinued	0	

### 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 146 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 18 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 3 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 51 classes.

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## **Committee on Courses of Instruction (COCI)** **Committee Membership 2013-2014**

### At-large Members

Daniel Potter, Chair  
Roland Freund  
Terry Murphy  
Kriss Ravetto-Biagioli  
William Ristenpart  
Craig Warden  
Becky Westerdahl

### Ex-officio Members

Moradewun Adejunmobi  
Christine Johnson  
Amit Kanvinde  
Elias Lopez  
Lee Michael Martin  
Jeanette Natzle  
Kenneth Shackel  
Victor Stango  
Judith Turgeon

### Academic Federation Representative

Janis Williamson

### ASUCD Representatives (did not attend meetings)

Katherine Ispache  
Alleen Tu

### GSA Representative

Dan Villarreal

### Academic Senate Analyst

Edwin M. Arevalo, Associate Director of the Davis Division