

**Annual Report: Academic Year 2012-13  
Davis Division: Academic Senate**

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

Total Meetings: <u>6</u>	Meeting frequency: <u>twice a quarter</u>	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: 705	Total reviewed or deferred from the previous year: 220	Total deferred to the coming academic year: In ICMS: 150
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Issues considered by the committee.

- 1) Testing policy for online courses. As the UC moves towards instituting more online and hybrid courses, more policies on these courses are needed to guide faculty and the campus community. The committee discussed, agreed upon, and approved official new language that online course exams should be allowed to be given at other UC testing centers or the list of approved testing centers. COCI policies were officially updated to reflect this change. Students who take online courses now have the option of taking exams at UC testing centers or the list of approved testing centers as listed in COCI policies. This change will allow online students who live far away from the UCD campus to be able to take exams at more convenient locations.
- 2) Creation of suffixes to distinguish online and hybrid courses. Hybrid and online courses must be distinguished for data purposes. The committee discussed, agreed upon, and officially approved new language to distinguish online and hybrid courses with different suffix letters (V for fully online courses and Y for hybrid courses). Online and hybrid courses are now distinguishable. UC Davis is the first UC campus to create this differentiation.
- 3) Course evaluation policy. There was previously no designation in COCI policies on which courses should be deemed to have course evaluations, and which should not. The committee discussed, agreed upon, and officially approved new language to revise course evaluation policies. The committee approved that course evaluations are optional for Guest Lecture Seminar, Research, and Internship Courses where the course does not include a substantial project, term paper or exam. Additionally, courses with 5 or fewer students will not need to be evaluated. Students' anonymity in small courses is better protected because of this. The committee also approved minimum elements of the course evaluation, which are questions and comments that are required for each department's questionnaires. COCI policies were officially updated to reflect this change. With the minimum elements that the committee came up with, course evaluations across the campus will be more uniform.
- 4) The committee reviewed special batches of courses from the College of Engineering and the Department of Design. The College of Engineering needed to revise the prerequisites of nearly 100 of its courses in order to achieve ABET accreditation. An MOU with the COE was written. Committee members reviewed and approved nearly 100 courses. The Design Department needed to update learning activities and hours, as well as some course content, for about 50 of its courses. The learning activity contact hours were being updated per guidance from the L&S Dean's office, which was to match contact hours for studio classes in

- other departments. Committee members reviewed and approved nearly 50 courses.
- 5) Learning activities. Because there is no current document defining the learning activities for all courses on campus, the committee drafted a learning activities document defining all learning activities. There is now greater clarity for the campus community on learning activity definitions. This document will also help to distinguish between online and hybrid learning activities.
  - 6) Proposal for streamlining the course approval system. The committee reviewed a proposal that was created in 2010 and solicited responses from the schools and colleges. The committee wrote to Academic Senate Chair Nachtergaele with suggestions and a report on feedback received. The Academic Senate Office also now has a specification sheet for the creation of a new online course approval system.
  - 7) School of Veterinary Medicine course evaluation policies. The committee considered whether the School of Veterinary Medicine's online system for student evaluation of courses meets Academic Senate requirements for anonymity of student responses. The committee felt that student anonymity was not sufficiently protected and the matter will be referred to CERJ.
  - 8) The committee worked with the Committee on Planning and Budget to compose a letter to the Provost on issues related to the 2020 report and enrollment management. The committee also provided feedback on the faculty guide.

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

It would be helpful if policies were modified to allow instructors to implement changes in learning activities on a temporary basis, perhaps by notifying COCI directly via memo. This would allow instructors to experiment with new technologies and delivery methods before permanent changes are made to courses.

**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, 2012 through August 31, 2013.

<b>Total Approved</b>	<b>629</b>
With GE Impact	459
Undergraduate	500
New	128
New Version	351
Discontinued	21
Graduate	125
New	119
New Version	0
Discontinued	6
Professional	4
New	2
New Version	2
Discontinued	0

<b>Total Denied</b>		<b>76</b>
With GE Impact		65
Undergraduate		72
New	31	
New Version	41	
Discontinued	0	
Graduate		4
New	3	
New Version	1	
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 155 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 14 requests from 6 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.

**Committee on Courses of Instruction (COCI)**  
**Committee Membership 2012-2013**

At-large Members

Benjamin Shaw, Chair  
Richard Green  
David Hawkins  
Nelson Max  
Terence M. Murphy  
Kris Ravetto-Biagioli  
David Webb  
Becky Westerdahl

Ex-officio Members

Moradewun Adejunmobi  
Amit Kanvinde  
Angelique Y. Louie  
Elias Lopez  
Lee Michael Martin  
Jeanette Natzle  
Kenneth Shackel  
Victor Stango  
Judith Turgeon

Academic Federation Representative

Janis Williamson

ASUCD Representative

Lauren Menz

GSA Representative

Dan Villarreal

Academic Senate Analyst

Edwin M. Arevalo, Associate Director of the Davis Division