

**SUBCOMMITTEE ON COURSES AND CONTINUING,
PART-TIME, AND SUMMER SESSION EDUCATION (SCOC)
ANNUAL REPORT
2011-2012**

The Subcommittee on Courses (SCOC) met nine times during the 2011-2012 academic year. Two additional meetings were handled electronically. SCOC was chaired by Hans (Uli) Bernard (Health Sciences). During the academic year, the Subcommittee reviewed 835 undergraduate course action requests. This included changes to existing courses, establishment of new courses, the deactivation of courses, and course deletions. The distribution of requests follows:

ACADEMIC UNIT	NEW	CHANGE	DELETE	DEACTIVATE	TOTAL
Arts	32	80	8	11	131
Biological Sciences	8	27	7	0	42
Education	1	2	2	0	5
Engineering	25	92	4	0	121
Business	5	3	0	0	8
Health Sciences*	9	13	6	0	28
Humanities	25	134	21	12	192
ICS	16	64	6	0	86
Physical Sciences	2	51	4	2	59
Social Ecology	2	15	5	2	24
Social Sciences	31	35	27	17	110
DUE	3	7	7	0	17
XI (for credit Extension Courses)	12				12
Total	171	523	97	44	835
Percentages	20%	63%	12%	5%	

*Health Sciences = Pharmaceutical Sciences, Nursing Science, and Public Health

SCOC Meeting Procedures

Change in Review Structure for Course Submissions: SCOC's parent committee, the Council on Educational Policy (CEP) updated the course and program approval procedures to streamline and significantly speed up the course review process. In December, 2011, SCOC was appointed the sole council responsible for all aspects of course review and approval, including the General Education (GE) component. Previously the subcommittee Policy was responsible for reviewing GE, which led to significant delays in the course approval process as the course itself was reviewed by SCOC, the GE component by Policy, and then again by CEP.

Beginning in Fall, 2012, SCOC will also be responsible for reviewing all routine program modifications, including changes to majors, minors, specialization, honors programs etc. Up until now, routine reviews of program modifications were handled by Policy. CEP members felt that SCOC, not Policy, was better positioned to review routine program modifications, particularly since almost all of the program modifications are either small adjustments to majors or minors or are conforming changes that are directly linked to recently updated, changed, or deleted courses, rather than to substantive policy changes involving a minor or major's curriculum.

SCOC's workload and priorities. In 2011-2012, SCOC processed a significantly larger number of course action submissions (up 60% from 2010) compared to previous years. SCOC also dealt with numerous special requests from individual faculty and staff asking for expedited review of course submissions and teaching associate exception requests. SCOC feels that its increased workload and the overemphasis on administrative details to courses this year and in recent years is the result of the committee's struggle to keep pace with the natural evolution of a quickly growing and now large university that has reached capacity. For SCOC to fulfill its charge in coming years, the committee may need to prioritize its charges and relinquish some of its duties to units better positioned to review and implement administrative modifications to courses.

Approval of Changes to CEP Bylaw 85. UCI Assembly approved changes to CEP Bylaw 85. The bylaw includes some membership and duties changes for CEP subcommittees: Policy, SCOC, and Assessment. The modification to the membership section of the CEP bylaw was changed for the purpose of elevating the Chairs of SCOC to voting member status. As voting members of CEP, the SCOC Chair has the opportunity to maintain the necessary level of interaction and connection between the subcommittees and the full CEP. The bylaw change also puts CEP in charge of selecting the SCOC vice Chair from the CEP membership each year. The SCOC vice chair serves as a voting member on SCOC and CEP for one year. The following year, the vice Chair of SCOC serves as Chair of SCOC and continues as a voting member of CEP. The continuity from year to year and between subcommittee and committee has become especially important as the range of undergraduate curricular options increase.

Exception Requests for Graduate Students to be employed as Teaching Associates for Upper Division Courses

The Subcommittee on Courses (SCOC) approved 25 exception requests for graduate students to teach upper-division courses (Teaching Associate/Associate In) during the 2011-12 academic year.

Election of Chair

Stephen Barker (Arts) was elected Chair of SCOC for the 2012-13 academic year.

CARRY FORWARD ISSUES

- 1) Implementation of Leapfrog, online course action program**
- 2) Discussion of changes to SCOC's course review procedures**

<p>SCOC Members:..... Uli Bernard, Chair, Health Sciences Robin Bush, Biological Sciences Sean Greenberg, Humanities Ian Harris, ICS Stephen Barker, Arts</p>

Fabio Milani, Social Sciences
Manuel Castano, Engineering
Nai-Fu Chen, Business
Martin Zeman, Physical Sciences
Ex Officio:
Gary Matkin, Dean, UNEX
Elizabeth Bennett, Registrar
Consultants:
Ying Zhang, LAUC-I representative
Leslie O’Neal, University Editor
Paul Lampano, Associate Registrar
Senate Analyst:
Michelle AuCoin

In 2008-2009, the Chair of SCOC sent out and posted a number of memos on SCOC’s procedures in order to clarify issues being raised in an ad hoc way by individual requests that seemed to set off endless debates on the same topic without ever resulting in a single resolution. The *Faculty and Staff Manual: Policies and Procedures for Review and Approval of Undergraduate New or Modified Courses and Degree Requirements* provides information for UCI academic units on all procedures for program and course review. The Chair also provided guidance to SCOC members on how to frame issues related to course review policy that are inevitably raised by members year after year.