

**SUBCOMMITTEE ON COURSES AND CONTINUING,
PART-TIME, AND SUMMER SESSION EDUCATION (SCOC)
ANNUAL REPORT
2009-2010**

The Subcommittee on Courses (SCOC) formally met nine times during the 2009-2010 academic year and was chaired by Peter Bowler, Ecology and Evolutionary Biology. During the academic year the Subcommittee reviewed 584 undergraduate course action requests. This included changes to existing courses, establishment of new courses, reactivation or deactivation of courses, and course deletions. The distribution of requests follows:

Academic Unit	New	Change	Delete	Reactivate	Deactivate	Total
Arts	14	57	6	0	4	81
Biological Sciences	12	21	16	0	1	50
Education	8	4	0	0	0	12
Engineering	2	28	3	0	1	34
MSB	0	3	0	0	0	3
Health Sciences*	2	26	0	0	0	28
Humanities	12	109	1	0	4	126
ICS	6	42	3	0	0	51
Physical Sciences	7	48	3	0	1	59
Social Ecology	2	32	11	0	0	45
Social Sciences	9	50	24	0	2	85
DUE	2	5	1	0	0	8
UNEX	2	0	0	0	0	2
Total	78	425	68	0	13	584
Percentages	.13	.73	.12	0	.02	

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

Exceptional Approval of Teaching Associates (Associate In) to Teach Upper Division Courses

The Subcommittee on Courses (SCOC) reviewed 56 exception requests for graduate students to teach upper-division courses (Teaching Associate/Associate In) during the 2010 Summer Session. The submissions were divided equally among voting members and handled outside of regular SCOC meetings as needed. Approvals, requests for additional information, or follow-up concerns were forwarded to the Subcommittee Analyst electronically. [Additional TA exception requests were approved to teach during the academic year, however those numbers were lost due to a computer error.] The distribution of approved requests for Summer Session follows:

Academic Unit	Summer 2010
Arts	1
Bio Sci	6
Education	1
Engineering	1
MSB	3
Humanities	19
ICS	1
Soc Eco	7
Soc Sci	17
Total	56

Additional Issues Reviewed and Discussed by the Subcommittee on Courses and Continuing, Part-Time, and Summer Session Education (SCOC)

- *Academic Senate Recusal Policy*: Subcommittee members held a brief discussion on the Senate Recusal Policy. Senate council/committee members must recuse themselves when there may be a conflict of interest.

- Sunset Courses: The Committee on Educational Policy (CEP) asked the Registrar to prepare a list of courses that have not been offered in three, four, five or more years. The list includes if the courses satisfy GE requirements. CEP's concern is related to 1) students' ability to plan a course of study using the catalogue, and 2) the "sunset" regulation where inactive courses are removed from the catalogue if they have not been offered for three consecutive years. (Sunset courses may be reactivated by the department at a later date.) The SCOC discussed the Sunset Course List and instructed the Registrar's Office to automatically deactivate any courses that haven't been offered for 5+ years or have never been offered.
 - Units were advised that they could submit a formal request to SCOC if they did not want one or more of the courses on the Sunset list deactivated. The formal request must include a justification as to why the course should remain on the books. SCOC received several of these requests.
- Proposal About Credit-Hour Value: The Executive Vice Chancellor & Provost proposed to increase the credit-hour value of some of UCI's 4-unit undergraduate courses to 5 units within the 180 unit graduation requirement. The proposal was in response to concerns that the four quarter unit value for some courses may be too low. The UCLA Senate implemented re-uniting in 2000-2002 based on Senate Regulation 760 which states: "The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent." In addition to this regulation, the UCLA Senate endorsed guidelines for departments to encourage a comprehensive review of undergraduate courses for possible re-uniting.

CEP and SCOC were asked by the Senate Chair to review this proposal and to consider the following issues:

1. Criteria for the review of courses to meet Regulation 760 requirements.
2. Departments submitting several courses that require changes in the program degree requirements should be submitted as a complete proposal.
3. Departmental communication with affiliated majors and the impact of increased units on courses that serve as prerequisites and requirements for other majors.
4. A post-audit of courses that were increased in units and issues related to implementation such as reducing the number of courses required for the major.

SCOC held a discussion on this issue but, ultimately, the full CEP formed a small subcommittee who performed an analysis of courses in various units and forwarded recommendations, with which the SCOC concurred, to the Senate Cabinet:

1. GE is currently being reevaluated and in the context of GE it is perfectly reasonable to ask whether GE courses should be 5 units.
 2. The issue was raised of whether students are working too hard and whether the courses are being given too low a unit value. There are a few courses where students may be doing five-units of work, such as writing courses, but on the whole most courses seem to be correctly set as four-unit courses.
 3. It was determined that it is up to the units to evaluate their majors and courses and determine if the unit values are wrong. The variation for the same course from instructor to instructor makes it almost impossible to determine the unit value with absolute precision.
 4. The Senate Cabinet also agreed that presently there is no need to increase units campuswide, but to reconsider writing-intensive courses within the context of CEP's re-evaluation of GE requirements.
- Requests for Approval of Teaching Associates (Associate In) (or Teaching Fellows) to Teach Upper-Division Courses
 - SCOC discussed concerns some faculty have about graduate students approved to teach upper-division courses on an exception basis. The UC Senate Manual (750) (B) states that "... Persons holding other instructional titles may teach lower-division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council." The UC Academic Personnel Manual (APM) states: "A Teaching Fellow is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a lower-division course under the general supervision of a regular faculty

member.” When a graduate student is approved to teach an upper-division course, it is under the supervision of a regular faculty member or “faculty of record” during the academic year (fall, winter, and spring quarters). However, during Summer Session, there need be no “faculty of record” to oversee the graduate student.

- Considerable concern was expressed by Subcommittee members about the quality of an upper-division course taught by a graduate student. However, no resolution was reached.

- Systemwide Review of the Report of the Senate Special Committee on Online and Remote Instruction and Residency

- The Executive Summary stated that “...academic studies suggest that expanding remote and online instruction at UC, in appropriate context, may offer opportunities to improve the quality of University-sponsored instruction and increase access to University programs and curriculum.” The report offered eight primary findings and recommendations for the consideration of the Academic Council.

SCOC broadly concurred with the summary recommendation in the Executive Summary and recommended that the online versions of regular courses be required to pass before the SCOC, rather than assume that non-virtual approval of a regular course constitutes de facto consent to offering an online class with SCOC review. This should apply to courses in both Summer Session and the regular academic year, and all UNEX classes provided for credit should similarly be reviewed and approved by the SCOC. The UCI SCOC is in the process of developing guidelines for evaluating and approving online classes.

- Online Summer Session Courses

- In 2007-08 Dean Gary Matkin, University Extension, brought a proposal to the SCOC for a limited experiment of three to five online courses to be offered in summer 2008 and led by full faculty. Ultimately, only one course was offered that year. Dean Matkin reported to the Subcommittee at its October 7, 2008, meeting and a written report was handed out. Summer Session assessed the academic quality of the course, concluding that the one-course experiment was successful. They consequently recommended to SCOC an “expanded offering of online summer session courses in summer 2009”. In addition, they recommended that they “continue with the model of requiring on ground, proctored exams (midterm plus final or just the final, depending on the course)”. SCOC approved the recommendation.

At the June 2, 2009, SCOC meeting Dean Gary Matkin, Molly Schneider, Associate Director, Summer Session, and Jia Frydenberg, Director, UCI Distance Learning Center, provided the Subcommittee with an update on the Summer Session Online Courses experiment. A very thorough preliminary written report was handed out. During summer 2009, seven online courses were offered. It was a broader offering and more ladder rank faculty taught, which was one of their goals.

For summer 2010, Summer Session will be repeating the current courses and a few additional courses will be added. They will not exceed 10% of the overall Summer Session offerings with the online courses. SCOC unanimously approved Summer Session’s request to continue with 2010 planning as proposed.

For the online courses, Summer Session has been going by the Western Association of Schools and Colleges (WASC) standards. However, they plan to expand on those standards, believing that the WASC standards are not as complete as they might be. Summer Session is in the process of drafting its own set of standards. They will ask the Senate to review and support the standards once they are in final form.

- Undergraduate XI Approval Process

- UC Senate Regulation 790 states that UC “Extension courses equivalent to regular session courses at” UCI, “which may have credit value shall be designated by the same numbers with the prefix” XI. UC “Extension courses not equivalent to campus courses, but which may have a credit value, shall be designated by a number with the prefix “X.”

The UCI Extension had not to date been offering XI courses. SCOC received a request to do so. SCOC approved the request and set about the task of drafting guidelines for submission and review of X and XI courses offered for credit. The guidelines include brief statements about Summer Session and Online courses, which will be reviewed further during the 2010-11 academic year.

The final guidelines were forwarded to the full CEP for review and approval. The guidelines were approved at the January 14, 2010, CEP meeting.

- *Policy on Temporary Enrollment Restrictions*

Because of UCI's school and departmental structure, budget constraints have led departments to protect their own majors first. One result of this is that departments are creating duplicate (e.g., Pharmaceutical Sciences and Biological Sciences) courses in their departments to assure their students will be able to get into the courses they need. If current trends continue, it will become increasingly difficult for students to: Remain Undecided/Undeclared, Transfer majors, Fulfill GE requirements, Complete a minor, or Complete professional degree requirements (e.g. medical school) while majoring in an unrelated field. The result is that the university is moving farther toward a professional/vocational degree model in which students must enter with a declared major and stick with that major.

Goals that need to be balanced in considering curriculum decisions are Faculty Retention, Professional and Vocational Training (where students will need to enter with a declared model and stick with that model), Liberal Arts Education, and Low Student Fees.

CEP drafted temporary policy/guidelines for handling enrollment restrictions. If a course already has a restriction that is identified in the General Catalogue, no further action is required. However, if a restriction is not already identified in the General Catalogue, the department must submit a Course Action Form (CAF) to the CEP Subcommittee on Courses for approval of the restriction. This would be for permanent or temporary restrictions. However, since this is a new policy, units were allowed to submit a list of restrictions rather than an individual CAF for each course.

Restrictions of this type will not normally be granted if the students prevented from enrolling in the class include students who could use it to satisfy their major requirements, minor requirements, requirements to transfer into a major, general education requirements, or the requirements of a future professional program.

SCOC was designated as the Subcommittee to which the lists of restriction requests are submitted. Numerous requests were received. However, it was noted that a good number of the courses to be restricted fulfill GE requirements. As a result, the lists of courses fulfilling GE were forwarded to the Programs and Policy Subcommittee (PPS) for further review.

This issue will be taken under further review during the 2010-2011 academic year.

Election of Chair

Michael Goulden, Earth System Science, agreed to serve as Chair for the 2010-11 academic year.

Peter Bowler, Chair
CEP Subcommittee on Courses

Members:.....

Peter Bowler, Biological Sciences
Joanne Frattaroli, Soc Eco
TBD, Humanities
Richard Pattis, ICS
Hans Ulrich Bernard, Health Sciences

Ex Officio:.....

Gary Matkin, Dean, UNEX

Consultants:.....

Sheila Smyth, LAUC-I representative
Leslie O'Neal, University Editor
Paul Lampano, Assistant Registrar

Student Representatives:.....

Matt Villegas, Undergraduate Student

Senate Analyst:.....

Molly McGuire

Jennifer Fisher, Arts
Susan Brown, Social Sciences
Said Elghobashi, Engineering
Richard McKenzie, Business
Michael Goulden, Physical Sciences

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Elizabeth Bennett, Registrar

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Jennifer Silverman, OARS (fall & winter)
Debroah Decker, OARS (spring)

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David Fouser, Graduate Student
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