

**SUBCOMMITTEE ON COURSES AND CONTINUING,
PART-TIME, AND SUMMER SESSION EDUCATION (SCOC)
ANNUAL REPORT
2008-2009**

The Subcommittee on Courses (SCOC) formally met seven times during the 2008-2009 academic year and was chaired by Justin Richland, Criminology, Law, and Society. Two additional meetings were handled electronically. During the academic year the Subcommittee reviewed 558 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	3	28	2		7	40
Biological Sciences	2	28	9			39
Education	2	6	1			9
Engineering	7	45				52
MSB		4				4
Health Sciences*	3	16				19
Humanities	17	31	3		7	58
ICS	10	7				17
Physical Sciences	10	16	2			28
Social Ecology	8	106	5			119
Social Sciences	46	93	11	1	11	162
DUE	7	4				11
Total	115	384	33	1	25	558
Percentages	21%	69%	6%	0%	4%	

*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 85 exception requests for graduate students to teach upper-division courses (Teaching Associate/Associate In) during the 2008-09 academic year. 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. The distribution of approved requests follows:

Academic Unit	Fall 08	Winter 09	Spring 09	Summer 09	Total
Arts					0
Bio Sci				2	2
Education					0
Engineering					0
MSB				3	3
Health Sci					0
Humanities	4	3	5	18	30
ICS				3	3
Physical Sci					0
Soc Eco		7	9	10	26
Soc Sci				21	21
Totals	4	10	14	57	85

**Subcommittee on Courses and Continuing, Part-Time, and Summer Session Education (SCOC)
Meeting Procedures**

There appeared to be confusion from some members as to the Subcommittee's policies and procedures for evaluating the course submissions. In addition, issues were being raised in an ad hoc way as they came up in response to individual course requests. This has been problematic, mainly because the Subcommittee found itself revisiting the same debates without coming to any single resolution that can be applied across the board. After some meeting discussion on these issues, Chair Justin Richland again sent out materials

(that had been distributed at the beginning of the academic year) with a memo clarifying some of the Subcommittee procedures.

Materials sent included:

- *The Undergraduate Faculty and Staff Manual: Policies and Procedures for Review and Approval of Undergraduate New or Modified Courses and Degree Requirements.*
- The Academic Senate, Irvine Division, Bylaw 85. Council on Educational Policy (Undergraduate). SCOC is part of Bylaw 85.

Procedures:

- As an informal rule each academic unit representative will take the lead as reader for its course requests.
 - If a particular representative has a question about any of the courses that are requested by his or her unit, he or she should bring that question to the Subcommittee and seek guidance about how to proceed.
 - The representative may, if he or she so chooses, attempt to gain clarification on the question from the department that is making the course request, however this is not required.
- Of course, any Subcommittee member may raise questions or concerns about any of the course requests, and all are expected to have read all the requests before coming to the meeting.
- If a member wishes to raise any policy issues, such as the kinds of information SCOC requires before approving a course request or the number of Teaching Associate requests the Subcommittee is approving, he or she should place the issue formally on the next meeting agenda.
 - The issue should be framed in light of the established and approved policies and procedures of the Subcommittee.

Proposal for Online Summer Session Courses

In 2007-08 Dean Gary Matkin, University Extension brought a proposal to the Subcommittee for a limited experiment of three to five online courses to be offered in summer 2008 and led by full faculty. The Subcommittee approved the proposal and then SCOC Chair Michael Dennin volunteered to teach one of the courses.

Dean Matkin reported to the Subcommittee at its October 7, 2008, meeting. A written report was handed out that began: "In October 2007, after endorsement by the Academic Senate Sub-Committee on Courses, Gary Matkin, Dean of Continuing Education, and Michael Dennin, Chair of the Sub-Committee on Courses, jointly launched an experiment to evaluate the potential for online course offerings in Summer Session." One course was offered, Physics 21: From Superheroes to Global Warming, taught by Professor Michael Dennin.

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)".

ACTION: 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 but the final report will not be completed until fall 2009. 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 would like to repeat the current courses and add additional courses. However, they need to begin to develop these courses in summer 2009. Summer Session requested approval from the SCOC to continue with the program for another year. They will not exceed 10% of the overall Summer Session offerings with the online courses.

ACTION: 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.

Information request from the Senate Special Committee on Remote and Online Instruction and Residency

The Systemwide Special Committee on Remote and Online Instruction and Residency distributed a survey to Divisional Senate Chairs. The Subcommittee on Courses (SCOC) was asked to provide the following information related to undergraduate courses:

- examples of courses and programs approved by your Division to be taught primarily or fully online and/or courses and programs that can be accessed from remote locations; and,
- policies or guidelines regulating the use or approval of courses or programs that rely substantially or fully on online instruction.

On-line courses are handled through the UCI Distance Learning Center, University Extension. The only online undergraduate courses to date are being offered in Summer Session. A report giving information on the history, courses, student surveys, instructor feedback and the draft standards for online courses was submitted in response to the Systemwide request.

Transfer Summer Bridge at UCI Curriculum Proposal

Dean Sharon Salinger, Division of Undergraduate Education, “asked Stephen Domingues of Students Academic Advancement Services (SAAS) in the Division of Undergraduate Education to “imagine a curriculum” for a Transfer Summer Bridge at UCI”. “He was asked to use UCLA’s Transfer Summer Program (TSP) as a possible template for a similar program at UCI.” “Stephen reviewed the Transfer Summer Program curriculum at UCLA, and examined new transfer programs at UC Santa Barbara and UC Berkeley.” “This review revealed a consistent professional standard for the curriculum of Transfer Summer Bridge programs. Curricula generally fit this profile:

- Two core courses for academic credit: composition and a “research” course
- A third (and sometimes fourth) course which might be an upper-division elective, seminar course, or “transfer success” course”

Stephen recommended the following four courses for the proposed Transfer Summer Bridge program at UCI:

- Writing 139 (existing course) – 4 units
- Research Seminar (proposed new course) – 4 units
- Computer Literacy (proposed new course) – 2 units
- Introduction to University Success (proposed new course) – 2 units

ACTION: The Subcommittee on Courses endorsed the proposed Transfer Summer Bridge and approved the three proposed new courses with the following stipulations:

- UNI STU 81, University Success, for workload credit – Pass/not Pass only.
- UNI STU 82, Computer Literacy, for workload credit – Pass/not Pass only
- UNI STU 108, Introduction to Research, 4 units

Election of Chair

Peter Bowler, Ecology and Evolutionary Biology, agreed to serve as Chair for the 2009-10 academic year.

CARRY FORWARD ISSUES

Currently Approved Courses for Classroom Delivery Reconfigured as Online Courses

With a thought to the future, SCOC anticipates that there will be a time when currently approved courses for classroom delivery will be considered for either partial or total online delivery. SCOC members believe that they should be prepared with a set of guidelines and standards by which these courses will be reviewed again for online delivery. This issue will be discussed in the 2009-2010 academic year.

Exception Requests for Graduate Students (Teaching Associates/Associate In) to Teach Upper-Division Courses

Each year concerns emerge regarding the approval of graduate students to teach upper-division courses on an exceptional basis. These Exception Requests must be approved by the Subcommittee on Courses

(SCOC). It is a Systemwide policy to allow graduate students who have been advanced to candidacy and who meet the criteria to teach undergraduate, upper-division courses on an exceptional basis. There must, however, be a regular faculty serving as the faculty of record during the academic year. During Summer Session the approved graduate student (Teaching Associate/Associate In) may serve as the faculty of record.

During the 2009-2010 academic year the Subcommittee on Courses will address the issues that emerge each year in an attempt to ameliorate the concerns.



Justin Richland, Chair
 CEP Subcommittee on Courses

<p>Members:.....</p> <p>Justin Richland, Chair, Social Ecology</p> <p>Peter Bowler, Biological Sciences</p> <p>David Iglar, Humanities</p> <p>Nalini Venkatasubramanian, Information and Computer Science</p> <p>Richard Pattis, ICS, spring</p> <p>Ex Officio:.....</p> <p>Gary Matkin, Dean, UNEX</p> <p>Consultants:.....</p> <p>Sheila Smyth, LAUC-I representative</p> <p>Leslie O'Neal, University Editor</p> <p>Student Representatives:.....</p> <p>Daniel Chen, Undergraduate</p> <p>Senate Analyst:.....</p> <p>Molly McGuire</p>	<p>.....</p> <p>Jennifer Fisher, Arts</p> <p>Susan Brown, Social Sciences</p> <p> Mei Zhan for Brown fall and winter</p> <p>Justin Richland, Social Ecology</p> <p>Said Elghobashi, Engineering</p> <p>Richard McKenzie, Business</p> <p>Michael Goulden, Physical Sciences</p> <p>.....</p> <p>Elizabeth Bennett, Registrar</p> <p>.....</p> <p>Jennifer Silverman, Articulation</p> <p>Tina Toma, Associate Registrar</p> <p>Paul Lampano, Assistant Registrar</p> <p>.....</p> <p>Melanie Matheu, Graduate</p> <p>.....</p>
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