

**SUBCOMMITTEE ON COURSES
AND CONTINUING, PART-TIME, AND SUMMER SESSION EDUCATION
2020-21 ANNUAL REPORT**

SUBCOMMITTEE DUTIES

The Subcommittee on Courses and Continuing, Part-Time, and Summer Session Education (SCOC) is charged with establishing appropriate procedures for the approval of undergraduate courses and taking final action on the approval of undergraduate courses and proposals to modify undergraduate degrees. The Subcommittee’s full duties are outlined in [Irvine Bylaw 85.C.3](#). Professor Sergey Nizkorodov, Physical Sciences, chaired the Subcommittee in 2020-21.

MEETING LOGISTICS

The Subcommittee met nine times during the academic year. Before each meeting, the course proposals were pre-reviewed by the SCOC analyst (Kate Brigman and Malcolm Bourne) and classified as requiring major and minor actions, as described below. In addition, all degree modification proposals and TA exception requests that arrived about one week before the scheduled SCOC meeting were included on the agenda. The complete meeting agenda was circulated approximately one week before the meeting. For each course proposal requiring a major action, program modification, or TA exception request, three SCOC members were pre-assigned as reviewers. In addition, the SCOC chair reviewed all the proposals, resulting in 3-4 people examining each proposal in detail before coming the meeting. The reviewers entered their notes recommendations into a shared Google spreadsheet, and the proposals were discussed and voted on one by one during the meeting. Because of the extensive preparation, the meeting typically lasted less than 2 hours, and all submitted proposals could be acted upon during the meeting time. The table below shows the number of different actions taken by the committee during the 2020-21 academic year. The numbers of actions are comparable to the number of similar actions in previous years.

Table 1: Types of actions taken by SCOC in 2020-21

Meeting date	Special agenda items	Program modifications	Major course actions	Minor course actions	TA exception requests
10/13/2020	Orientation of new members; discussion of committee goals; discussion of syllabus guidelines	0	9	21	3
11/10/2020	Announcements and updates	1	20	3	1
12/8/2020	Announcements and updates	0	14	9	0
1/12/2021	Announcements and updates	3	16	7	0
2/9/2021	Announcements and updates	7	16	55	6
3/9/2021	Announcements and updates	5	21	78	0
4/13/2021	Announcements and updates	8	36	34	10

5/11/2021	Voting on the next year's chair; announcements and updates	1	24	141	16
6/8/2021	Announcements and updates	1	15	45	0
Total		26	171	393	36*

* 8 additional TA exception requests were reviewed offline via e-mail vote

TA EXCEPTION REQUESTS

Graduate students are not permitted to teach upper division undergraduate courses (Regulation 420). However, SCOC does allow exceptions to the regulation if a number of specific criteria are met.

SCOC reviewed 36 Teaching Associate Exception Requests during the meetings and several requests by e-mail vote. The overall number was 44. No proposals were declined in 2020-21. The committee noted that units did an excellent job defending teaching abilities of the graduate students they nominated as instructors.

COURSE APPROVALS

As mentioned above, reviews of course proposals are organized according to whether the proposal seeks major or minor changes. Major actions include new course proposals, requests for course activation, General Education designation(s), requests for approval for online delivery, an increase in the number of units for credit, a decrease in the number of contact hours, and major changes to the course description. Minor actions include proposals to change the course title, description, restriction(s), crosslisting status, prerequisites, co-requisites, overlap, course number, or subject code. It is also a minor action to request that a course be deactivated outside of the regularly scheduled deactivation process that takes place every five years for courses that have not been taught in five years.

As indicated in Table 1, the committee voted on 171 major course proposals and 393 minor course proposals. To speed up the discussion time, the minor course proposals were discussed only in select cases, and a single vote was used to approve all of them. The major course proposals were voted upon individually.

SCOC requested revisions to the submitted course proposals in approximately 24% of cases (this number is estimated based on chair notes). The major reasons for requesting revisions were:

- No online syllabus provided in online course proposals
- Inadequate description of proposed teaching methods in online course proposals
- Not making a distinction between graduate and undergraduate degree requirements in proposals for concurrent courses
- Perceived mismatch between the number of contact hours and course unit value, sometimes resulting in perceived unit inflation
- Syllabus lacking key elements such as description of grading policies, scheduling, and instructor information
- Concerns about possible overlap with existing courses at UCI
- Insufficient justification of GE designations for proposed courses
- Unbalanced grading policies, such as placing too much weight on a single assessment or unreasonably harsh student participation penalties.
- Lack of finals week assessment in the syllabus as required by Senate guidelines
- Concerns about significant lack of differentiation between courses forming a series

In order to minimize delays in processing courses, the committee took a proactive approach for revising courses:

- Some course submissions were rolled back to the units even before the SCOC members could see them if the information required by the SCOC guidelines was missing. This allowed units to promptly resubmit their courses in time for the upcoming committee meeting.
- Some courses received provisional approval by SCOC if relatively minor information was missing from the submission. Courses instructors were then contacted after the meeting by SCOC Chair Nizkorodov and/or analyst Bourne to get updated syllabi and courses were formally approved without having to roll the courses back to the units and start the submission from scratch. The final syllabus was uploaded in CIM before the approval.
- The SCOC Chair also contacted instructors before the meeting if he felt additional information would help speed up the discussion and approval.

This approach placed more burden on the SCOC Chair Nizkorodov and/or analyst Bourne, but it greatly sped up course approval and improved communication between the committee and course instructors. SCOC members were thanked by many instructors for doing their job thoroughly.

GE VII REVIEW

In early 2021, SCOC was charged by CEP with reviewing all courses currently approved to satisfy the GE VII requirement to ensure that they meet the recently revised description and student learning outcomes (SLOs). SCOC has requested syllabi for all current GE VII courses. A subset of SCOC members has reviewed the syllabi that were received and made recommendations on how to proceed. Based on the syllabi, the majority of courses adequately covered the SLOs associated with the new GE VII description. A few courses were identified that did not have a clear fit with the GE VII SLOs. A memo was sent to CEP recommending the following for courses that did not fit GE VII SLOs or had missing syllabi:

- In October 2021, we will alert the programs that their course will be removed from GE VII list unless the course content is appropriately modified to fit the new GE VII description (deadline = December 1, 2021). The programs will be asked to submit syllabi by e-mail clearly explaining how the material fits with the GE VII SLOs.
- SCOC will re-examine the revised syllabi by January 31, 2022.
- SCOC will remove GE VII designation from courses that do not provide adequate information in time for publishing the 2022-2023 catalogue by March 31, 2022. Multiple warnings will be sent to the programs before this happens.

The incoming SCOC chair Aguilar-Roca is aware that this task will be continued in 2021-22.

UNDERGRADUATE PROGRAM MODIFICATIONS

The majority of program modification proposals were relatively minor, typically asking to replace elective requirements with up-to-date choices and clarifying wording in the catalogue; such proposals were voted on quickly. More significant modifications resulting in a significant change in the scope of the program or a change in the number of required units received greater scrutiny by SCOC members. Several proposed program modifications had to be reviewed more than once after requesting additional information from the units, but all proposals were eventually approved.

Please see the Catalogue for updated program information. Modifications were approved to the following undergraduate programs in time to appear in the upcoming UCI Catalogue.

School of Arts

- BA in Arts
- Minor in Digital Art

School of Business

- BA in Business Administration, Emphasis in Accounting

School of Engineering

- BS in Biomedical Engineering, Micro and Nano Biomedical Engineering Specialization
- BS in Biomedical Engineering: Premedical, Biophotonics, Micro and Nano Biomedical Engineering Specialization
- BS in Chemical Engineering
- BS in Civil Engineering
- BS in Computer Engineering
- BS in Environmental Engineering

School of Humanities

- BA in Art History
- Minor in Archaeology
- Minor in Art History
- BA in Chinese Studies
- Minor in Chinese Language and Literature
- BA in East Asian Cultures
- BA in Film and Media Studies
- Minor in Film and Media Studies
- BA in Japanese Language and Literature
- Minor in Japanese Language and Literature
- BA in Korean Literature and Culture
- Minor in Korean Literature and Culture
- BA in Philosophy, Medicine and Well-Being Specialization
- BA in Philosophy
- Minor in Medical Humanities
- BA in Spanish

School of Information and Computer Sciences

- Concentration in Engineering and Computer Science in the Global Context

School of Nursing

- BS in Nursing Science

School of Physical Sciences

- BS in Chemistry
- BS in Earth System Science, Atmospheric Science, Hydrology & Terrestrial Ecosystems Specialization
- Minor in Earth and Atmospheric Sciences
- BS in Mathematics

School of Social Ecology

- BA in Urban Studies

School of Social Sciences

- BA in Cognitive Sciences
- BA in Political Science

MEMBERSHIP**Voting Members**

Sergey Nizkorodov, Chair 2020-21, Physical Sciences

Nancy Aguilar-Roca, Biological Sciences

Zuzana Bic, Health Sciences (Public Health) (on leave Fall 20 and Winter 21)

Penelope Collins, Education

Michelle Fortier, Nursing (substitute Fall 20 and Winter 21)

John Houston, Social Ecology

Michael McNally, Engineering

Keith Murphy, Social Sciences

Shelby Roberts, Arts (Started 1/1/21)

Devin Shanthikumar, Business

Deanna Shemek, Humanities

Hadar Ziv, Information and Computer Sciences

Ex Officio Members

Elizabeth Bennett, University Registrar

Michael Dennin, Vice Provost for Teaching and Learning & Dean, Division of Undergraduate Education

Daniel Gross, Campus Writing Coordinator

Representatives

Jolene Beiser, LAUC-I

Reginald Gardner, AGS

Lailie Kahsai, ASUCI (Ended 12/31/20)

Ellie Nagatomi, ASUCI (Started 1/1/21, Ended 4/6/21)

Jennifer Nguyen, ASUCI

Maureen Purcell, AGS (Ended 12/31/20)

Consultants

Heather Cartagena, Executive Director of Advising

Brad Queen, Director, Composition

Aliya Thomas, University Editor

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