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SUBCOMMITTEE ON COURSES
AND CONTINUING, PART-TIME, AND SUMMER SESSION EDUCATION
2022-23 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 Zhiqin Lu, Physical Sciences, chaired the Subcommittee in 2022-23.

MEETING LOGISTICS

The Subcommittee met nine times during the academic year. Before each meeting, course proposals were pre-reviewed by the SCOC analyst (Malcolm Bourne) and classified as requiring major and minor actions, as described below. In addition, all degree modification proposals and associate instructor requests that arrived 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 associate instructor 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 to the meeting. The reviewers entered their notes and 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 no more than two hours, and all submitted proposals could be acted upon during the meeting time. The table below shows the numbers of various actions taken by the subcommittee during the 2022-23 academic year. This year's numbers are comparable to previous trends.

Table 1: Types of actions taken by SCOC in 2022-23

Meeting date	Special agenda items	Program modifications	Major course actions	Minor course actions	Associate instructor requests
10/11/2022	Orientation of new members; discussion of committee goals; discussion of syllabus guidelines	4	17	18	2
11/8/2022	Announcements and updates	3	22	10	1
12/13/2022	Announcements and updates	2	19	56	0
1/10/2023	Announcements and updates	3	6	7	1
2/14/2023	Announcements and updates	6	23	37	4
3/14/2023	Announcements and updates	5	23	52	9
4/11/2023	Announcements and updates	9	14	14	0
5/9/2023	Announcements and updates	0	12	25	17
6/8/2023	Announcements and updates	0	17	6	1
Total		**32**	**153**	**225**	**35***

ASSOCIATE INSTRUCTOR REQUESTS
Graduate students are not permitted to teach upper division undergraduate courses unless otherwise authorized by SCOC (Irvine Regulation 450).

SCOC reviewed 41 Associate Instructor requests during the meetings (35 requests) and by e-mail (6 requests). No requests were denied in 2022-23. The committee noted that units did an excellent job defending teaching abilities of the graduate students they nominated as associate 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 153 major course proposals and 225 minor course proposals. To expedite 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 new course proposals in approximately 28% of cases. 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.
- 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 an effort to minimize delays in processing requests, the committee took a proactive approach for course submissions:
- Some course submissions were rolled back to the units even before SCOC members could see them if the information required by 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 minor information was missing from the submission. Instructors were then contacted by SCOC Chair Lu and/or analyst Bourne to request updated information and syllabi. This process enabled courses to receive formal approval without having to roll courses back to units and subsequently

submit the proposal again. In each of these cases, the final syllabus was uploaded in CIM (Course Inventory Management system) before the course approval.
- The SCOC Chair also contacted instructors before the meeting if they felt additional information would help speed up the discussion and approval.

Despite the additional burden placed on Chair Lu and Analyst Bourne, SCOC opted for this approach as it greatly sped up course approval and improved communication between the committee and course instructors. SCOC members were thanked by many instructors for their thoroughness.

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. Modifications resulting in a significant change in the scope of the program or a change in the number of required units warranted greater scrutiny by SCOC members. A few proposed program modifications had to be reviewed more than once after requesting additional information from the units, but all proposals were eventually approved. Modifications were approved to the following undergraduate programs in time to appear in the upcoming UCI Catalogue.

School of the Arts
- BA in Dance
- BA in Drama
- BA in Music Performance

School of Engineering
- BS in Civil Engineering
- BS in Chemical Engineering
- BS in Computer Engineering
- BS in Computer Science
- BS in Computer Science & Engineering
- BS in Environmental Engineering
- BS in Materials Science and Engineering
- BS in Mechanical Engineering

School of Humanities
- BA in European Studies
- BA in Global Middle East Studies
- BA in Korean Literature and Culture
- BA in Religious Studies
- Minor in European Studies
- Minor in Global Middle East Studies
- Minor in Humanities and Law
- Minor in Latin American Studies
- Minor in Medical Humanities
- Minor in Jewish Studies
- Minor in Religious Studies

School of Information and Computer Sciences
- BS in Game Design and Interactive Media
- BS in Informatics: Health Informatics Specialization
- BS in Information and Computer Science
- Minor in Bioinformatics

School of Social Ecology
- BA in Environmental Science & Policy
- BA in Social Ecology

School of Social Sciences
- BA in Quantitative Economics
- Minor in Linguistics

REVISIONS TO THE ONLINE COURSE QUESTIONNAIRE AND SYLLABUS GUIDELINES
In 2022, CEP tasked the Subcommittee with revising the online course questionnaire in accordance with its new policies, as well as updating syllabus guidelines to accommodate mixed modality courses. To accomplish this, former SCOC Chair Nancy Aguilar-Roca formed an ad hoc committee comprised of three voting members and three instructional designers who specialize in online course development. A central concern was the delicate balance of encouraging equitable online learning environments while not being overly prescriptive or hindering creative course design. The drafts of the revised online course questionnaire and revised syllabus guidelines created by the ad hoc committee were sent to CEP for its consideration in Fall 2022. In November, CEP reviewed the draft documents and opted to postpone making changes until other pressing issues had been settled. Following an extended comment period, CEP fully approved revisions to SCOC procedures and syllabus guidelines in March 2023.

MEMBERSHIP

Voting Members
Zhiqin Lu, Chair 2022-23, Physical Sciences
Rachel Barry, Biological Sciences
Penelope Collins, Education
Christopher Davis, Physical Sciences
Michelle Fortier, Health Sciences
Igor Kopylov, Social Sciences
Michael McNally, Engineering
Keramet Reiter, Social Ecology
Shelby Roberts, Arts
Deanna Shemek, Humanities
Zheng Sun, Business
Jennifer Wong-Ma, Information and Computer Sciences

Ex Officio Members
Elizabeth Bennett, University Registrar
Michael Dennin, Vice Provost for Teaching and Learning & Dean of Undergraduate Education
Daniel Gross, Campus Writing & Communication Coordinator

Representatives
Hannah Gorback, AGS
Sara Heimann, LAUC-I
Christopher Tan, ASUCI
Valentina Phung, ASUCI
Nandini Sharma, ASUCI

Consultants
Heather Cartagena, Executive Director of Advising
Paul Lampano, Deputy Registrar
Brad Queen, Director, Composition
Aliya Thomas, University Editor

Annual Report prepared by: Malcolm Bourne, CEP Analyst