COMMITTEE ON COURSES
REPORT TO THE RIVERSIDE DIVISION
MAY 25, 2000

To be received and placed on file:

Revisions to Committee on Courses, University of California-Riverside, "General Rules and Policies Governing Courses of Instruction".

(Strikeover indicates deletion; double underline indicates new text)

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I. B. Numbering:

1. A,B,C,D: These letters used in sequential course titles indicate the affinity of subject matters topics covered in the several quarters. They do not necessarily indicate sequential presentation of the courses. Each quarter's offering (e.g., CHEM 1A or CHEM 1B) is considered a separate course and new courses must be proposed on separate course forms, indicating as specifically as possible the content of each quarter's course. When existing A,B,C,D courses are revised, shared course forms (e.g., CHEM 1A-B-C) are to be replaced by separate forms for each course (e.g., CHEM 1A, CHEM 1B, and CHEM 1C).

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II. B.

2. Course Title: The title should be in English and provide a brief, precise description of content and emphasis. As the title may be abbreviated on transcripts, care should be taken to ensure brevity and clarity of content.

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6. Length of Course Descriptions: The description appears in the catalog and should convey (in 40 words or less) the material, the nature, and the scope of the course in a manner which would provide guidance to students in selection of courses. Descriptions should be 50 words or less, with the word count standard determined by the Registrar's Office.

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C. Application of Credit: Indicate whether units and grade points earned in the course may be applied to undergraduate programs, graduate programs, professional programs, and workload credit by including this information in the justification of the graduate/professional course form or by checking the appropriate box(es) on the undergraduate course form.

D. Instructor: SR 750 states: "(A) Only regularly . . .

E. Justification: The material requested . . .

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F. E. For all courses, departments . . .

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IV. Guidelines for Cross-Listing of Courses:

The use of and need for CROSS-LISTING of courses varies widely from program to program.

A. Policy Statement:

2. A request for cross-listing with an existing course must be accompanied by concurrent course request forms from ALL of the departments and/or programs with whom the course is to be cross-listed. A syllabi is not required for new courses being cross-listed with an existing course.

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XIV. Courses Containing Experiments Using Recombinant DNA:

Undergraduate and graduate course requests which contain experiments using recombinant DNA technology must have the experiments approved and certified by the UCR Institutional Biohazards Safety Committee RDNA Review Committee. The Committee on Courses will not approve such course requests if the use of recombinant DNA has not been certified.

It is the instructor's responsibility to complete and forward the "Registration of Recombinant DNA Experiment" form to the Coordinator of the Biohazards Safety Committee, Research Office. A copy of the approved registration form should be attached to the course request form when it is submitted to the Committee on Courses. If the course changes and the use of DNA is substantially changed, the instructor should submit a written notification to the Coordinator of the Biohazards Safety Committee, Research Office. A copy of the approved notification should be attached to the change in course request form when it is submitted.

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XV. Requests For Approval Of Associates-In

Academic Personnel Manual 400-20.a states: "Normally an Associate will conduct the entire instruction of a lower division course or a group of students in a lower division course. An Associate may not give an upper division or graduate course section except with the approval of the campus Committee on Courses of Instruction." [Senate Regulation 750]

A request for approval of an Associate In to teach an upper division course should be sent to the Committee on Courses through the college/school dean (who endorses the request) in
accordance with published deadlines. The Committee on Courses is under no obligation to consider requests for approval beyond published deadlines.

The request should contain:

- A justification for the necessity of hiring an Associate In to teach the particular course in question.
- The candidate's complete curriculum vitae (CV); the standard University Biography Form for Academic Personnel (U1501) may be submitted, but departments are urged to work with the candidate to develop a professional CV for submission.
- A summary statement of the individual's qualifications regarding both knowledge of the field and preparation for classroom presentations.
- Copies of teaching evaluations for all lower or upper division course(s) the candidate has recently taught.
- The candidate's graduate transcript.
- The candidate's current GPA.
- Name(s) of faculty who will monitor course presentation quality. For first time appointments, departments are urged to ensure that monitoring is close and direct.

In cases where the Associate is to teach a cross-listed course, a memo of agreement from the relevant department(s) should accompany the request.

A complete curriculum vitae (CV) including the graduate transcript.

A summary statement of the individual's qualifications regarding both knowledge of the field and preparation for classroom presentations.

Copies of teaching evaluations for any lower or upper-division course(s) the associate-in has taught.

The candidate's current GPA.

A statement in support of the candidate from a faculty member who has taught the course in question.

Justification for necessity of an associate-in to teach upper-division course.

First time appointments as associates-in should include the name(s) of the faculty who will monitor course presentation quality.

Proof of employment as an associate-in for the quarter(s) the course(s) is to be taught; e.g., copy of processed PAF form or memo giving beginning and ending appointment dates should be sent to the Academic Senate as soon as possible after the department receives notification of approval of the associate-in request.