Since the 2010 Annual Report to the Riverside Division, the Committee on Courses has approved a total of 128 new courses (85 undergraduate, 42 graduate, and 1 professional). It has approved changes in 248 Courses (212 undergraduate and 36 graduate); deletions of 26 courses (23 undergraduate and 3 graduate); restoration of 1 Graduate course; and 18 Extension courses and 8 extension instructors. 67 associate-in requests were approved.

The Registrar, Courses Specialist, and Committee worked in collaboration this year to develop and distribute a Preparer’s Course Request Checklist and a Faculty Approver’s Course Proposal Checklist. These documents highlight, in a compact form, some of the requirements from the General Rules and Policies Governing Courses of Instruction (Course Guidelines) that are sometimes pitfalls in course proposal preparation and submission. The aim was to help avoid these pitfalls and thereby accelerate the course approval process. The Committee, Registrar, and Courses Specialist have ongoing discussions regarding the concurrent approval process with the aim again being to find modifications that could accelerate the process.

Increasing problems with impacted enrollments in courses across the campus led to more course proposals containing priority enrollment provisions. The Committee considered some of these proposals on a case-by-case basis while seeking development of a campus-wide policy on impacted courses and majors by the Committee on Educational Policy. The Committee is also cooperating with the Committee on Educational Policy in the development of guidelines for remote-learning (“on-line”) courses.

The Committee invited Representatives from the Registrar’s Office (B. Dailey, Registrar, and M. Miller, Courses Specialist) and Catalog Editor (S. Whitestone) to attend our meetings. The Committee wishes to express its appreciation for the information and assistance they have provided. The Committee members also warmly thank Marla Jo Booth for her expert and always efficient and helpful assistance as our Senate staff representative.

S. Castro Olivo  
K. DeFea  
R. Khan  
D. A. Malueg  
B. Mobasher  
M. Princevac  
R. Smith

__________, Library Representative  
B. Lipovsky, ASUCR Representative  
G. Stenos, GSA Representative  
E. A. Nothnagel, Chair