

**COMMITTEE ON COURSES
ANNUAL REPORT TO THE RIVERSIDE DIVISION
DECEMBER 6, 2016**

To be received and placed on file:

In the 2015-2016 academic year the Riverside Division of the Academic Senate Committee on Courses approved a total of 131 new courses (81 undergraduate, 48 graduate, and 2 professional). The Committee approved changes to 374 Courses (277 undergraduate and 97 graduate); the deletion of 123 courses (79 undergraduate and 44 graduate); the restoration of 5 courses (3 undergraduate and 2 graduate); 3 University Extension X1-199 course proposals; and 30 University Extension instructor proposals for the instruction of X1-199 courses. The Committee reviewed and approved 106 Associate-In requests.

The Committee notified the departments of Anthropology, Bioengineering, Computer Science, Dance, Economics, Electrical Engineering, Materials Science and Engineering, and Microbiology of courses in their departments that have not been instructed for 4 or more years. The Committee asked the departments to either delete the courses or submit a justification for their retention. Of the 110 courses identified, the departments submitted justification for the retention of 51 courses and identified 59 courses to be deleted.

The Committee notified the departments of Cell Biology and Neuroscience and Economics of several courses that had priority enrollment expiring and requested notification as to if the department intends to submit a request to extend the priority enrollment. Of the 6 courses identified, only 2 requested priority enrollment extensions.

The Committee discussed the issue of faculty who provide and assign students graded assignments outside of the academic term. The Committee advised the Registrar to work with the department chairs to avoid instances of faculty assigning students graded assignments outside of the academic term as the practice has the potential to negatively affect student's registration and graduation.

The Committee approved the request to review paper proposals for the CHEM 112A-C series of honors courses as the current CRAMS system does not allow for the use of 5 number spaces that the proposed courses would require. The new student information Banner system will allow for 5 number spaces when implemented next academic year and the paper proposals will be entered into the system at that point.

The Committee reviewed the recommendations from the Change Management Workgroup for Banner implementation and discussed several of the recommendations with the Registrar. The Committee was supportive of the recommendations for the 16 unit repeated unit maximum, terminology, individual and group activities, all or none pre-requisite checking, and running of academic standing after the summer term. The Committee noted concern with the recommendation to change the deadlines and timing of the add/drop period, lapse for non-payment, and start of "W" grading for withdrawals and questioned how changing the deadline to the second week would solve the problem of issuing withdrawals. In addition, the Committee opined that they were not sure how the recommendation would affect financial aid for the students. The Committee was supportive of the other elements of the recommendation.

The Committee reviewed a request from the Earth Sciences Department to offer a 9 unit summer field courses series GEO 102A-C in Spring Quarter with an "in progress" grade assigned until the courses are completed in Summer Session in an effort to reduce students' fees and allow faculty to get credit for the instruction of the course in Spring Quarter. The Committee opined that offering the course in this manner could be problematic if students enroll in all 9 units in the Spring as there is no measure to tie students to

completing the course. The Committee recommended to the department that they require students to enroll in GEO 102A for 8 units in the Spring and enroll in GEO 102B for 1 unit in the summer. The Committee instructed the department to submit course change proposals for both courses to make the unit changes and update the syllabi so that they clearly state that field work for the courses will be completed in the summer. The Committee also instructed the department to delete GEO 102C.

The Committee received a presentation from the Registrar's Office and Computing and Communications demonstration the new CRAMS system being developed with Banner and was asked to provide feedback on the proposed new system. The Committee requested that they retain the right to view Graduate Council's comments on courses proposals in the chat room section and that course proposals requesting priority enrollment and extensions of priority enrollment be filtered to all subcommittees.

The Chair attended the December 7, 2015 Executive Council meeting to present the Committee's proposal that was approved last academic year to remove the V designation from all online courses and to make online courses equivalent to their on campus counterparts. The proposal was approved by Executive Council and then by the Division on February 23, 2016. The Committee distributed a memo to all departments that offer online courses with instructions on how to remove the V designation and merge the course. A separate memo was sent to all online courses offered for the Online Masters in Engineering program with instructions on how to remove the V designation and input a restriction to prohibit students from outside of the program from enrolling in the online versions of the course.

The Committee examined and discussed the issue of remote proctoring for online courses. The Committee developed a set of questions to be sent to instructors who have instructed online courses in an effort to gather data on proctoring services used for courses exams and best practices. The Committee learned of BCoE's agreement with the remote proctoring service Examity and reviewed the services offered by the Company. The Committee decided to inform instructors of approved online courses of the proctoring services offered through Examity with a memo next academic year.

The Committee requested data to review the correlation between student success and online courses. The data included the pass/fail rate for courses with an online and on campus version and the GPA of students who took the courses. The data documented that students who took online courses had a slightly lower GPA than those who took the courses on campus.

The Committee reviewed the issue of Special (S) courses that had been approved by the Committee in past years without the additional workload activity and credit that is required in the Committee on Courses General Rules and Policies Governing Courses of Instruction. The Committee opined that the policy should remain the same for S courses. The Committee recommended that when the S courses that were approved without the additional workload activity and credit are returned for changes the Committee will notify the department of the policy for S courses and request that they be revised so that they meet the guidelines.

The Committee reviewed the proposal to modify UCR Regulation 7.4.2 to allow a maximum of 19 repeat units from the current 16 and voted to support the proposed change.

The Committee reviewed the proposal to provide teaching credit for internship courses and voted to support the proposal.

The Committee reviewed the UCR Campus Five Year Planning Perspectives for 2016-2021 and did not identify any concerns with the draft.

The Committee reviewed a request that was made to the Registrar from Sociology to offer two standalone

graduate seminar courses with no content overlap at the same time. The Committee recommended to the department that course change proposals be completed to merge the content and create an additional section for one of the courses going forward.

The Committee reviewed a request from Anthropology to reuse course numbers ANTH 104, ANTH 116, ANTH 161, ANTH 164, and ANTH 165, which had been deleted in CRAMS less than 3 years ago. The Committee voted to approve the request as the courses had not been offered for some time.

The Committee approved a change to the General Rules and Policies Governing Courses of Instruction to the Courses Including Distance Learning Technologies section to make corrections to reflect the approved policy change to remove the V designation from online courses and to consider online courses as equivalent to their on campus counterparts.

The Committee invited Representatives from the Registrar's Office (Bracken Dailey, Registrar, and Melinda Miller, Courses Specialist) to attend meetings and wishes to express appreciation for the information and assistance they provided.

Christopher Chase-Dunn, Chair
Juliann Allison
Michelle Bloom
Cathleen Geraghty
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