

**COMMITTEE ON COURSES
ANNUAL REPORT TO THE RIVERSIDE DIVISION
DECEMBER 5, 2017**

To be received and placed on file:

In the 2016-2017 academic year the Riverside Division of the Academic Senate Committee on Courses approved a total of 186 new courses (125 undergraduate, 57 graduate, and 4 professional). The Committee approved changes to 368 Courses (288 undergraduate, 78 graduate, and 2 professional); the deletion of 66 courses (36 undergraduate and 30 graduate); the restoration of 7 undergraduate courses; 1 University Extension X1-199 course proposal; and 39 University Extension instructor proposals for the instruction of X1-199 courses. The Committee reviewed and approved 114 Associate-In requests.

The Committee notified the following departments and programs of courses in their departments that have not been instructed for 4 or more years: Art History; Comparative Literature and Languages; Evolution, Ecology, and Organismal Biology; Environmental Toxicology; Ethnic Studies; Mathematics; Mechanical Engineering; Religious Studies; and Sociology. The Committee asked the departments and programs to either delete the courses or submit a justification for their retention. Of the 171 courses identified, the departments and programs submitted justifications for the retention of 86 courses and identified 85 courses to be deleted.

The Committee continued discussions from the previous academic year on best practices for remote proctoring for courses offered online. The Committee consulted with instructors of online courses to evaluate the practice of remote proctoring. The Committee sent a message to all Senate faculty providing guidance to instructors of online courses on best practices for the proctoring exams. Additionally, the Committee proposed updates to the Guidelines for Remote Learning Courses to include best practices for remote proctoring and recommend changes to the guidelines for substantive interaction between students and instructors. The Committee sent the proposed changes to the Committee on Educational Policy (CEP) for review as the policy is a shared document between the two Committees. The Committee was supportive of CEP's recommendations to the Guidelines and proposed the changes to the Senate Chair.

The Committee reviewed the proposed revision to the Professional Degree Supplemental Tuition Policy and voted to support the proposed changes.

The Committee reviewed the Vice Provost for Undergraduate Education's (VPUE) proposal to allow enrollment in research and internship courses for 0 units and voted to support the proposal.

The Committee reviewed the VPUE's proposal for teaching credit for faculty-led internship courses. The Committee recommended that academic credit should be awarded to faculty for faculty-led internship courses based on the number of contact hours that are required in the courses as some internship courses are more intensive than others.

The Committee reviewed the proposed changes to the Graduate School of Education (GSOE) Executive Committee bylaws to add undergraduate education and voted to support the proposed changes.

The Committee reviewed the proposed changes to Senate Regulation 630.D and voted to support the changes.

The Committee reviewed a request from CNAS to re-add MATH 008B to the prerequisite statement of a series of courses that it was removed from after it was replaced with MATH 006 so that students who had

previously taken MATH 008B will no longer need to be manually enrolled in the courses. The Committee voted to give the Registrar permission to add MATH 008B to the set of courses identified by CNAS that it was removed from so that course change proposals do not need to be submitted for each course.

The Committee reviewed a request from the CNAS Executive Committee for the establishment of an automation system for changes that affect multiple courses. The Committee consulted with the Registrar on the possibility of implementing such a system with the new student information system. The Registrar reported to the Committee that automation is possible with the new student information system and that departments can be notified when course change proposals identified for automation are in their queue. The Committee recommended that the Registrar implement the automation function as long as it follows the course approval process.

The Registrar requested the Committee's guidance on the issue of hybrid courses as the Course Request and Maintenance System (CRAMS) only allows for a course's mode of operation to be in person or online. The Committee proposed that if 34 to 65 percent of a course's lecture is offered online then it should be considered a hybrid course. This change was proposed in the Guidelines for Remote Learning Courses and submitted to the Senate Chair for consideration.

The Committee reviewed the Office of International Affairs proposal for a pilot undergraduate certificate program for internationalizing undergraduate students' learning experience at UCR and was supportive of the goals of the initiative and the proposed mode of implementation. The Committee recommended that the internationalization program committees work with the Registrar's Office to consider how best to implement the creation of new course numbers and subject codes.

The Committee recommended to the CNAS Executive Committee that they reevaluate courses that include a prerequisite requirement for BCH 100, which no longer has a molecular biology component, to ensure that the prerequisite is appropriate for the courses. The Committee noted concern that students will not have the necessary knowledge about the topic of molecular biology before taking the required course.

The Physics department requested a onetime exception to offer PHYS 296 in the fall quarter as it has been for the last several academic years despite being approved by the Committee to be offered in Summer Session only. The Committee approved a one-time exception to allow PHYS 296 to be offered in Fall 2017 and requested that the department submit a course change proposal to allow the course to be offered in all quarters for future academic years.

The University Writing Program requested a one-time exception to remove the credit overlap from ENGL 004D and ENGL 004L for Summer 2017 and Fall 2017 to allow students to enroll in the courses if they have already taken ENGL 004. The Committee requested that course change proposals be submitted with the Winter 2018 effective term to remove the credit overlap from the courses.

The Registrar requested the Committee's guidance on the issue of course credit for online courses taken with the V designee. The Committee recommended that the Registrar work with the College Associate/Divisional Deans on a case by case basis to assist students who had previously taken an online course with a V designation and have now taken the online course without the V so that they can be awarded for the course.

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
Wee Liang Gan
Cathleen Geraghty
Ivalina Kalcheva
David Kisailus
Paul Larsen
Susan Laxton
Kirill Shtengel
Tiffany Moxham, Library Representative
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