

Council on Educational Policy (CEP) Subcommittee on Courses (SCoC)
LAUC-I Academic Senate Representative
2011-2012 Report

Submitted to General Membership: August 17, 2012

Submitted by: Ying Zhang (term end 2013)

Council/Committee Name (acronym): Council on Educational Policy (CEP) Subcommittee on Courses (SCoC)

Background

Subcommittee on Courses (SCoC) is operated under the Council on Education Policy (CEP). Its primary charge is to review, approve, disapprove, suggest for modification course proposals, which are submitted by schools and departments on an ongoing basis, following established procedures and policies. More information about the subcommittee can be found at <http://www.senate.uci.edu/Committees/SCOC/index.asp>

SCoC is composed of these five groups of people:

- Ten faculty members from 10 academic units, including Arts, Biological Sciences, Business, Engineering, Health Sciences, Humanities, ICS, Physical Sciences, Social Ecology, and Social Sciences
- Ex-officio from Registrar and Continuing Education (Dean)
- Representatives from LAUC-I, AGS (Associated Graduate Students), and ASUCI (Associated Students)¹
- Consultants from University Editor, Assistant Registrar, and OARS (Office of Admissions & Relations with Schools)
- Committee Analyst: this is the person who usually organize meetings

Please note that only people from the first group have voting rights. The current SCoC's roster is at <http://www.senate.uci.edu/roster.asp?SCOC>. SCoC members meet on the second Tuesday of each month during academic years mainly to discuss and approve to-be-added/revised/removed courses. Voting members on the committee review Course Action General Education forms (CAGEF) submitted from schools across the

campus. They normally would approve proposed changes with some exceptions for which the subcommittee would ask for clarification.

Major Activities and Accomplishments

During the 2011 -12 academic year, SCoC was scheduled to meet nine times, from October 2011 through June 2012. All the meetings were held on Tuesdays from 10:30 a.m. to 12 p.m. in Aldrich Hall, Room 338. Besides, an additional meeting was called in late June 2012 for a discussion of three new courses. Because of the small number of course under review, the discussion was held via email instead.

Through the eight meetings, which were led by Prof. Hans Ulrich Bernard, the Chair, SCoC reviewed in total 760 course proposals, including 224 New Courses and Existing Courses with Substantive Changes (e.g. prerequisite), 432 Courses with Administrative Changes (e.g., minor changes in course title or description), and 104 Deactivated /Deleted Courses. In addition, the subcommittee also reviewed 10 lecturers' (graduate students or non-UC members) qualifications. The list of the courses reviewed along with proposal copies have been shelved in the ASL book review area, as password protection is in action for accessing online copies through SCoC's agendas.

At the April meeting, SCoC also reviewed and approved some changes in the Bylaw of the Council on Education Policy (CEP) regarding the committee chairship appointment (from the previous election of one chair within the subcommittee to appointment by CEP for one chair and one chair-elect) and new responsibilities. Example new responsibilities include (1) one member serving as a representative to UCOPE, and (2) review and recommendation to CEP on routine changes in undergraduate programs, in addition to course proposal review and approval.

At the November and December meetings, the subcommittee also discussed submission procedures as well as approval policies and guidelines for GE (general education) courses.

¹ Representatives from AGS and ASUCI were absent at all the meetings.