

UC Berkeley School of Public Health Course Proposal Procedure

Background: There are **three** types of requests that the School of Public Health (SPH) submits to the UC Berkeley Academic Senate Committee on Courses of Instruction (COCI) for approval:

- 1) Requests to **create new courses**
 - 2) Requests to make **changes to existing courses**
 - 3) Requests to **withdraw existing courses**
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What needs to happen?

The Course Proposal Procedure for the SPH includes **three** steps:

- (1) Initial Review by Sponsoring SPH Division (Program Head or Committee when needed)
(see **Figure 1**)
- (2) Internal Review by SPH Education Policy and Curriculum Committee (EPCC), *then...*
- (3) Review/Approval by the UC Berkeley Academic Senate COCI.

Note: New courses generally need to be submitted to SPH EPCC by **the semester prior to the offering**. The earlier you submit your form, the more likely it is that the course will be approved in time. This accounts for any time that might be lost due to incompletely documented course proposals, or to the deliberations of the EPCC or the COCI.

How do I get started?

(1) Initial Review by Sponsoring SPH Division

All **new course proposals**, **existing course revisions**, and **existing course withdrawals** must be vetted at sponsoring Division faculty meetings (and appropriate Programs when indicated) (see **Figure 1**) so that SPH faculty have the opportunity to review and comment on course offerings by their Division. A Division faculty vote of approval (date and results) **will be required** for submission to the EPCC. This can be done in person or by email.

Submit the Following Documents to Sponsoring SPH Division:

New Course Proposal:

- Signed memo from Division Head
- Completed *Internal SPH New Course Approval Request Form*
- Syllabus with readings and schedule of lecture topics (see Guidelines in Appendix)
- Instructor curriculum vitae (if the instructor is non ladder-rank faculty)

Note: PH190/290s are also included in this category (New/Temp Courses, see Appendix)

Note: The signed memo from Division Head should include the date/outcome of the internal vote for approval.

Existing Course Revision:

- Signed memo from Division Head
- Syllabus with readings and schedule of lecture topics (see Guidelines in Appendix)

Note: Proposals to establish PH190/290s as a permanent course fall under this category and must include all course evaluations as part of the application.

Note: Should a request to change an existing course title, description, instructional format or unit value be submitted which substantially alters the existing course, the course may be treated as a new course. Such a course submission should include a fully developed syllabus.

Note: Requests to increase or decrease the unit value of a course must always be explained in memo, with sufficient justification given for an increase in units. Requests to change the unit value of courses also must include information on the estimated total number of hours of student work per week. This estimate includes course contact hours as well as time spent outside of the classroom.

Note: Once a course is approved, the syllabus and readings may be changed *without* the EPCC and subsequent COCI's approval so long as the description, goal, and instructional format of the course, as well as the essential pedagogical approach, remain the same. However, please note that changes in final examination format must meet COCI final examination guidelines. This is described in APPENDIX (applies to undergraduate courses).

Existing Course Withdrawal:

- Signed memo from Division Head

Note: If you are withdrawing a course and using the course number for another course, you must indicate in the signed memo, the semester the course was last offered. Once a course has been withdrawn, its number may not be used for a new course for a period of three years for undergraduate courses and for five years for graduate courses (there are exceptions if justified).

Note: COCI reviews approvals and withdrawals together as a package. If you are withdrawing one course and reusing that number for a new course, this must be noted in memo. A new course application may also be submitted.

Then what happens?

(2) Internal Review by SPH Education Policy and Curriculum Committee (EPCC)

Provide all of documents described above to sphcourses@berkeley.edu. Once EPCC approves the proposal, it will be submitted directly to the COCI for approval. EPCC may contact you with any questions.

(3) Review by the UC Berkeley Academic Senate COCI

You will not hear anything about your course if there have not been any problems along the way in the approval process. (No news is good news!) The volume of courses processed by the COCI for the campus is large, and there is no time to inform everyone about the status of their particular courses. **You can contact: sphcourses@berkeley.edu to learn about proposal status**

Which requests do not require approval by the COCI?

The following types of requests can be handled by an email to the EPCC staff liaison (sphcourses@berkeley.edu) and do not require approval by the COCI:

1. *Minor changes in the title or description.*
 - a. To correct misspellings.
 - b. To correct words if they do not significantly change the existing approved wording.
2. *Change in semester offered.*
 - a. Expand Fall-only offering to include or to change exclusively to Spring offering.
 - b. Expand Spring-only offering to include or to change exclusively to Fall offering.
 - c. Add an equivalent summer term to the already approved regular term(s) of a course.
3. *Pruning or unpruning.*
 - a. pruning/unpruning for both General Catalog (printed) and Online Catalog
4. *Change in instructor name—e.g. there is now a different instructor.*

Note: Include CV if not a senate faculty member. If proposed instructor is not a senate faculty member, the EPCC will review this change before giving approval.

Is there any other important information I should know?

Yes! See the APPENDIX!

APPENDIX

SYLLABUS GUIDELINES:

A syllabus should include the following:

- Outline of the topics to be covered in the course. This can be a week-by-week schedule, or other detailed format that conveys how the course will be presented.
- Reading List or examples of the sort of works to be used.
- Requirements and grading. A list of what students will be required to do to pass the class, and the relative weight of each requirement toward the final grade. Usually expressed as percentages (25% 10-page paper, 25% midterm, etc.)

A proposal for a new course without the above information will be considered incomplete.

Once a course is approved, the syllabus and readings may be changed without the committee's approval so long as the description, goal, and format of the course, as well as the essential pedagogical approach, remain the same. However, please note that changes in final examination format must meet the relevant COCI guidelines.

PLEASE see this link for excellent information related to developing a syllabus:

http://teaching.berkeley.edu/sites/teaching.berkeley.edu/files/SyllabusComponents_0.pdf

SUMMER COURSES:

New summer courses or changes to existing summer courses must be routed through the approval process and be reviewed by COCI in the same manner as all other courses.

Academic units are allowed to bypass COCI review when adding summer terms of 10, 8, or 6 weeks to courses that have already been approved for the Fall and/or Spring semesters. In these instances, the format for the summer term must provide for the same (or greater) number of contact hours as the Fall and/or Spring term. The type of instruction format, lecture, seminar, lab, etc. must also remain the same. For example, a three-unit course offered in the Fall or Spring with three hours of lecture per week has a total of forty-five contact hours. If this course were offered for eight weeks in the summer, the format would have to be six hours of lecture per week for eight weeks, for a total of 48 contact hours. For a six week summer term, the format would have to be 7.5 hours of lecture per week for six weeks for a total of 45 contact hours. In both

cases, the number of contact hours is equal to or greater than 45, which is the number of hours for the Fall/Spring semester.

If the number of contact hours for the proposed summer term is not consistent with the regular term offerings or if there are any other changes being made to the course, it will not be given this automatic approval. If you are making any additional changes to the course for the summer term, such as changing the unit value or description, then you will need to submit these changes to EPCC and the course will undergo review by COCI. In addition, summer courses with a term of less than six weeks must also undergo review by COCI.

In order to have a new summer sessions' course available for viewing on the Online Schedule once it's accessible to the public near the end of December, you should submit proposals no later than the first week of November.

STUDENT-FACILATED COURSES (INCLUDING DECALS):

(Last Revised April 2015)

COCI allows students to facilitate courses offered under the numbers 98 and 198 (directed/organized group study). These are offered as P/NP. Proposals for such courses must be reviewed and approved by an instructor of record and department chair, and then submitted to COCI for review. ALL information is located here (including links to DeCal website):

<http://academic-senate.berkeley.edu/committees/coci/sfc>

GREAT COCI RESOURCES:

<http://academic-senate.berkeley.edu/committees/coci/toolbox#06>

SPECIAL STUDIES COURSES AND GUIDE TO NUMBERING:

At SPH, we use a variety of umbrella course numbers, e.g., 290, 292, 293, 295, 296, 297, 298 and 299. Umbrella Courses or Sections have generic descriptions and can be used to create as many different listings as a department needs, such as Independent Study. These 29_ course numbers should be considered in two separate categories.

Seminars: 290, 292, 293, 295

These are designations for courses with weekly class meetings, course requirements conveyed to students via syllabus, and a week-by-week schedule of course content topics and readings.

- 290 *Health Issues Seminar*: Designation for **new courses** approved by the SPH EPCC. Course must be offered for minimum of two semesters before being re-reviewed and proposed to Academic Senate COCI to receive a unique course number and catalog listing.
- 292 *MPH Seminar* and 293 *Doctoral Seminar*: Designations for divisional seminars for Public Health degree program cohorts. Seminar topics will vary from semester to semester. Divisional seminars are reviewed and approved at the divisional level and not by the EPCC.
- 295 *Seminar*: A generic health issues seminar much like 290. This course number is not differentiated well in the catalog apart from other course types. **It is not preferred for use at SPH.**

Study Sections: 296, 297, 298, 299

These are designations for independent or group studies and field work. Students meet with faculty supervisors on a discretionary basis. Requirements for credit are determined by faculty supervisors.

- 297 *Field Study*: Designation used to issue credit for Public Health internship or residency requirements. Each section of a field study course (numbered 197) requires a written proposal that the faculty sponsor must sign and the chair of the department (Dean) must approve.
- 296 *Special Study* and 299 *Independent Research*: Designations are used for any type of independent study/research that students undertake with the supervision of faculty mentors. 299's are most often used to issue credit for Ph.D. student dissertation work. 296's are sometimes utilized in other departments for students who have not yet advanced to candidacy vs. students enrolled in 299's. **We do not make this distinction at SPH and seldom use 296. PLEASE USE 299! (199 for undergraduates)**
- 298 *Group Study*: Designation utilized for group-oriented study/research. Should not be used for new courses. **USE THIS FOR YOUR REGULAR GROUP MEETINGS WITH STUDENTS**; example weekly lab meetings. Use 198 for undergraduates!

Frequently Asked Questions:

When should faculty have a Graduate Student Researcher (GSR) enroll in units?

A GSR may always enroll in units for paid or unpaid research time.

Under what course number would a GSR enroll in units? Does it matter if they are a masters or doctoral student?

This would be under 299 in all cases, for both masters and doctoral students

How many units are appropriate?

This varies by the situation, and there is no hard and fast rule. Any student doing paid or unpaid research may enroll in units, with the number of units depending on how many hours a week. Full time PhD student who are no longer in classes might enroll for 12 units whereas an MPH student working 10 hours/week might enroll for 3 units

When should we have an undergraduate assistant enroll in unit? Under what number?

An undergraduate should enroll in 199 if they are doing or assisting with research.

Note: An exception to this may be if the undergraduate student is enrolled in the Undergraduate Research Apprenticeship Program (URAP). This is a great program, check it out!

<http://research.berkeley.edu/urap/>

What are the examples for other situations when we should have students enroll in units and what number?

Use 199 (undergrad) and 299 (grad) for independent research.

Use 198 (undergrad) and 298 (grad) for group learning, organized research groups, journal club, regular meetings when learning takes place if there are 2 or more students.

Students need to have to have an actual course control number for enrollment, not just the designation "299" or "299." How do we get these numbers?

If you already have a PH 298 or 299 regularly established each semester, you need only search the Online Schedule (<http://schedule.berkeley.edu>) and search by your own Last name in the Instructor Name field along with “PH” in the Department Name field to find all sections assigned to you and their corresponding CCN’s.

If you do not have a PH 298 or 299 established in a semester, please contact your Division Office to have one created.

SOME FINAL NOTES:

Note: Independent Study for undergraduates (numbered 99 and 199). Each section of an independent study course (numbered 99 and 199) requires the prior consent of the instructor who is to supervise the course and the approval of the chair of the department (or equivalent) based on a written proposal that specifies the nature of the study, number of units to be credited, and the basis for grading. The consent of the student’s major advisor is also required for 199 courses.

Note: Directed Group Study (numbered 98 and 198). Each section of a directed group study course (numbered 98 or 198) must receive approval by the chair of the department (or equivalent) based on a written proposal submitted by the instructor who is to supervise the course that describes the matter to be studied, the methods of instruction,

the number of units to be credited, and methods of evaluation of student performance. The 98 and 198 designations are typically used for DeCal courses which follow a separate set of instructions (see above); but if you plan to enroll a student in an undergraduate 98 or 198 group study that is not a DeCal (your own group) you should have clear, written and approved guidelines for the student.

Note: Regulation 772 of the Academic Senate states that a written examination, not to exceed three hours, is required in all undergraduate courses. The examination must be given during the examination period scheduled by the Registrar's Office, unless COCI grants a variance (see section 3.2.1, first link below). Final examinations are not required in graduate courses, but are optional at the discretion of the instructor. If a graduate course has a final exam, COCI does not need to approve any changes to the final exam schedule, but the department should notify Classroom Scheduling at osoc@berkeley.edu.

More Info:

<http://academic-senate.berkeley.edu/committees/coci/handbook2#2-2>

<http://www.universityofcalifornia.edu/senate/manual/rpart3.html#r772>