

## **Committee on Courses of Instruction Delegations of Authority Santa Cruz Division**

The Committee on Courses of Instruction (CCI) delegates specific routine administrative duties related to its purview, deemed appropriate to several units on campus. CCI will monitor and review Delegations of Authority annually during fall quarter. The approved policy for the current academic year is posted on the Senate's public Committee on Courses of Instruction website.

### **Routine Administrative Decisions Delegated to Listed Units on Campus**

#### Office of the Registrar

The Committee on Courses of Instruction (CCI) has approved the delegation of the following actions to the Office of the Registrar with regard to courses in the UCSC Catalog:

- cancellations
- suspensions
- course numbering or renumbering
- reactivations of courses in cases of the same instruction with no additional changes to courses
- removing a cross listing to an existing course
- updating enrollment restrictions to reflect other administrative changes, in cases of the same instruction with no additional changes to courses (for example, adding or removing course(s) that were suspended, canceled, or renumbered). This includes single crosslistings with no content change.
- changes to title or course description when no change to content.
- Changes to TIE code/component type category (example: seminar, lecture, lab) with no change to content.
- adding or removing a single course prerequisite to an existing prerequisite sequence; stakeholder letters included if necessary
- Approval for Non-UCSC Student petitions

This delegation is approved with the condition that the Office of the Registrar maintains a list of all decisions made within the Curriculum and Approval Tracking System (CAT) which CCI may access and review at any time.

#### Articulations Officer

The Committee on Courses of Instruction of the Santa Cruz Division delegates to the Articulations Officer, the authority of initial review of all courses at other institutions as satisfying general education (GE) requirements at UCSC, and to certify such courses as satisfying general education (GE) requirements at UCSC in the following circumstances:

- If a course clearly satisfies the criteria of a GE requirement based on guidelines established by CEP.
- If CCI has already determined that a comparable or identical course satisfies the GE requirement

In all other circumstances, the Articulations Officer, will submit a review request to CCI for a final decision regarding general education (GE) requirements.

CCI also delegates initial review of all courses at other institutions as satisfying the American History & Institutions (AH&I) requirement. The History Department should be asked to identify faculty that currently teach AH&I courses and these faculty should be asked to review the proposed AH&I courses before a decision is made.

**Catalog Year Changes for General Education Requirements for 2024-25 Academic Year.** CCI delegates Catalog Year Changes for General Education Requirements to Academic Preceptors. CCI members have relied heavily on the support of college advisors when reviewing these requests in the past and observed that delegation of this authority last year proved efficient and beneficial to students. CCI will delegate the authority to authorize catalog year changes to the Academic Preceptors until Fall 2025. Related GE Substitutions petitions will continue to be reviewed by CCI. This delegation is approved with the condition that a list of all decisions made be maintained and that CCI may access and review it at any time.

#### **Summer Administrative Decisions Delegated to the CCI Chair**

The Committee on Courses of Instruction of the Santa Cruz Division delegates to the Chair of the Committee on Courses of Instruction the authority on the following actions during the summer in the absence of regular committee meetings:

- Student Petition Requests
- Undergraduate Grade Grievances
- Graduate Student Instructor (GSI) Teaching Requests
- Undergraduate Teaching Assistants
- Course Reviews in CAT

*Reviewed by the Committee on Courses of Instruction, September 23, 2024*