October 6, 2022

TO: Sang-Hee Lee, Chair
Riverside Division of the Academic Senate

FROM: John Kim, Chair
CHASS Executive Committee

RE: New Guidelines for Courses and Instruction

The CHASS Executive Committee discussed the New Guidelines for Courses and Instruction at its regular meeting on October 6, 2022. We thank the Committee on Courses and all those who are working on updating and streamlining the course approval process as this is an urgent issue for CHASS in particular.

Editorial Issue
I.5.i and I.5.ii: The links shared in these two paragraphs are dead (i.e. 404 errors) and need to be updated.

Substantive Issue
VI. “Guidance for Associate Instructor and Teaching Fellow Appointments”
While we recognize that this proposal is adhering to SR 750 and APM 410-20b in requiring Associate-in appointments to upper-division or graduate courses to be approved by the Committee on Courses, we question whether this requirement is necessary or even appropriate. Several committee members noted that Associate-in appointments are essentially personnel actions and that the Committee on Courses is not the appropriate venue for such actions. Others also noted that this requirement also unnecessarily delays such appointments. We therefore ask the Committee on Courses, as well as the Division as a whole, to reconsider this requirement, or at least to provide a justification for why it is necessary.

Additional Questions
Graduate Courses: It was also noted that the flowchart on Page 35 of the document does not accurately reflect how graduate courses are routed through the approval process in CHASS. Currently in CHASS, graduate courses are reviewed by the Associate Deans and not by the Executive Committee. It is not known why this is the case and if it is also the practice in other
colleges/schools. The Executive Committee agreed that the responsibility for reviewing graduate courses should belong to the Executive Committee, not the Associate Deans. One of the Associate Deans on the Executive Committee as an *ex officio* member concurred. We therefore request that all CHASS graduate course proposals should be reviewed by the CHASS Executive Committee.

4+1 Programs: The question was raised as to how courses in 4+1 programs would be handled as there are currently differing paths for course approvals for undergraduate and graduate courses. This question arose because undergraduate and graduate curricula are essentially blended in 4+1 programs.