

To: Dept chairs

Subject: UC Course Classification Project: Due April 6

As part of an initiative to improve the way in which the University reports faculty instructional activities to the State Legislature and to provide a better means for understanding faculty instructional activities Systemwide, the Office of the President has proposed a new system of reporting these activities. We are seeking your assistance in the first step of the new process, which involves the classification of all undergraduate, graduate, and professional courses offered by your instructional unit into one of 18 classifications or Faculty Instructional Types.

Attached you will find a spreadsheet listing all the courses offered by your department that appear in the *General Catalog*. Both the guidelines for classifying your courses according to the University's 18 new instructional types and the instructions you should follow when recording those classifications on your departmental spreadsheet are available on the Web at <http://evcp.chance.berkeley.edu/TIECourseClassificationProject.htm>.

In order to meet the Office of the President's deadline of April 20, 2004, please email your completed spreadsheet by **Tuesday, April 6, 2004** to Dennis Hengstler, Executive Director of the Office of Planning and Analysis at hengstlr@berkeley.edu. Any questions you might have should be sent to Dennis Hengstler.

Thank you for your help in responding to this important request.

Paul Gray