



320 STEPHENS HALL  
UNIVERSITY OF CALIFORNIA

TO: Department Course Contacts  
FROM: The Committee on Courses of Instruction (COCI)  
Date: 15 May 2020  
RE: Temporary Delivery of Instruction via Remote Instructional Formats for Fall 2020

Dear Colleagues,

As we are all (too well) aware, the circumstances under which Fall 2020 instruction will take place are still not clear. As Chancellor Christ laid out in her [May 6th message to campus](#), nine committees have been formed, with membership drawn from the administration as well as the Academic Senate, to develop recommendations for campus decisions regarding Fall 2020, which we anticipate by mid-June.

In the meantime, however, in order to alleviate some anxiety around the course approval process, we would like to make clear our stance regarding the use of remote instruction as part of the emergency response to the COVID-19 pandemic. We draw a clear distinction between this emergency remote instruction on the one hand, and online (or “distance-learning”) courses—that is, curriculum designed to be offered partially or exclusively online, and intended to continue being offered in this format beyond the extent of the current emergency—on the other.

Only these latter courses—designed to be routinely taught via distance learning formats beyond the COVID-19 emergency response—need to be created or modified in the Course Management System (CMS) with web-based instructional formats, whereupon they will become part of the given program’s permanent curriculum. Likewise, only such courses (or course format modifications) will require review and approval by COCI. Courses temporarily adapted to an online format as part of the emergency response do not need to be modified in CMS and therefore do not need review or approval by COCI.

We cannot emphasize strongly enough that this statement of the scope and principles underlying our stance is NOT intended to prejudge the specific response plans that will govern Fall 2020 instruction—again, like the rest of campus, we eagerly look forward to the results of the current broad-based deliberation process underway.

Sincerely,

Robert Ashmore, Chair  
Committee on Courses of Instruction