



320 STEPHENS HALL
UNIVERSITY OF CALIFORNIA

TO: Department Course Contacts and Department Chairs
FROM: The Committee on Courses of Instruction (COCI)
Date: 25 June 2020
RE: Statement Regarding Fall 2020 Instruction and Planning

The Committee on Courses of Instruction (COCI) would like to issue the following clarifications on policy and procedural matters relating to Fall 2020 instruction:

1. Offering existing courses via remote instruction in Fall 2020 does NOT require COCI approval.

COCI does nevertheless require that academic units provide a complete list of all courses scheduled for delivery via remote instruction in Fall 2020—see instructions below.

2. Policy relating to final examinations and assessments in Fall 2020 will be relaxed to allow instructors to replace in-person (or online proctored) final examinations with other modes of final assessment, with the department chair's approval, but without need for COCI approval.

This means that COCI's position regarding final exams and assessments in Fall 2020 will continue as reflected in the committee's statement on [Undergraduate Final Exams and Final Assessments for Spring 2020](#).

3. There is no plan to extend default P/NP grading (the policy applied in Spring 2020) into Fall 2020.

If unforeseen future emergency developments do make default P/NP grading necessary, such a change in grading policy will require action on the part of the Academic Senate as a whole. There is currently no expectation that this will occur.

Definitions and Considerations Regarding Remote Instruction

The term "remote instruction" applies to the delivery of existing courses via remote means as part of the campus emergency response to the COVID-19 pandemic. A course approved for partly or entirely in-person instruction that is offered via remote instruction during this emergency remains, in COCI's view, the same course. Its adaptation to emergency remote instruction accordingly does not require COCI approval. COCI views such courses as fundamentally distinct from online courses—i.e., courses designed from the outset to be delivered via distance learning methods, and intended to retain those formats beyond the current emergency.

Only these latter courses—designed or modified 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 become part of the given program's permanent curriculum with that format. Likewise, only such courses (or course format modifications) will require review and approval by COCI. Courses temporarily adapted for remote instruction as part of the COVID-19 emergency response do not need to be modified in CMS, and therefore likewise do not need review or approval by COCI, unless they involve other kinds of changes (e.g., changes to credit hours), or unless adaptations in course structure or format are

intended to become part of a program's regular course offerings beyond the scope of the present emergency (i.e., as part of a set of permanently "online" or "hybrid" course offerings).

As we all know, "adaptation to emergency remote instruction" will in practice often involve significant changes to the organization and structure of a course, far beyond a notionally simple shift from in-person to Zoom delivery. Many faculty are adapting their courses to include asynchronous components - modules, for example - that do not readily fit into the structure of the course during a non-emergency semester. While such emergency adaptations do not require COCI approval, faculty should still adhere to the [unit workload expectations](#) for the course as approved, which remain unchanged. For example, a course that includes three units of lecture in Fall 2020 may not necessarily have 150 minutes of synchronous Zoom lectures per week, but the sum of the synchronous and asynchronous components should still be about 150 minutes. It is particularly important to bear in mind that asynchronous components should not be in addition to normal workload expectations as specified in the course as approved.

Academic units are required to provide a complete list of all courses to be offered via remote instruction in Fall 2020. To do so, please complete this [Google Sheet](#) to record the department code and course number for each such course, and indicate if any already scheduled classrooms may be released. The Office of the Registrar's Classroom Scheduling unit will use this information to release rooms.

Academic units may of course continue to submit new course proposals and modifications for courses designed for in-person instructional formats, even if present emergency conditions temporarily prevent them from being offered in these formats.

Sincerely,

Robert Ashmore, Chair
Committee on Courses of Instruction