



320 STEPHENS HALL

UNIVERSITY OF CALIFORNIA

TO: Department Course Contacts and Department Chairs
FROM: The Committee on Courses of Instruction (COCI)
Date: 17 March 2021
RE: COCI Statement Regarding Fall 2021 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 2021 instruction:

1. Remote Courses are courses taught via the internet as an emergency response to COVID-19. These courses are distinct from Online Courses which have been designed to be taught via the internet regardless of public health restrictions.
2. Classes or class components that will be held remotely in Fall 2021 consistent with [campus remote instruction guidance](#) do not require additional COCI approval.

COCI approval is required for courses that (a) do not fall under the campus remote instruction guidelines but plan to include online components (e.g., lecture, discussion, lab), and/or (b) plan to include online components in future semesters, after emergency remote instruction has ended.

New remote instruction guidance may be issued in response to changes in the public health situation, wildfires, or other disruptions.

3. Final examinations and assessments should be conducted in accordance with COCI policy.

Policies regarding remote proctoring of final exams in Fall 2021 are forthcoming.

Definitions and Considerations Regarding Remote Instruction

The term “remote instruction” applies to the delivery of existing courses or course components 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 or course components—designed or modified to be routinely taught online beyond the COVID–19 emergency response—need to be created or modified in the Course Management System (CMS) with online 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 2021 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 may of course continue to submit new course proposals and modifications for courses designed for in-person instructional formats, even if emergency conditions temporarily prevent them from being offered in these formats.

Sincerely,



Estelle Tarica, Chair
Committee on Courses of Instruction