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UNIVERSITY OF CALIFORNIA

TO: Department Course Contacts, Department Chairs, and Instructors of Record

FROM: The Committee on Courses of Instruction (COCI)

Date: 03 April 2020

RE: Temporary Delivery of Instruction via Remote Instructional Formats for Spring and Summer 2020

Dear Colleagues,

As the disruptions to instruction due to the pandemic outbreak of the COVID-19 coronavirus continue to ripple across our academic community, the Committee on Courses of Instruction (COCI) has opted to suspend all requirements to have courses approved to include remote instructional formats (web-based lecture – WBL and web-based discussion – WBD) prior to scheduling the offering effective for all class offerings through summer 2020. That is, departments are not required to secure COCI's approval to schedule a class with remote instructional formats for the immediate future in order to offer the course via distance learning methods.

This applies exclusively to courses that under normal circumstances would be offered only in a classroom, discussion section, laboratory, or similar in-person setting. Courses that are already approved with online instruction, either fully online or in some hybrid method, are not required to take any action on this matter. Courses that are being newly proposed or modified to have online instruction *as a routine instructional component*, i.e. beyond summer 2020, will still need to have COCI approval prior to scheduling the online format.

In order to facilitate this temporary suspension of approval requirements and so that we may keep a record of the number of courses that are opting for temporary delivery via distance learning in view of the pandemic, we still require that academic units provide a complete list of all courses that they are scheduling in summer 2020 with online instruction as a temporary method. *To do so, please complete this [Google Sheet](#) to include the department code, course number, summer session (A, B, C, etc), and indicate if the already scheduled classrooms may be released.* The Office of the Registrar's Classroom Scheduling unit will use information in this Google sheet to release rooms.

Recognizing that there is a limited number of classrooms on campus that are well equipped to provide course capture and similar simulcast features, we recommend that departments continue to consult with Educational Technology Services (ETS) on the use of bCourses, Zoom, and similar technologies to support temporary online instruction.

The Committee will continue to monitor the instructional conditions of the campus in the coming months and will consider an extension of this suspension into fall 2020 if necessary.

Sincerely,

Robert Ashmore, Chair

Committee on Courses of Instruction