

November 23, 2021

Department Chairs
Program Directors
Department Managers

Re: Winter and Spring 2022 Emergency Delegation Requirements

Dear Colleagues,

The Committee on Educational Policy (CEP), Graduate Council (GC), and the Committee on Courses of Instruction (CCI) have reviewed and discussed the recent campus response to the Senate¹ and CP/EVC² memo's authorizing emergency delegation of authority to course sponsoring agencies (CSA's) for the 2022 winter and spring quarters. As committees with plenary authority over curriculum, we are acutely aware of the pedagogical and operational challenges that have faced our campus over the past two years. We recognize the tremendous impacts of these challenges, especially on faculty and staff who continue to respond nimbly and thoughtfully to offer the quality education our students deserve. We are deeply appreciative of your hard work, which is too often invisible even in the best of times.

We wanted to clarify the intent of the original communications and respond to your concerns, with special recognition of the unintended consequences on workload. Our original intention was to resolve potential impediments to undergraduate and graduate students who were at risk of not completing their degrees, concerns that were brought to the Academic Senate by the CP/EVC on October 25, 2021. We also wanted to ensure that only those courses that were *absolutely necessary* for students' progress were moved to remote instruction, given that the campus had already announced a return to in-person instruction. We agree that additional advance warning would have eased the burdens of these changes, even as we suspect that for the foreseeable future we will continue to live in an unpredictable and rapidly changing world that will present many challenges for long term or even midterm planning.

The original date of December 10, 2021 for forwarding information about changes in courses to remote instruction was determined after careful consultation with the Office of the Registrar. They have since advised that a modest postponement of that date will not unduly burden their scheduling. Consequently, CEP, GC, and CCI would like to **amend the deadline to December 22, 2021**. This revised deadline recognizes both workload issues and the need to complete work before the campus winter closure begins on December 23, 2021. Senate committees will review winter and spring remote and online enrollment decisions during the first meetings of winter 2022.

Senate guidelines specify that curricular decisions are the purview of the Senate; deans and divisional offices do not make curricular decisions.³ We ask that Department Chairs and Program Directors please follow the deadlines and requirements specified by CEP, GC, and CCI. There should not be a deadline for submission of necessary course modality changes

¹ CEP and CCI's November 1, 2021 memo and GC's November 5, 2021 memo.

² Undergraduate email communication was sent on November 3, 2021 and the graduate email communication on November 5, 2021

³ Please refer to [CCI's page regarding the course approval process](#). "Deans do not have curricular authority; the Regents vest this authority in the Academic Senate."

which is different than December 22. If you have any question about the process, please feel free to contact CEP, GC, and/or CCI directly.

The reporting requirements set by CEP, GC and CCI in their original letters remain in effect. Specifically, departments and programs are required to report their reasons for moving courses to remote instruction for **winter 2022 for undergraduate courses**, and for **winter 2022 and spring 2022 for graduate courses and undergraduate and graduate courses taught in conjunction**. Decisions to move courses to remote instruction must be for curricular reasons supporting student progress to graduation.

This is the information that we are requiring for our review:

Undergraduate Courses

1. Departments and programs must report their reasons for moving courses to remote instruction for winter 2022, and should provide a circumstantial justification involving student progress.⁴
 - How many juniors and graduating seniors are impacted?
 - What are the reasons for making this course decision?
 - Report any proposed modification to program requirements that are impacted by changing to remote instruction. These should maintain program learning outcomes and compliance with Senate regulations, including Disciplinary Communication (DC) requirements (SR 10.2.3.1.b) and upper-division minima (SR 10.4.2, 10.4.4., and 10.4.7). All proposed exceptions should be clearly outlined. Changes to DC requirements may be subject to additional oversight.
2. Any course that is planning to move to remote instruction for spring 2022 should have a curricular justification involving student progress that follows the winter quarter principles.

Graduate Courses and Undergraduate/Graduate Courses Taught in Conjunction

1. List of courses moved to remote instruction
2. The number of graduate students or students in graduate courses who would have been otherwise negatively affected if those courses had not been shifted to remote instruction
3. Clear pedagogical justifications for these changes

For **WINTER 2022** courses, CEP, GC and CCI will contact the relevant departments for how to transmit the reporting justifications.

For **SPRING 2022** courses, please complete this [google form](#) for each course. CEP, GC, and CCI will review all courses at the beginning of January when committee meetings resume. Please note that, currently, the Office of the Registrar will be scheduling all spring 2022 courses for in-person 2022, until the Senate indicates differently.⁵

Thank you again for your work; we hope that these adjustments will offer a small bit of relief.

⁴ Winter courses that have already been shifted to a remote mode of instruction will not be changed to in-person. However, we are still requiring justification for these courses.

⁵ Unless approved through the APO pathway.

Sincerely,



Tracy Larrabee, Chair
Committee on Educational Policy



Melissa L. Caldwell, Chair
Graduate Council



Yat Li, Chair
Committee on Courses of Instruction

cc: Lori Kletzer, Campus Provost and Executive Vice Chancellor
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