

February 2, 2022

Divisional Deans
Department Chairs
Program Directors
College Provosts

Re: Emergency Delegation to Course Sponsoring Agencies for Spring 2022

Dear Colleagues,

On January 28, 2022, the Committees on Educational Policy (CEP), Courses of Instruction (CCI) and Graduate Council (GC) received a request from Campus Provost & Executive Vice Chancellor (CP/EVC) asking for the Academic Senate to consider delegating remote instruction to course sponsoring agencies (CSA's) for spring 2022 to accommodate students who must remain remote. The Academic Senate notes frustration with the administration with this most recent last-minute request: We understand that the burden to departments, programs and colleges continues to be immense.

CEP and CCI have determined that due to impacts on time to degree for students who are unable to return to campus, CEP and CCI delegate decisions about course mode of instruction (primary and/or secondary section offerings) to CSA's.¹ We will not require additional reporting to CEP and CCI, but only to the Office of the Registrar so that they may update class setup before the spring schedule becomes public on February 15. Their office will follow up on this message with details about this process. On November 5, 2021, Graduate Council gave delegation to CSA's through spring 2022.

Additionally, CEP and CCI would like to reiterate our position that we hope that our campus will continue to move forward with returning back to being an in-person university, so that students will have to take their classes in Santa Cruz, and further delegations concerning modes of instruction will be unnecessary.

Sincerely,



Tracy Larrabee, Chair
Committee on Educational Policy



Yat Li, Chair
Committee on Courses of Instruction

Encl. CP/EVC to CEP, GC and CCI Chairs re Delegation for Remote Instruction for Spring 2022, 01-28-2022
GC Memo to CP/EVC Kletzer re Request for Delegation of Emergency Remote Instruction for Winter, Spring and Summer 2022, 11-05-2021

¹ Please refer to [CEP's December 2, 2021 correspondence regarding Emergency Remote Attendance](#).

cc: Lori Kletzer, Campus Provost and Executive Vice Chancellor
Richard Hughey, Vice Provost and Dean of Undergraduate Education
Peter Biehl, Vice Provost and Dean of Graduate Studies
Herbie Lee, Vice Provost for Academic Affairs
Adrian Brasoveanu, Associate Campus Provost
Jody Greene, Associate Vice Provost for Teaching & Learning
David Brundage, Chair, Academic Senate
Matthew Mednick, Director, Academic Senate
Melissa Caldwell, Chair, Graduate Council
Stacey Sketo-Rosener, Assistant Vice Provost of Undergraduate Advising
Tchad Sanger, University Registrar
Department Managers
College Academic Managers

January 28, 2022

To: Tracy Larrabee (Chair, Committee on Educational Policy)
Melissa Caldwell (Chair, Graduate Council)
Yat Li (Chair, Committee on Courses of Instruction)

From: Campus Provost/Executive Vice Chancellor Lori Kletzer

Subject: Delegation for Emergency Remote Instruction for Spring 2022

Dear Tracy, Lissa, and Yat,

I write today with an urgent and last minute request, and for that, I apologize. I need to return to the topic of my October 25, 2021 request, for emergency remote instruction authority for course sponsoring agencies (CSAs) for Spring '22. I write because we continue to have concerns about undergraduate students being able to make timely progress towards graduation and major declaration in the Spring '22 quarter. When compared with the number of courses originally scheduled to be online or remote for Winter '22 (prior to the exception to policy), Spring '22 has less than half that number scheduled to be online or remote for Spring '22.

We know from surveys conducted by the divisions in Fall 2021 that a significant number of our students had already decided in Fall to remain remote for the duration of the year. In the wake of the latest variant, and the necessary delay in the resumption of in-person instruction, we suspect that even more of our students may have decided to remain remote for the remainder of the year.

While we recognize that many of our students want to be in the in-person classroom, many are facing ongoing affordable housing challenges, family responsibilities, and health issues that render it difficult for them to return to campus in person.

We are writing to request that you allow CSAs to authorize changes in instructional modality from in-person to emergency remote instruction, for the benefit of students trying to progress to graduation or major declaration, as you did in your letter of November 1, 2021 regarding Winter '22.

We can also increase capacity for helping students progress this year by reminding CSAs of your clarification on [December 2, 2021](#) that emergency remote attendance (allowing remote attendance by a student or students in an in person course for the duration of the term) is the purview of the instructor, and can be neither required nor forbidden by a CSA as long as the learning goals of the course can be met for those students attending remotely.

We respectfully request a response by February 3, 2022. The course catalog is published on February 12. Thank you for your consideration of this request.

cc: Analyst Bañuelos
Analyst Gardea
Analyst Hurdis

November 5, 2021

CP/EVC Lori Kletzer
Chancellor's Office

RE: Review of Request for Delegation of Emergency Remote Instruction for Winter, Spring, and Summer 2022

Dear CP/EVC Kletzer,

At its meeting of November 4, 2021 Graduate Council discussed your request to the Senate Committees on Educational Policy (CEP), Courses of Instruction (CCI), and Graduate Council (GC) (dated 10/25/21) to delegate decision for emergency remote instruction to course sponsoring agencies (CSAs) for winter, spring, and summer 2022. While initial plans announced by administration indicated a return to default in-person instruction for winter quarter, your request noted that “a small but significant number of students may need to remain fully remote in winter and spring quarters,” necessitating a shift in planning. CEP and CCI responded to your request (11/1/21) for delegation of undergraduate courses, after CEP and CCI discussion with their full respective committees. Given that GC did not have a scheduled meeting until November 4, we are responding separately on the issue of delegation for graduate courses (including undergraduate/graduate courses taught in conjunction, also known as “mezzanine” courses). Prior to its review of this request, Graduate Council Chair Caldwell also consulted on this issue with CEP Chair Larrabee, the full CEP committee, and CCI Chair Li.

After careful deliberation of your request and the responses to GC questions that you forwarded from the divisional deans (11/3/21), Graduate Council approves the delegation of authority to course sponsoring agencies for graduate courses, including undergraduate/graduate courses taught in conjunction, for winter and spring 2022. Council reached this decision after recognizing the short-term and long-term planning challenges faced by CSAs. Council extends this delegation with the expectation that decisions to shift courses to remote instruction will be done only to address critical pedagogical needs and not for convenience. In order to monitor the effects of these instructional shifts, **we request that CSAs provide the following documentation for both winter and spring quarters:**

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

The deadline to submit the requested documentation to both Graduate Council and CCI is December 10, 2021, consistent with the CEP/CCI request deadline (CEP and CCI to CP/EVC 11/1/21).

Going forward, GC respectfully asks that requests of this nature be communicated with ample lead time and with sufficient supporting documentation so that the Senate can deliberate thoughtfully and offer a unified response, where possible.

Sincerely,



Melissa L. Caldwell, Chair
Graduate Council

cc: Academic Senate Chair Brundage
CEP Chair Larrabee
CCI Chair Li
VPDUE Hughey
VPDGS Biehl
VPAA Lee
Registrar Sanger