November 14, 2022

Divisional Deans
Department Chairs
Program Directors
College Provosts

Re: Interim Guidance on Applications for Online Modalities - Summer 2023

Dear Colleagues,

The Committee on Courses of Instruction (CCI) is drafting a guide to applications for online modalites with an anticipated availability of Winter 2023. This note is aimed at instructors applying for online modalities in Summer 2023 who will not have the benefit of that guide.

To facilitate CCI's review of online course requests, applicants should provide syllabi for:

- The requested online modality.
- The in-person version of the course.

When constructing the application, attention should be paid to addressing:

- How the requested online modality supports course learning outcomes.
- Differences in teaching strategies between modalities.
- Consistency of evaluation methodology across modalities.

Once CCI have reviewed the online course proposal, the outcome will be one of:

- Application is returned with observations.
    - A revision based on those observations may be submitted.

- Course is approved for the requested modality.
    - Approval is subject to review after three calendar years.

- Course is granted Provisional Approval for the requested modality in Summer 2023 only.
    - A further application is required if the modality is desired long term.

CCI requests instructors / divisions are mindful of the course approval deadline, specifically, online course requests for Summer 2023 must be submitted to CCI by January 15th, 2023.

Sincerely,

David Harrison, Chair
Committee on Courses of Instruction

cc: Cynthia Larive, Chancellor
        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
        Herbert Lee, Vice Provost for Academic Affairs
        Adrian Brasoveanu, Associate Campus Provost
        Monica Parikh, Director, Summer Session
        Jody Greene, Associate Vice Provost for Teaching & Learning
        Robin Dunkin, interim Director, Center for Innovations in Teaching and Learning
        Michael Tassio, Director, Online Education
        Patty Gallagher, Chair, Academic Senate
        Melissa Caldwell, Vice Chair, Academic Senate
        David Lee Cuthbert, Chair Committee on Educational Policy
        Andrew Fisher, Chair, Graduate Council
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        Department Managers
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