

May 16, 2020

Sent to Academic Senate and Academic Federation Members

Preparing for Fall Instruction and Updates on Privacy Considerations for Remote Proctoring

Dear Colleagues,

I just sent the below email to Deans and Department Chairs. I am forwarding it to you so that you can be directly informed about course planning for Fall 2020.

I also wanted to let you know that the campus legal guidance on privacy considerations for remote proctoring was updated on May 15, and can be found [here](#). This was developed by campus counsel with faculty review and input by Matt Bishop and Phil Rogaway (Computer Science), Elizabeth Joh (Law), and Cynthia Carter Ching (Education). If you have any questions about this content, please contact Minming Wu Morri (Associate Campus Counsel and Campus Privacy Officer): mmowu@ucdavis.edu.

Thank you for your continued commitment and support!

Best,
Kristin

Dear Deans and Department Chairs,

The Academic Senate expects that public health directives will limit the size and number of courses that UC Davis can teach in person in Fall 2020. Campus administration will provide more information in the coming weeks. In the interim, I write to provide guidance regarding remote and virtual instruction for Fall 2020.

On May 14, the Academic Senate Executive Council voted to allow emergency remote instruction to continue in Fall 2020. Therefore, as with Spring and Summer 2020, courses taught via remote instruction in Fall 2020 do not need to go through the Senate's formal course approval process.

The Academic Senate Committee on Courses of Instruction (COCI) recognizes that moving in-person courses to a remote mode of instruction may require some changes in course content. COCI asks that, to the extent possible, instructors maintain the curriculum originally planned for a course and, when making modifications, preserve essential information needed to achieve the course's primary learning outcomes and ensure the course will continue to be an adequate prerequisite to subsequent courses.

If you are interested in creating a permanent virtual course, whether that course is new or a virtually-adapted version of an existing in-person course, you will need to submit a new course proposal through the normal course approval process using the [Integrated Curriculum Management System](#) (ICMS).

Requests for new virtual or hybrid courses to be offered in Fall 2020 (and intended to be permanent courses) must be approved at the department and college levels and submitted to COCI by the college committee no later than July 1, 2020.

In addition, all department chairs should have received a fall instruction planning survey from the Center for Educational Effectiveness (CEE). The campus is trying to assess which components or features of courses planned for Fall 2020 require in-person instruction, which courses for fall are critical to academic progress for students, and which courses can be offered remotely. The campus also needs to know what resources instructors need to facilitate course development or delivery. Please make sure to fill out this survey to inform this campus instructional planning.

I recognize that this all requires an enormous amount of work, so thank you for your incredible above-and-beyond dedication to our teaching mission.

Please contact me with any questions.

Best,
Kristin