

March 22, 2020

Sent to Academic Senate and Academic Federation Members

Dear Colleagues,

As we conclude the final examination period for winter quarter 2020, we cannot thank you enough for the flexibility and forbearance you have mustered in adapting to the difficult circumstances even as different and overlapping jurisdictions have issued a series of directives.

We write to provide additional information and guidance for the coming weeks.

Winter Grades

Please make every effort to submit your final grades by Wednesday, March 25, 2020. If you are unable to make this deadline, you can make later adjustments to your grades via the online [Grade Change Tool](#). If you do not have grades for all of your students, you can record missing grades as NG and update them later. Ordinarily, any NG grades will convert to an F grade at the end of the subsequent term (in this case, at the end of spring quarter). According to [Davis Division Regulation A540.G.3](#), however, instructors can indicate to the Registrar whether certain NG grades should not be changed to an F. The Academic Senate is currently working with the Registrar to determine how to best implement this standing regulation.

Transition Week

As originally scheduled, spring quarter instruction will begin on March 30.

You are currently developing plans for remote delivery of course materials—an immense undertaking considering the short time frame and numerous competing responsibilities. Likewise, many students are facing housing changes while trying to gather technological resources and course materials for remote learning. Concerns about personal, family, and community health understandably remain high as well.

Therefore, we encourage you to think of week one of spring quarter as a **transition week**. We offer three suggestions for week one that may help you ease your classes into remote learning:

- Help students familiarize themselves with remote instruction tools for the course;
- Make any introductory materials available via Canvas so students joining late or experiencing technical difficulties can catch up;
- Refrain from having assignments or assessments due during this first week.

The Academic Senate's 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.

Spring Quarter Grading

The Academic Senate has been working with the administration and colleges to determine ways to increase grading flexibilities for spring 2020, such as increased use of Passed/Not Passed grading. There are many complexities involved to mitigate against future negative consequences to students (e.g., major requirements, time to graduation, academic progress, financial aid, and professional school requirements). Once plans are finalized, we will update you.

Campus Buildings

Starting Monday, March 23, Giedt, Olson, and Wellman Halls will remain unlocked and available for remote instruction preparation from 8 a.m. to 5 p.m. Other campus buildings will be locked and accessible by building occupants who have keys. If you need access to a building that is locked, please contact the facilities call center at (530) 752-1655.

Technical Assistance for Remote Instruction

The [IT Express Service Desk](#) is available to answer any general questions related to faculty technology needs and tools. You can also email IT Express at ithelp@ucdavis.edu.

As previously communicated, resources can be found on the [Keep Teaching](#) website. Please review these resources, tools, and techniques (including [webinars](#)) that will enable you to continue instruction. For specific questions in support of remote instruction, please contact the [Center for Educational Effectiveness](#) at cee@ucdavis.edu (pedagogical and instructional strategies) or [Academic Technology Services](#) at ats@ucdavis.edu (technological tools).

Research Guidance

The recent [shelter in place order from Yolo County](#) and the [stay home order from the state of California](#) do not change the [research guidance](#) recently issued by Vice Chancellor Mohapatra. Please also review the [recent message](#) from Vice Provost and Dean Delplanque to graduate students and postdoctoral scholars, which emphasizes that graduate students should not be pressured to conduct research against the best interests of their health.

Solution for Textbook Delays: Requires Instructor Action

UPS and FedEx are currently experiencing significant shipping delays due to the dramatic increase in e-commerce orders during the COVID-19 crisis. For this reason, and because many students will not be on campus, textbooks with a digital equivalent can be delivered through Canvas. Students will be able to opt out of the auto delivery of their digital textbooks for two weeks after the first day of class. Digital delivery through Canvas allows students to utilize their financial aid and have the textbook charged to their student accounts. This is especially important for students who do not have a credit card.

The Bookshelf tool (which is part of Canvas) is being made default visible in all courses in Canvas for this purpose. However, **you will need to publish your spring quarter courses in Canvas for students to take advantage of this feature.** We are requesting that you publish spring quarter courses in Canvas as soon as possible so students have an option to pay for digital course materials using financial aid instead of a credit card. Instructions for how to publish your course are available [here](#).

If you are not using Canvas for your courses that require textbooks, please email canvashelp@ucdavis.edu as soon as possible and ATS will work with you individually to enable your students to take advantage of the “Bookshelf” option.

Guidance on Copyright

Instructors Own the Copyrights to Their Course Materials, Including to Recordings of Their Lectures.

Under UC policy, instructors own the copyrights to Course Materials they create. Course Materials are materials prepared for use in teaching, and include, but are not limited to, lectures, recordings of such lectures, lecture notes and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software. As a practical matter, that means that only the instructor, and anyone to whom the instructor has granted permission, may reproduce, distribute or display (post/upload) course materials. See [UC 2003 Policy on Ownership of Course Materials](#). Copyrights to video or audio recordings of lectures made by instructors are owned by instructors.

Courses Taught Remotely Due to COVID-19 Are *Not* Created Using Exceptional University Resources.

If course materials are created using “Exceptional University Resources,” ownership of those materials are governed by a signed agreement between the University and instructor specifying how rights will be owned and controlled. Please be assured that UC Davis considers that courses being taught remotely solely in response to COVID-19 are *not* created using Exceptional University Resources for purposes of this policy.

A comprehensive communication from Sheila O’Rourke, Senior Campus Counsel and Special Assistant to the Vice Provost Academic Affairs, concerning these matters with many relevant details will be circulated and posted shortly. Valuable information is also available from the [UC Davis Library](#).

Thank you for your incredible dedication and perseverance in the face of these challenges, as well as for your continued above-and-beyond efforts to support students and the larger UC Davis community. As always, we hope that you, your families and friends remain healthy and in good spirits.

Sincerely,

Ralph J. Hexter

Provost and Executive Vice Chancellor

Kristin H. Lagattuta

Chair, Davis Division of the Academic Senate