

May 26, 2016

**To: Academic Senate and Federation Members**

Dear Colleagues:

The ongoing SmartSite outage has led to questions regarding curriculum and coursework. Information and Educational Technology (IET) is making their top priority restoring access to grades. In terms of addressing the ongoing challenges related to teaching, grading of new assignments and tests, student access to course materials, and other considerations, I encourage individual instructors to identify the best way to accommodate the outage with minimal impact on the curriculum, assignments/tests, students, TAs and themselves. The degree of reliance on SmartSite varies greatly from instructor to instructor, and between classes for instructors. We expect to see a variety of flexible solutions emerge. Alleviating student concerns will be important. Regarding the curriculum, there are two considerations that must be met under any solution:

1. At this stage in the quarter, the Committee on Courses of Instruction (COCI) would not allow undergraduate courses to change whether or not there is a final exam and, if not, what is required instead, and would not allow a change in whether a course is letter graded versus graded as P/NP or S/U.
2. In undergraduate courses with GE certifications, instructors should not cancel any assignments (e.g., papers, presentations) that are required to meet a GE certification.

COCI does not review the specific grading criteria in terms of percentages allocated to specific exams and/or assignments, nor the nature and number of specific assignments other than those related to GE. Changes in those areas may be left to the instructor's discretion, *provided that they will not in any way disadvantage students by either increasing workloads or decreasing any individual student's grade compared to what it would have been if the changes were not adopted.*

Many thanks for your work and dedication to student success, especially under current circumstances.

Sincerely,

Rachael Goodhue  
Academic Senate Vice Chair