

UCLA MEMORANDUM

FACULTY EXECUTIVE COMMITTEE
College of Letters and Science

A265 Murphy Hall
Box 951571
Los Angeles, California 90095

To: Department Chairs in the College of Letters and Science
Fr: Jeffrey B. Lewis, Chair, College Faculty Executive Committee
Date: March 23, 2020
Re: **Procedure for Moving Summer 2020 Courses Online**

Dear Colleagues,

Under its delegated authority, the College Faculty Executive Committee writes to set forth a procedure to be followed by departments and programs seeking to recast some or all of their summer course offering to be taught online this summer. During this year's Summer Session only, the FEC hereby streamlines the usual review process that existing courses must follow in order to be approved for online instruction.

Although the university has yet to extend remote instruction into this year's Summer Sessions, this policy allows departments and programs the flexibility to move to online (or "mixed") instruction during this year's Summer Sessions immediately. When and if the university determines that remote instruction will continue through any of the Summer Sessions, all classes in those sessions will automatically be authorized for transition to remote instruction. In that case, the memo described below need not be submitted.

For the purposes of offering existing courses online during this year's Summer Sessions, programs and departments do not need to follow the usual CIMS submission process for approval of online courses. Rather, they may immediately request that Summer Sessions move the "location" of courses to be online. Instead of the CIMS-based process, we require only the following: before the conclusion of the course that has been transitioned to an online location, departments and programs submit a memo to the FEC documenting the changes that includes the following:

- Course names, numbers, and enrollments of those courses moved to online instruction
- The Summer Session term (A, C, etc.)
- A brief statement of the instructors' preparation for delivering remote/online instruction for each class transitioned to an online format, such as attendance in online teaching/learning workshops offered through campus or elsewhere
- A syllabus for each transitioned class with appropriate adjustments for remote/online delivery

These memos are to be conveyed to the FEC via email to the address fecsummer2020@college.ucla.edu. The FEC will review the memos and maintain them for the record.

Further note that approvals for online instruction made under this policy extend only to course offerings made during the 2020 Summer Sessions. Programs wishing to seek approval for the same (or other) courses to be taught online in subsequent quarters are directed to follow the usual existing protocols for online course creation by following the [Fully Online Course Approval Policy](#) (Spring 2017).

As Executive Vice Chancellor and Provost Emily Carter and Academic Chair Michael Meranze recently reminded us in their [letter](#), remote instruction is our campus' temporary response to delivering instruction in this time of crisis. For assistance with remote and online teaching, please refer to two robust UCLA resources: [Resources for Remote Teaching](#) and [Planning for Academic Continuity](#).

You are welcome to contact me at jblewis@ucla.edu with questions. Leigh Harris, Director of Curricular Initiatives, is also available to assist you; she can be reached at (310) 794-5665 or lharris@college.ucla.edu.