

November 4, 2022

Dear FEC Chairs:

During Spring and Summer 2022, an Ad Hoc Committee on Online Undergraduate Teaching was convened and charged by the Undergraduate Council with developing an updated policy to replace the existing UCLA Fully Online Undergraduate Course Policy (last amended in Spring 2021). Members of the Ad Hoc Committee endorsed a draft of the Undergraduate Distance Education Policy (8 in favor, 0 opposed, 0 abstentions), which is now under review by the Undergraduate Council.

I write on behalf of the Council to request the FEC's feedback on the attached draft policy document. Relative to status quo policy, this proposal:

- Aligns terminology and classification with UCLA's Graduate Distance Education Policy and WSCUC criteria regulating programs in which more than 50% of instruction is virtual.
- Clarifies that need for approval is based on the fraction of in-person contact hours that are replaced by online instruction.
- Increases the set of classes requiring approval. Draft policy requires course approval when 50% or more of in-person contact hours are replaced by online. This is a broader set of classes than in the status quo policy which requires approval only for courses with less than 1 hour of weekly in-person contact.
- Removes the temporary authorization step in the status quo policy, through which College or School FECs could authorize up to three virtual offerings.
- Clarifies the extent to which virtual content can change before reauthorization is needed.
- Establishes a 10% limit on the fraction of courses a department can offer in virtual format.
- Establishes policies governing emergency use of remote instruction.
- Establishes a streamlined process for approving synchronous remote courses in Summer Session.
- Establishes procedures for credit-bearing undergraduate courses offered by University Extension, such that remote synchronous do not require approval, but fully asynchronous courses do.
- Creates an information sheet to streamline and clarify the application process.

Attached is a clean copy of the draft policy as well as an annotated version, with questions and comments in red for the FEC's consideration. Your feedback on the draft policy is kindly requested by **Friday, January 13, 2023**. Please submit response letters via the Undergraduate Council's analyst Julia Nelsen at jnelsen@senate.ucla.edu.

Sincerely,

Kathleen Bawn
Chair, Undergraduate Council