

Nelsen, Julia

Nov 4,
2022,
11:27 AM

to Steven, Munir, Yoram, Erin, Marysue, John, Jose-Felipe, Ananya, me, Leigh, Jennifer, Erin, Kyle, yi.libby@gmail.com, michellespoveda@gmail.com, Arlecia, Jocelyn, Belinda, Sylvia, Anna, Richard, Mitsue, Melinda, Hillary

[Sent on behalf of Undergraduate Council Chair Kathy Bawn]

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 new 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 by **Friday, January 13, 2023**. 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. Please submit response letters by **Friday, January 13, 2023** via the Undergraduate Council's analyst Julia Nelsen at jnelsen@senate.ucla.edu.

Sincerely,

Kathleen Bawn
Chair, Undergraduate Council

Julia Nelsen, Ph.D.
Principal Policy Analyst
[UCLA Academic Senate](#)