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August 31, 2023

PROFESSOR NANCY POSTERO, Chair
Academic Senate, San Diego Division

SUBJECT: Senate Ad Hoc on Distance Education: Recommendations – Part II - Final Report

Dear Nancy,

The Senate Ad Hoc on Distance Education (Ad Hoc) is pleased to submit its final set of recommendations to you for Senate consideration. In our previous memo dated May 17, 2023, we provided our initial recommendations, focusing on short-term actions to update the Policy on Distance Education Courses and streamline the process for creating and approving distance education courses in academic year 2023-24. The recommendations provided in the attached report focus on medium- to long-term opportunities and challenges associated with the integration of distance education courses into in-person degree programs at UC San Diego.

We look forward to future discussions within the Senate and with the Administration, schools, and academic units on this topic.

Sincerely,

John Hildebrand, Chair
Senate Ad Hoc on Distance Education

Attachment

cc: Olivia Graeve, 2023-24 San Diego Divisional Senate Vice Chair
Jenna Coomer, Senior Senate Analyst
Ashley Hill, Senate Associate Director
Lori Hullings, Senate Executive Director

San Diego Division of the Academic Senate
University of California, San Diego

Senate Ad Hoc on Distance Education Part II - Final Report

August 31, 2023

Ad Hoc Members:

- John Hildebrand, Distinguished Professor, SIO, Divisional Senate Vice Chair, Ad Hoc Chair
- James Cooke, Associate Teaching Professor, Neurobiology and Member, Undergraduate Council
- Lane Kenworthy, Professor, Sociology
- Bobby McElver, Associate Professor, Theatre & Dance and Member, Graduate Council
- Stephanie Mel, Teaching Professor, Molecular Biology and Member, Educational Policy Committee
- Mia Minnes, Teaching Professor, Computer Science & Engineering and Member, Committee on Academic Information Technology
- Leo Porter, Teaching Professor, Computer Science & Engineering
- Ronghui (Lily) Xu, Professor, Public Health, Mathematics, and Halıcıoğlu Data Science Institute

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INTRODUCTION

The Senate Ad Hoc on Distance Education (Ad Hoc) was convened in 2022-23 to consider a faculty-driven approach for developing distance education courses and incorporating them into in-person degree programs. As part of its charge (Appendix 1), the Ad Hoc was asked to review and consider recommendations made in the Spring 2022 Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience (SAWG) Report and Senate Council's July 27, 2022 response (Appendix 2).

The Ad Hoc of eight members included representation from Senate Council (SC; the Senate's executive committee), the Educational Policy Committee (EPC; the committee responsible for the Policy on Distance Education Courses), Undergraduate Council (UGC; the committee responsible for the review and approval of undergraduate curriculum and courses, including distance education courses), Graduate Council (GC; the committee responsible for the review and approval of graduate curriculum and courses; including distance education courses), the Committee on Academic Information Technology (CAIT; the committee tasked with considering policies governing online education and the development and management of information technology for instruction, research, and for the needs of the campus a whole) and three at-large Senate faculty members nominated by the Committee on Committees.

The Ad Hoc began meeting in December 2022 and met 15 times. Representatives from the administration (Dean of Undergraduate Education John Moore, Associate Vice Chancellor for Educational Innovation Carlos Jensen, Registrar Cindy Lyons, Director of Digital Learning Karen Flammer, and Associate Director of the Teaching + Learning Commons and Director of Engaged Teaching Carolyn Sandoval) met with the Ad Hoc to provide their perspective on the current landscape of distance education courses on campus and associated opportunities and challenges for future development. In addition, Ad Hoc Chair John Hildebrand attended meetings with the Council of Chairs, Council of Provosts, General Campus School Deans, and the Educational Policy Committee to discuss distance education.

In a memo dated May 17, 2023, the Ad Hoc submitted its first set of recommendations to 2022-23 Divisional Senate Chair Nancy Postero (Appendix 3; hereafter referred to as Report 1), focused on short-term, incremental changes to update the Policy on Distance Education Courses and streamline the process for creating and approving distance education courses. The memo was reviewed by EPC, UGC, GC, and SC in June 2023, and EPC is in the process of collaborating with UGC and GC to implement changes to the Policy on Distance Education Courses and distance education course proposal requirements for academic year 2023-24 based on the recommendations in Report 1.

Following the submission of Report 1, the Ad Hoc continued discussions on medium- and long-term issues that impact how the University approaches distance education. To get a better sense of the current situation in academic units, the Ad Hoc distributed a survey to approximately 110 department chairs, provosts, program directors, and school deans through administrative listservs for these groups regarding their unit's plans and views on distance education courses (see Appendix 4 for the survey questions and summary of responses). The Ad Hoc requested one survey submission from each unit and received 36 responses. The data and comments collected from the survey provided a helpful sketch of general trends and themes regarding the current state of distance education at the University. The data collected was not considered conclusive nor are we presenting it as such. The information collected was helpful in the discussions of the Ad Hoc, but we are mindful that the number of surveys received was limited, that not every faculty member in each academic unit was surveyed, and that the responses received may be biased by the perspective of the individual filling the survey out on behalf of their unit.

The Ad Hoc's findings are divided into two sections: 1. Recommendations on Review Processes, Standards, and Resources for Distance Education Courses (Section 2); and 2. Recommendations for Incorporating Distance Education Courses into Degree Requirements and Curriculum (Section 3). While the

recommendations from Report 1 focused on short-term changes to course policy and review processes that could be implemented quickly, this report delves further into current system limitations, resource restraints, and compliance requirements that influence how distance education courses are developed and tracked on campus. Additionally, it provides some guiding principles for moving toward a more optimal state in the future.

As this Ad Hoc was convened by Senate Council in response to the Spring 2022 Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience (SAWG) Report, a summary of the Ad Hoc's recommendations and how they relate to the SAWG's recommendations is included in Appendix 5.

SECTION 1. BACKGROUND

1.1 Course Approvals and Systems

The Academic Senate, via the Undergraduate and Graduate Councils, has authority to approve all new courses, modifications to existing courses, and deletion of existing courses. Courses are required to adhere to the requirements set forth in Systemwide Senate Regulations[1] as well as local policies overseen by the Educational Policy Committee.[2] Senate authority to review and approve courses derives from Senate duties outlined in the Standing Order of the Regents. Students take courses across disciplines and the faculty as a whole must ensure that courses are conducted fairly and effectively universitywide. The San Diego Division of the Academic Senate has charged EPC, UGC, and GC with carrying out this responsibility. Academic units represent the professional bodies in their disciplines, and as such are uniquely suited to decide on the appropriateness of specific topics, learning outcomes, and approaches.

EPC developed the Policy on Distance Education Courses, which defines a distance education course as one where less than 50% of student-instructor interaction time is designed to occur face-to-face, to provide standards across disciplines for distance education courses. Distance education courses must bear the letter R at the end of the course code. The Policy on Distance Education Courses was approved by EPC in July 2019, with minor revisions in 2021. This policy superseded the Policy on Remote and Distance Instruction, which was enacted in July 2011. Prior to 2011, the campus prohibited distance education courses that were not fully synchronous.

All proposals for credit-bearing courses (with the exception of courses offered by the School of Medicine and the Skaggs School of Pharmacy and Pharmaceutical Sciences) are routed for review via *eCourse*, a campus-developed software solution that was implemented in 2011 and has not been substantively updated since its inception. The data fields on the *eCourse* form are fixed and the routing is the same for all course proposals. Both distance education and in-person courses must be processed through *eCourse* to upload the necessary data fields to the current student information system (*ISIS*). This system subsequently supports class scheduling, course registration, grading, degree audits, and student transcript functions.

All course proposals are prepared by the academic unit (hereafter referred to as department) and then routed to the department chair, secondary department chairs (if applicable for crosslisted courses), the Office of the Registrar, and the Academic Senate for approval. Since the development of *eCourse* predates policy provisions allowing asynchronous distance education courses, no specific information was included on the *eCourse* form for R courses or online/asynchronous course delivery. To meet the additional information requested by the Senate for distance education course proposals, submission of a supplementary proposal to

[1] Systemwide Senate Regulations, Part III, Title III: https://senate.universityofcalifornia.edu/bylaws-regulations/regulations/rpart3.html#rpart3-III
[2] EPC Policies on Courses: https://senate.ucsd.edu/operating-procedures/educational-policies/courses/

UGC or GC is currently required, with responses to questions outlined in the Policy on Distance Education Courses.

On June 6th of this year, Executive Vice Chancellor Elizabeth Simmons announced that a contract was awarded to LeepFrog Technologies for their system *CourseLeaf* (a Curriculum Management System or CMS).[3] *CourseLeaf* will be used for course and curriculum proposal and maintenance, catalog management, learning outcome tracking and management, and the tracking of metrics required for accreditation. It will eventually replace *eCourse*. This new CMS is part of a larger Student Information System (SIS) project aimed at improving student-facing systems, including replacement of *ISIS*.[4] At the time this report is being submitted, there has not been an official announcement regarding the chosen vendor for the SIS overhaul. The capabilities of the new SIS and how it interacts with other student systems on campus (*WebReg* for student registration, the Schedule of Classes, student transcripts, and *uAchieve* (degree audit)), will be important for determining how information about courses and course modality is used and relayed to various campus constituencies.

The Ad Hoc views these system improvements as a significant step forward for the University in improving how distance education courses may be proposed, reviewed, and tracked. However, with the capabilities of CourseLeaf and the future SIS replacement still largely unknown, we are limited in making specific recommendations about how these systems can be used to support distance education and many of our recommendations are grounded in aspirational principles to consider as these systems are integrated on campus.

1.2 Compliance

Beyond considering systems capabilities when charting a course for the future of distance education courses, the Ad Hoc has also evaluated current policy requirements concerning the administration of such courses. The Policy on Distance Education Courses furnishes a local definition for distance education that aligns with the standards set by the Systemwide Academic Senate's University Committee on Educational Policy (UCEP). [5] This definition is rooted in the regulations laid out by UC's accrediting body, the WASC Senior College & University Commission (WSCUC) and meets the engagement prerequisites for federal financial aid.

1.2.1 Systemwide Senate Regulation 630(E). The 'Campus Experience Requirement'

Systemwide Senate Regulations define the general residency requirements for obtaining a UC degree. For undergraduate students, residency in any quarter is validated by enrollment in at least six units for a minimum of three quarters (Systemwide Senate Regulations 610 and 612). In February 2023, the Assembly of the Academic Senate updated the residency prerequisites for an undergraduate bachelor's degree, adding a new section E to Systemwide Senate Regulation 630, defining a "campus experience requirement" that requires first-year and transfer undergraduates to complete a minimum of six units of in-person courses during a quarter/semester for one year, with in-person defined as having at least 50% of instruction occur face-to-face. No more than one quarter or semester may be completed during summer to fulfill the requirement. For graduate students, residency is established by divisional Graduate Councils in the Senate Regulation for the degree.

In the approval memo from 2022-23 Systemwide Senate Chair Susan Cochran, it stated, "Regulation 630.E closes a loophole that had allowed for the potential creation of fully online degree programs and may have led to students having limited or no access to on-campus resources and activities. While this regulation

[3] https://adminrecords.ucsd.edu/Notices/2023/2023-6-6-2.html
[4] https://esr.ucsd.edu/projects/student/index.html
[5] https://senate.ucsd.edu/media/395276/policy-on-distance-education-courses.pdf

defines UC's commitment to an in-person educational experience, it also opens the door for campuses to experiment with online majors and minors and to innovate with hybrid programs and alternative modes of course delivery that will benefit undergraduate students."[6]

1.2.2 WSCUC Distance Education Requirements

Distance education programs as defined by WSCUC are ones in which 50% or more of the credits *can* be taken online. Institutions must request and obtain approval for programs in which 50% or more of the program (units for completion of the program) will be offered utilizing distance education. Therefore, the University needs to be mindful of how many units can be completed online to ensure that in-person degree programs may not unintentionally become distance education programs.

1.2.3 Federal financial aid requirements

Federal financial aid requires recipients to meet certain minimum engagement requirements, even in the context of distance education courses. This ensures that students actively participate and progress in their studies to maintain eligibility for financial assistance. Per Federal Regulations, an institution is required to ensure regular interaction between a student and an instructor and should be able to provide a list of courses with online instruction and their engagement activities.

In July 2023, the Systemwide Academic Senate's University Committee on Educational Policy (UCEP) issued principles for online undergraduate programs and majors, and a standard terminology guide for distance education. The Ad Hoc recommends review of these documents, in addition to this report for a further summary of WSCUC and federal regulations.[7]

SECTION 2. RECOMMENDATIONS ON REVIEW PROCESSES, STANDARDS, AND RESOURCES FOR DISTANCE EDUCATION COURSES

In Report 1, the Ad Hoc recommended streamlining the process and requirements for R-course proposals, and EPC, UGC, and GC are in the process of making changes to the Policy on Distance Education Courses and R-course proposal requirements to make the process easier in the short-term. It was noted in Report 1 that the Ad Hoc would continue to consider the extent to which additional information should be required for proposals to establish distance education courses in the longer term. With the introduction of new software solutions on campus for the CMS and SIS, this provides an opportune moment to further a shared governance approach to developing a strategic plan for developing distance courses and incorporating them into the curricula and degree programs.

2.1 Standardizing the Course Approval Process for In-Person and Distance Education Courses

Currently there is a significant difference between the approval process for in-person and R courses. In-person courses, both proposals for new courses and changes to existing courses, are reviewed based solely on the information provided on the *eCourse* approval form, whereas proposals to establish new R courses require submission of supplementary information. The need for supplementary information for R-course proposals, submitted outside of *eCourse*, is partially due to the limitations of *eCourse*, where additional fields are not available to provide information in response to the questions specified in the Policy on Distance Education Courses.

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[6] https://senate.universityofcalifornia.edu/_files/reports/2023-revisions-to-sr-610-630.pdf
[7] https://senate.universityofcalifornia.edu/_files/reports/sc-kn-senate-divs-online-education-principles-terminology.pdf

The Ad Hoc finds that the lines between in-person and distance education courses are becoming increasingly blurred as hybrid, flipped-instruction and online modalities may be used as a component of in-person courses, and likewise in-person assessment may have advantages for academic integrity for online courses. The Ad Hoc had many discussions about the extent to which instructors should have the latitude to choose in-person or online modalities for individual courses offerings, and ultimately concluded that the distinction between in-person and distance education courses (the R-designation) must remain to be consistent with the requirements set by the Systemwide Senate, WSCUC, and federal regulations. Additionally, maintaining this distinction will be important for assessing the efficacy of distance education over time as more online courses are introduced into the curriculum. The Ad Hoc explored whether there was a better mechanism to designate distance education courses than the R-suffix and determined there is not, based on what is possible given our current systems. RCLAS is the designation used in the schedule of classes to signify when course components are occurring remotely, but course location is not linked to course information associated with student records. The R-suffix is also imperfect for tracking student completion of distance education courses given that some non-R courses have received temporary exceptions to be offered online (e.g., Summer courses and cases where an instructor has a documented disability), but it is the best option currently available.

The Ad Hoc recommends that the information requested on the course approval form be updated in connection with the new Curriculum Management System (CMS), in hopes of eventually moving away from a supplementary proposal for distance education courses. Based on discussions with the Registrar, the CMS will replace eCourse and will have additional functionality to modify the fields on the course form, allowing for variation based on course proposal type (new courses, existing courses, deletions) and likely allowing for the incorporation of the supplementary questions currently required for R-course proposals. As noted, the Ad Hoc recommends maintaining the 50% limit on face-to-face student-instructor interaction time as the distinction between in-person and distance education courses (R courses). However, as more online components are incorporated into in-person courses and departments experiment with mixed-modality distance education courses that require some on-campus elements, it will be important to reflect this variation on the course form, both in terms of the components of the courses (lecture, discussion, lab, etc.) and types of assessment. With the new CMS, a recommended goal is to reduce the current differences in the process and information required for new in-person and distance education course requests. It will be important to consider options for updating the form to provide the information required by the Registrar for scheduling and student records and the Senate for committee review, without making the process too cumbersome for department faculty and staff. Finally, the information provided on the course form contributes to the overall ecosystem of software used to support students' academic and business transactions. As the capabilities for the new SIS are defined, it will also be important to consider: 1. how to efficiently track modality on student records and degree audits to comply with the new campus experience requirement; and 2. how to enhance the information provided to students about expectations for course participation in all courses in the Schedule of Classes and for course registration: in-person, synchronous, and asynchronous components as well as assessment plans. As new system capabilities become available to track modality, the University may want to reconsider whether the R-designation continues to be needed.

2.2 Review Terms for Distance Education Courses

Since the beginning of our current R-course designation process, about one hundred R-course proposals have been approved by UGC and GC (86 undergraduate courses and 11 graduate courses). The substantial majority were approved in the last three years and for an initial three-year period. Although no longer an explicit policy requirement, UGC and GC approve most new R-course proposals for three years, with a re-review after that time before proceeding with permanent establishment. Conversely, it is rare that an in-person course is approved for a limited duration; almost all courses are approved indefinitely and do not require re-review by UGC or GC. The increase in the number of R-course proposal submissions coincided with the COVID-19 pandemic (AY 2020-21). To avoid making long-term policy decisions while operating in uncertain pandemic-era times, Council approvals were limited to three years. Now that we are past the

need for emergency remote learning and instructors and departments begin to think about the use of distance education post-pandemic, it may be time to reconsider whether an initial three-year approval period for R courses is still warranted and as the volume of R-course proposals increase, whether it is sustainable to require re-review of each course.

To better align standards across distance education and in-person courses, the Ad Hoc considered and dismissed as impractical the idea that there should also be a re-review of every in-person course. The rationale behind a re-review of any course is to ensure that instruction is providing a high level of rigor and academic integrity in meeting learning goals, examinations, assessments, and program outcomes. A holistic review of courses could be tied to the program review with the goal of considering how the courses taught by a department support their educational mission. As all courses incorporate rapidly evolving technology, the issue of course review may become more important for both in-person and for distance education courses.

The Ad Hoc recommends reconsidering the practice of requiring time-limited (three-year) approvals for distance education courses, both to minimize differences with the practice for in-person classes and because the metrics for evaluation on such a short time scale are not likely to provide clarity. Instead, the Ad Hoc recommends that both in-person and distance education course offerings should be periodically reviewed as part of the program review. Programs should focus on how distance education courses are incorporated into the broader curriculum and evaluate the quality of distance education courses in that context, evaluating whether students' level of engagement with instructors is comparable to what is provided in in-person courses and ensuring that course delivery is uniformly at the high level expected of a UC program.

2.3 A Shared Governance Approach to Distance Education Course Development Funding

Courses and curriculum are central to the role of the Academic Senate, and if there is to be a transition to more distance education courses, the funding for the development of these courses should be conducted with substantial shared governance. According to the Digital Learning page on the Teaching + Learning website,[8] funding opportunities for distance education course development are available through Educational Innovation Program Development, Online Course Development, and the Course Development and Instructional Improvement Program (CDIIP). Apart from CDIIP, very little information is available on the funding available or how to secure funding for distance education course development through these initiatives. Making information readily available about what funds are available to faculty, the application process, evaluation criteria, and transparency in the decision-making process would help build awareness and buy-in from faculty. A committee with Senate faculty representation reviews CDIIP applications, but otherwise there is little or no Senate input in the selection of what courses or initiatives are funded related to distance education.

The Ad Hoc recommends implementing a shared governance model for distance education funding. A new joint Senate-Administration Committee on Distance Education should be created, with a Senate-selected member as chair. The Committee would be consulted on campus strategies for the investment of funding for distance education course development and infrastructure, and charged with reviewing funding requests and making recommendations to the Executive Vice Chancellor who makes final allocation decisions. Building upon the model employed by CDIIP may be a useful starting place.

2.4 Fostering Faculty Leadership for Distance Education Course Development and Assessment

For faculty members interested in developing online instructional materials, the best resource may be faculty members within their department or school who have previously developed online courses. Unfortunately, at the current time there is no mechanism to incentivize faculty for their involvement in helping others with online course development.

[8] https://digitallearning.ucsd.edu/instructors/funding.html

There is also a strong need for increased collaboration between Senate faculty and the Teaching + Learning Commons. The Senior Council provides high-level advice and guidance to the Commons, [9] but does not have the capacity to directly assist with Faculty-Commons interactions. The Commons offers expertise on the processes involved in online course development, but generally does not apply that expertise with a disciplinary filter. What is needed is faculty input to cultivate resources for distance education development that are tailored by discipline and that make use of the experience of Senate faculty.

The proposed Committee on Distance Education discussed above may be an appropriate mechanism to identify and select faculty leaders in distance learning who could serve as advisors to the Commons, departments, and schools in the development of distance education courses by discipline.

The Ad Hoc recommends that a budget be put forward for Senate faculty to engage in helping others with online course development. These faculty leaders should be placed in a collaborative relationship with the Commons and perhaps their selection could be by the Committee on Distance Education.

2.5 Enhancing Resource and Infrastructure Support for Distance Education Courses

The current state of resources and infrastructure for developing and maintaining well-designed distance education courses is a matter of concern. While the Teaching + Learning Commons has traditionally been the central source of support, they may be operating at or near capacity. For instance, it could take many years of effort at current levels of support just for the creation of online courses for summer session alone. The infrastructure that the Commons offers to bolster the development of R courses is notably limited relative to the potential demand. Given the important role of the Commons in the development of R courses, enhanced communication between the Senate and the Commons is imperative to furthering the University's commitment to engaged teaching and learning. The Commons' Senior Council is an important means to facilitate communication and Senate involvement with the Commons.

It may be necessary to look beyond the Commons to alternative support groups, such as Educational Technology Services (ETS) and the Division of Extended Studies, which should be explored as a means to bridge this gap. ETS, while primarily technical, specializes in offering software for course delivery such as *Canvas*, *Zoom*, and *Gradescope*. Although they manage computer labs, software, and security, they do touch upon some elements of pedagogy, however, they are not traditionally viewed as pedagogical experts. By coupling faculty expertise with ETS technological capabilities, they could potentially take on a larger role in online course development, particularly in offering support for content creation.

The Division of Extended Studies already boasts a rich array of online courses. Their expertise in assisting UC San Diego departments to create professional master's degrees could be leveraged for instructors and departments interested in developing online courses. It is important to view Extended Studies as an integral component of the university's educational ecosystem and explore the potential for collaboration in online course development. As noted in a recent op-ed by EVC Simmons and Dean of Extended Studies Hugo Vilar, "Extension programs have been a laboratory to explore fresh educational modalities as new technologies emerge; the lessons learned in continuing and professional education programs could be applied to other academic endeavors."[10]

Lastly, it is imperative for the administration and Senate to work together to clarify a campus strategy concerning online course infrastructure. The faculty must be assured of consistent support for online education over time to embrace an investment in this mode of instruction.

[9] https://commons.ucsd.edu/who/senior-council.html
[10] https://www.insidehighered.com/opinion/views/2023/07/21/why-and-how-we-rethought-role-extension-opinion

The Ad Hoc recommends that the Administration and Senate work together to formulate and communicate a clear strategy for funding the creation and upkeep of distance education courses, ensuring sustained support for their evolution and maintenance. Online education requires heightened support to become a more vital element of our educational programs. Resource allocation should be strategic and occur within a framework of shared governance. It is critical that the Teaching + Learning Commons work collaboratively with the Senate, and the Commons Senior Council is an important means to facilitate communication. However, current infrastructure for online course development may not be the only viable one. For instance, it may be appropriate to collaborate with entities beyond the Commons such as ETS and the Division of Extended Studies.

2.6 Upholding Academic Integrity in Academic Instruction

Academic integrity is a fundamental principle of academic instruction, vital to both in-person and distance education courses and assessment is critical to maintaining quality of instruction. UCEP's recent document succinctly summarizes the challenges associated with online assessment, "It is possible for online assessments (e.g., proctored online exams) to be carried out with limited occurrences of academic dishonesty but the measures required are expensive and often risk violating student privacy (e.g., third party software, surveillance and room inspections ruled unconstitutional). In addition, not all students have the same physical space, privacy, or equipment, which makes synchronous, proctored online assessment an inherently inequitable method. Meeting these challenges may require new modes of assessment that could minimize cheating (in-person exam rooms, use of test question banks to prevent student teams from sharing answers, shorter and more frequent quizzes, open book exams, open-ended papers; etc.). It will require more resources and a concerted effort at each campus and perhaps even systemwide."[11]

Survey responses echoed the challenges associated with online assessments, with 16 respondents citing academic integrity concerns as one of the most important reasons for not offering distance education courses.

Ensuring the verification of student identity during exams is crucial to upholding academic integrity. Last year's SAWG recommendation on assessment stated "courses that are otherwise entirely remote (both R courses and emergency remote instruction) must have remote exams, unless there are provisions to accommodate students not in the San Diego area (e.g., through testing centers). Optional in-person exams or activities should be allowed, but remote students should not be disadvantaged."[12]

We find ourselves in disagreement with the premise that a remote modality for assessments should be the default for all distance education courses (emergency remote instruction excluded). Instead, in recognition of academic integrity issues and the fact that in-person courses have more latitude in determining the modality of the final assessment, we propose that an in-person testing option be available for all courses, including R courses. To the extent possible, testing through testing centers could be made available to accommodate students not in the San Diego area.

The challenge of ensuring academic integrity is not confined solely to distance education. Nevertheless, without robust measures in place to enhance and safeguard academic integrity in distance education courses, this issue could become a significant barrier to the broader adoption of online teaching. The proposal to allow in-person testing across all courses underscores our commitment to upholding the highest standards of educational fairness and excellence, both in the classroom and beyond.

The Ad Hoc recommends that in-person exams be allowed for all courses, regardless of the mode of instruction. Decisions about assessment are at the instructor's discretion, in consultation with their

[11] https://senate.universityofcalifornia.edu/_files/reports/sc-kn-senate-divs-online-education-principles-terminology.pdf
[12] Appendix 2, Report page 32

department, and should be based on best pedagogical practices rather than a blanket policy that online courses have online assessments. It will be important that information about assessment is clearly communicated to students, and the mode of testing for a distance education course should be made known to students in advance of registration and communicated again by instructors at the start of the quarter and in the course syllabus. The availability of in-person exams for all courses will require more attention to how classroom space is utilized during exam periods and the expansion of on-campus testing capabilities (such as the Triton Testing Center).

2.7 Online Course Development Agreements

In the Senate Ad Hoc on Teaching and Technology Report dated November 9, 2022,[13] several concerns were raised regarding the current state of online course development agreements used by the UCSD Administration when faculty are provided support for course development. The contractual language within these agreements was deemed to be excessive in scope and beyond what is needed to safeguard the University's investments in course materials. Such agreements are thought to pose a threat to academic freedom, undermining the autonomy of instructional units in determining the content of their curriculum and they may be a barrier to wider acceptance of distance education. The issues raised by the report have led to Senate and Administration efforts to craft more acceptable contract language.

The Ad Hoc recommends that use of the current contract be held in abeyance until contract language that is more in line with the recommendations of the Senate Ad Hoc on Teaching and Technology can be finalized.

SECTION 3. RECOMMENDATIONS TO FURTHER INCORPORATE DISTANCE EDUCATION COURSES INTO THE CURRICULUM AND DEGREE PROGRAMS

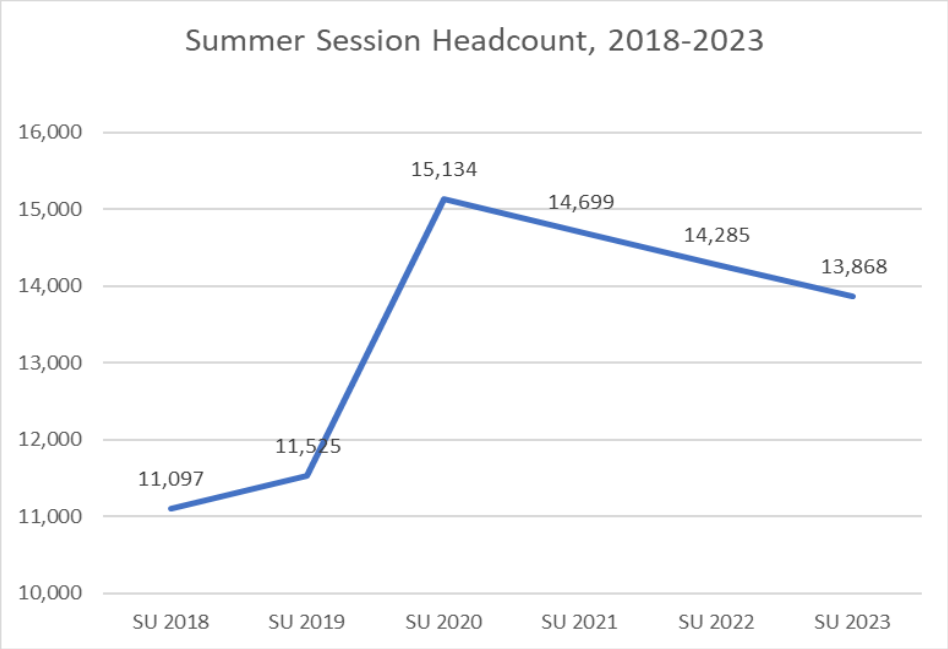
In response to a survey question about viewpoints arising from departmental deliberations on distance education courses, the prevailing response from those who completed the survey was that distance education could be strategically employed to address specific needs and goals. This sentiment aligns with the findings of the Ad Hoc. Members support a path forward that enhances UC San Diego's online presence, but there needs to be comprehensive discussions that involve department faculty and the Academic Senate in crafting what that presence looks like. The recommendations below provide recommendations for consideration as we move forward.

3.1 Distance Education Courses in Summer

Since the summer of 2020, EPC has made an exception to the Policy on Distance Education Courses, permitting courses during the Summer Session to be offered without the R designation. During this period, there's been a notable increase in Summer Session enrollments (Figure 1) with a substantial portion of the courses being offered online (Table 2).

[13] https://senate.ucsd.edu/media/614025/teaching-technology-ad-hoc-report-11-9-22.pdf

Figure 1. Summer Session Headcount, 2018-2023



Source: Data provided by Dean, Division of Undergraduate Education (2018-22); Institutional Research Tableau Dashboard (2023; 8/14/23 update)

Table 2. Summer Session 2023 Course Offerings by Location

Course Offering Location *(Updated 8/7/2023)*

Session	Hybrid	In-Person	Remote	Unknown	Total Course Offerings
Session 1	5	166	185	144	**500**
Session 2	7	183	209	82	**481**
Special Session		31	25	207	**263**
Total Course Offerings	**12**	**380**	**419**	**433**	**1,244**

Source: Institutional Research Tableau Dashboard

Students are not expected to be in residence during Summer Session and many students, particularly historically underserved student populations, are likely to have significant commitments with respect to summer work, family care, and a variety of other obligations. However, Summer is also an opportunity to enroll in courses that are essential for fulfilling degree requirements (such as courses that act as prerequisites for key major-related courses) and to prepare incoming students from historically underserved populations for college through Summer Bridge. The enrollment numbers suggest that students are taking advantage of the opportunity to complete coursework in summer. In addition, a higher summer FTE counts towards the total annual FTE, which has the potential to relieve some of the pressure to increase enrollment during the academic year and still address the need to increase overall enrollments.

The Senate has grappled with the question of what makes the Summer Session different from the academic year for some time, in terms of our approach to distance education courses. The Ad Hoc concluded that Summer Session plays a different role for students in terms of degree progress. During Summer Session, it may be appropriate to encourage students to take distance education courses at UC San Diego rather than having them take in-person courses elsewhere. In addition, survey comments included a few from departments noting the benefits of using Summer Session for more distance education course offerings; of those departments who have started planning for incorporating distance education courses into the curriculum, Summer Session is a focus for expanding distance education course offerings.

With more than 1,200 courses being offered in Summer Session 2023, with at least a third of them being online, attempting to secure R-course approvals to meet the demand for online summer offerings is impractical. The arrangement of continuing to seek annual exceptions to the Policy on Distance Education Courses is also suboptimal because it limits planning. At the same time, departments should not rely on annual exceptions and should start seeking R-course approval for courses that are regularly offered in Summer Session. As noted above, tracking student completion of distance education courses (including Summer) is required to comply with SR 630 and accreditation requirements. Continually offering non-R courses by exception does not allow the Registrar's Office to track the number of distance education courses completed by individual students.

The Ad Hoc recommends that the Educational Policy Committee consider carving out a limited-term exception to the Policy on Distance Education Courses to allow any undergraduate or graduate course to be offered online during Summer Session without formal approval of the R-course designation for a three-year period (Summers 2024-2026). It is recommended that EPC consider this early in Fall 2023 to give departments and Summer Session time to plan for Summer Session 2024. Given the current limited inventory of approved R courses, students will likely fulfill the in-person campus experience requirement specified in SR 630 during the academic year for the next few years. However, a blanket exception cannot be relied on as a long-term solution, as the number of distance education course offerings increases and students have the potential to fulfill more degree requirements online. During the recommended three-year period, the Senate and Administration should work together to come up with a long-term solution for approval of all courses (ones offered both during the academic year and in summer) and to track modality as the new Curriculum Management System and Student Information System are implemented.

3.2. Strategic Planning for Online Education

The campus urgently needs a strategic plan for online education that caters to the diverse needs of its various departments and units. A strategic plan would both guide investments and also lead to better educational outcomes. The Ad Hoc's survey highlighted inconsistent perspectives and engagement in online education across the campus. Some reasons that faculty expressed interest in online education include the flexibility, opportunities for professional collaboration, and better access to digital course resources. However, there are situations when in-person instruction is essential such as for courses that require laboratory or studio instruction. Additionally, there is value in ensuring that norms, habits, and classroom culture are conveyed well to students who are new to UCSD. Moreover, we want new students to become part of the campus community. For these reasons, it may not be appropriate to use distance education as a replacement for large, lower division courses.

Strategic planning should commence at the departmental level. Each department or unit should autonomously decide whether or not to pursue distance education, articulating the rationale behind their decision. It should be up to the individual instructional units to determine the types and priorities for online offerings. These decisions should be tailored to the needs of the specific discipline and faculty expertise. The request for these strategic plans should come from both the Senate and Administration and initiate in-depth discussion within each department to assess whether online courses have the potential to enhance instructional outcomes specific to their academic focus. These conversations should involve all department

faculty, and identification of priority classes that could benefit from an online format should be included in the plan. These online curriculum plans should be completed as part of the regular program review process.

Despite the emphasis on departmental customization, overarching guiding principles for online education are needed. These principles should ensure that online education is aligned with the educational goals and needs of both the faculty and students. For instance, Summer Session may be particularly conducive to online classes, as most undergraduate students are not on campus during summer. The development of these strategic principles should be undertaken by EPC, GC and UGC.

The Ad Hoc recommends that the Senate and Administration partner on a strategic planning initiative with academic departments and units. Departments should be asked to create strategic plans to assess whether online courses have the potential to enhance instructional outcomes specific to their academic focus. The outcome of these discussions should be documented as part of the regular program review process. EPC, GC and UGC should undertake discussions of guiding principles for online education.

3.3 On-Campus Experience for Students

As part of its charge, the Ad Hoc committee was tasked with considering the recommended number of R courses (units) that undergraduate and graduate students might be permitted to complete for an in-person degree program. As noted in previous recommendations, both WSCUC and Systemwide Senate policy are relevant to this issue and it will be important to track student completion of distance education courses to ensure compliance.

The Ad Hoc sees no reason to deviate from WSCUC and Systemwide Senate limitations on the maximum allowable online course offerings for in-person undergraduate and graduate degrees. WSCUC requires that less than 50% of degree requirements should be completed through distance education courses for in-person programs. The University is advised to be mindful of how many distance education courses are approved to ensure that no in-person degree program unintentionally allows students to complete more than 50% of the requirements online. The current inability to verify compliance is problematic; there needs to be a way to track course modality. The R-course designation works in the short-term, but it is imperfect given the exceptions that are in place for Summer Session and instructors eligible to teach remotely due to a documented disability or other extenuating circumstance. Options to better track in the new CMS and SIS software systems should be explored. Given how dynamic our current situation is and the articulated need for more department planning, the Ad Hoc does not recommend that the Divisional Academic Senate impose any additional thresholds on the number of in-person course credits or terms required for undergraduate degrees at this time.

SECTION 4. CONCLUSION

The Academic Senate must take a proactive role in shaping UC San Diego's approach to online learning to ensure that it aligns with our principles and commitment to upholding rigorous educational standards and excellence. Senate faculty play a lead role in setting and carrying out UC San Diego’s educational mission/agenda; leveraging existing faculty expertise should be central in conversations about the future of distance education. Central to this strategy should be the emphasis on promoting positive learning outcomes and creating an environment where instructors have both the space and a supportive peer network to explore diverse teaching methods. With a unified vision and set of principles, integrating online courses into in-person degree programs has the potential to benefit students and provide greater flexibility in completion of their degrees.

Appendix 1. Ad Hoc Charge

February 17, 2023

Subject: Charge for Academic Senate Ad Hoc Committee on Distance Education

Background
In Spring 2022, the Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience submitted their Report for Senate review. The Report was distributed to Senate standing committees and discussed at the June 13, 2022 Senate Council meeting. The Report included 13 recommendations related to quality of instruction, increasing accessibility, policy, and process. In response to the recommendations most closely tied to framing a vision and strategy for digital/online education at UC San Diego, Senate Council concluded that while the campus would benefit from moving forward with an intentional approach to distance education, more in-depth discussions within the Senate are needed to articulate its position and preferred strategy before responding to the WG's recommendations. Online education is increasingly referenced in UC planning documents as one way to build capacity and support timely graduation, and it's important that the San Diego Divisional Senate can articulate its views on when, how, and what types of distance education are incorporated into the curriculum.

The purpose of this ad hoc is to consider the WG's recommendations, and use them, as well as comments made by other divisional and Systemwide committees over the course of the past year, as a springboard to define the Senate's preferred approach for incorporating distance education into UC San Diego's in-person degree programs. The ad hoc's report will be shared with Senate committees for review, with the ultimate goal of finalizing a Senate response to the outstanding WG recommendations and providing Senate's guidance for incorporating R courses into the curriculum for existing degree programs. The ad hoc is not asked to consider standards for the possibility of future online degrees; this is an issue that is likely to be addressed separately by the Senate and is beyond the scope of the ad hoc's work.

Charge
The ad hoc is charged with reviewing the following:

1. July 27, 2022 Senate Council response and April 13, 2022 Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience
2. June 28, 2022 Academic Council response re Next Steps for Senate Review of Online Degrees
3. March 24, 2022 Academic Council response to Calls for Universal Hybrid Instruction
4. March 1, 2022 Educational Policy Committee memo on the Policy on Distance Education Courses
5. January 28, 2022 Undergraduate Council memo on the Policy on Distance Education Courses

Based on the above, the ad hoc is charged with drafting a report that addresses the following:

1. <u>Role of R Courses in Degree Requirements and the Curriculum (including WG Report Recommendations iii, vii)</u>

    a. What factors should be taken into consideration in deciding the appropriate number and type of R courses offered campuswide?

    b. Should the number of R course offerings vary by academic level (e.g. lower division, upper division, graduate, professional), by schools, by colleges, and/or by departments or programs?

c. What infrastructure needs to be put in place to accommodate R course development? What infrastructure needs to be put in place to maintain existing R courses? What level of campus support and resources are needed to scale a growing number of R courses? Should that infrastructure be campus-wide, such as the Teaching + Learning Commons, or operated by Divisions or Departments? What is the source of funding for the needed infrastructure to support R course maintenance and development?

d. What should the priority for development of R courses be with respect to lower or upper division courses or graduate courses, and with respect to courses with large or moderate/small enrollment?

e. What is the role of the academic unit in determining which courses to develop as R courses? What is the role of instructors? What metrics are needed to ensure holistic (programmatic wide) plans for developing R courses?

f. Should the proportion of R courses offered during Summer Session be greater than during the other quarters? If so, what is a recommended strategy to do so?

g. Based on WSCUC accreditation requirements and Senate policies, what is the recommended number of R courses (units) that an undergraduate or graduate student may be allowed to take to complete degree requirements for an in-person degree?

h. Should non-matriculated students be allowed to enroll in UCSD R courses? If so, should the goal be to better prepare transfer students for future enrollment at UCSD or to provide the unique expertise of UCSD faculty to a national/global student population with little likelihood of matriculating?

2. <u>Standards for R Course Implementation and Oversight (including WG Report Recommendations i, vi, viii, ix, xiii)</u>

   a. What are standards for the quality of instruction for R courses at the individual course level? How should they compare/contrast with standards for in-person courses?

   b. What modifications are recommended to the Policy on Distance Education Courses with regards to the standards, requirements, and proposal guidelines for distance education? EPC has authority over the Policy and it is recommended that the ad hoc consult with EPC.
      i. What are appropriate justifications for proposing an R course? To what extent should R courses be used to address time to degree issues, often derived from space limitations and course/program popularity, and for instructor accommodations or preferences?
      ii. How should R courses be developed? What is the role of the instructor? What is the role of the academic unit? What is the role of administrative units including the Teaching + Learning Commons, Division of Undergraduate Education, Division of Graduate and Postdoctoral Affairs, and Education Technology Services?
         1. Should R course proposals be submitted by academic units, and not by individual faculty members? At present, instructors may develop R course proposals and submit them for Senate review, with a letter from their academic unit explaining how the course fits into the curriculum. How can departments ensure that faculty members' R courses fit into larger department pedagogical plans?
         2. Should there be a process to temporarily approve the offering of non-R courses as remote while R course proposals are under development or being reviewed?
         3. What is a recommended timeline for R course proposal development?

iii. Are modifications recommended to clarify how the Quality Matters rubric is applied to R courses (both synchronous and asynchronous)? See Sections II and III of the Policy on Distance Education Courses.

c. Senate oversight
What is the Senate's role in establishing oversight for best practices in course design and development for both in-person and R courses? How can the Senate encourage best practices?
   i. The Teaching + Learning Commons provides resources on course design for both in-person and remote teaching. What is the Senate's role in consulting with the Commons?
   ii. What are the similarities and differences between modalities regarding course design?

d. Standards for Implementation
   i. Should in-person and R courses with identical numbering automatically satisfy the same requirements (e.g. general education, minor and major at the undergraduate level) and serve as pre- or co-requisites for the same courses?
   ii. Should courses that are entirely remote (either due to being designated as R or due to emergency remote instruction) have remote exams? If not, are there provisions to accommodate students not in the San Diego area or with disabilities requiring accommodation?
   iii. How should course modality be displayed in the Schedule of Classes to help students understand expectations for attending in-person, synchronously, or asynchronously?
   iv. Is it acceptable for a course to be offered in remote format only? If yes, are synchronous course elements required or recommended?

e. Standards for Evaluation
   i. Are there means for assessing the learning outcomes for students enrolled in R courses and for comparing them to students enrolled in in-person classes?
   ii. The Undergraduate and Graduate Councils' general practice has been to approve R courses for a three-year period when established and then require departments to submit a proposal for permanent approval. The permanent proposal must provide an assessment of student learning. While it is UGC's or GC's purview to grant a limited-term approval for any new course, how might this practice be incorporated into the Senate's recommendations for evaluating R courses?
   iii. What means should be put in place to discontinue an R Course if the learning outcomes are shown to be inadequate?

Timeline
The Workgroup will start meeting in Winter 2023, with the goal of submitting a report to Senate Chair Postero by March 31, 2023.

Composition
- John Hildebrand, Senate Vice Chair (Chair) and Professor, Scripps Institution of Oceanography
- James Cooke, Undergraduate Council and Associate Teaching Professor, Neurobiology
- Lane Kenworthy, Professor, Sociology
- Robert McElver, Graduate Council and Acting Associate Professor, Theatre & Dance
- Stephanie Mel, Educational Policy Committee and Associate Teaching Professor, Molecular Biology
- Mia Minnes, Committee on Academic Information Technology and Associate Teaching Professor, Computer Science & Engineering
- Leo Porter, Associate Teaching Professor, Computer Science & Engineering
- Ronghui (Lily) Xu, Professor, Herbert Wertheim School of Public Health and Mathematics

Senate staff support

- Ashley Hill, Senate Associate Director
- Lori Hullings, Senate Executive Director

Attachments

1. July 27, 2022 Senate Council response and April 13, 2022 Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience
2. June 28, 2022 Academic Council response re Next Steps for Senate Review of Online Degrees
3. March 24, 2022 Academic Council response to Calls for Universal Hybrid Instruction
4. March 1, 2022 Educational Policy Committee memo on the Policy on Distance Education Courses
5. January 28, 2022 Undergraduate Council memo on the Policy on Distance Education Courses

Appendix 2. July 27, 2022 Senate Council Memo & 2022 SAWG Report on Distance Learning

ACADEMIC SENATE: SAN DIEGO DIVISION, 0002
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July 27, 2022

ELIZABETH SIMMONS,
Executive Vice Chancellor, Academic Affairs

JOHN MOORE
Dean, Division of Undergraduate Education

SUBJECT: Review of the Senate-Administration Workgroup Report on Distance Learning for Academic Excellence and Resilience

Dear EVC Simmons and Dean Moore,

The Senate-Administration Workgroup Report on Distance Learning for Academic Excellence and Resilience was distributed to Senate standing committees and discussed at the June 13, 2022 Senate Council meeting. The report is a useful summary of the current landscape of remote and digital/online education at UC San Diego, drawing helpful distinctions between emergency remote measures and more intentional forms of hybrid and digital/online instruction (R-courses). Council appreciated the actionable recommendations provided in the report and agreed with the workgroup's assertion that our campus would benefit from a more intentional approach to distance education. The discussion centered on whether there was support for the approach outlined in the report. Council concluded that for the report recommendations that are most closely tied to framing a vision and strategy for digital/online education at UC San Diego (Section 9, Recommendations i, iii, vi, vii, viii, ix, xiii), more in-depth discussion within the Senate needs to occur before providing the Senate's position. Council was generally supportive of recommendations related to increasing resources to the Teaching + Learning Commons and Registrar's Office to facilitate course development and review (Section 9, Recommendations ii, x, and xii). Council did not support the three recommendations related to the development of online degrees and Senate review processes (Section 9, Recommendations iv, v, and xi). The attached Appendix 1 provides Senate Council's response to each of the report's recommendations; the rows highlighted in blue are recommendations that will be referred to a Senate ad hoc committee for further consideration.

To continue progress towards articulating the Senate's position on the recommendations referenced above, Council endorsed the establishment of a Senate ad hoc committee to continue discussing them. The ad hoc will include representation from the Educational Policy Committee, Undergraduate Council, and Graduate Council, and I anticipate that it will begin meeting in Fall quarter.

In addition, the following general comments were provided in response to the report:

- Many of the pressures behind student interest for more remote and digital/online courses are complex, such as the shortage of affordable housing, fuel price increases, and inadequate parking. Council cautions against addressing these larger systemic issues by expanding R-courses. These issues must be addressed directly.
- The workgroup's acknowledgment that equity (and particularly income and housing security) plays an important role in how students were able to handle the emergency measures is appreciated. Council recommends that a formal effort be made to understand all the wraparound services impacted by increased use of hybrid or remote learning. This is especially important when course "structure" might change at very short notice (switching a class day scheduled as in-person to online, for example). As an example, students with disabilities and students with transportation or housing difficulties often require more advance planning for time on campus and/or additional services at home.

- Additional resources for TA support and training will be needed as more R-courses are developed.
- The report largely focuses on the development of R-courses and not how to address issues related to keeping R-courses current over time as course content evolves. It is not clear what resources are available to modify or even cancel courses that instructors feel are no longer up-to-date.
- Going forward, it would be helpful if more data were available on whether students achieved stated learning objectives along with further tracking of the experiences of students, instructors, and administrators/staff associated with these courses.

Thank you for sharing the report for Senate review. We look forward to continuing discussions with the Administration on the role of distance learning in UC San Diego's academic mission in the next academic year.

Sincerely,

Tara Javidi
Chair
San Diego Divisional Academic Senate

Attachment

cc: Ashley Hill, Senate Associate Director
Lori Hullings, Senate Executive Director
Nancy Postero, Senate Vice Chair
Alison Sanders, Assistant Vice Chancellor, Academic Affairs
Yael Van Den Einde, Professor, Structural Engineering and Workgroup Co-Chair

Appendix 1. Senate Council Response to the Workgroup on Distance Education for Academic Excellence and Resilience Recommendations (Section 9 of the Report)

Note: Rows highlighted in blue are recommendations that will be referred to a Senate ad hoc committee for further consideration.

Report Recommendation		Senate Council Response
i.	Encourage best practices in course design for both in-person and remote courses. The Teaching + Learning Commons already provides these resources for faculty; the Undergraduate Council's course subcommittee is best equipped to provide oversight.	Senate Council will refer the recommendation to a Senate ad hoc committee to consider standards and best practices for oversight, in consultation with the Educational Policy Committee (EPC), Undergraduate Council (UGC; for undergraduate courses) and Graduate Council (GC; for graduate courses).
ii.	Encourage more hybrid ('flipped') courses. This is an established best practice and provides increased accessibility and resiliency. Because the Course Development and Instructional Improvement Program (CDIIP) already funds such projects, the campus might look at ways to expand this support or accelerate efforts.	Senate Council endorses this recommendation, noting that offering hybrid courses, designed with more than 50% in-person student-instructor time, is consistent with existing Senate policy and does not require the R-designation. Senate Council supports the recommendation for the administration to invest in resources to assist instructors in hybrid course design and encourages exploring whether there are ways to facilitate making access to pedagogical tools and support openly available to instructors without having to develop and submit detailed proposals through programs such as CDIIP.
iii.	Increase the inventory of well-designed R-courses. This might require additional resources for the Commons. Faculty should be encouraged to think in terms of both asynchronous and synchronous R-courses.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration.
iv.	Monitor the success of online Master's degrees with an eye towards the possibility of future online undergraduate degrees. Consider the results of the campus' Online Readiness Assessment. The campus may need a separate workgroup to study this.	Senate Council does not endorse fully online undergraduate degrees at this time. In order to draw insights from online Master's degrees, it is important to articulate how success is defined at the institutional level and what data will be collected to measure success.
v.	The Policy on Distance Education Courses should remain with EPC, but Senate Council should be the body that decides whether it might be suspended under emergency circumstances. This is the current practice; the workgroup feels that this is the right balance between oversight and flexibility. Because in-person and R-courses are otherwise subject to the same policies (e.g. credit hours, faculty workload, etc), the	Decisions on the approval authorities for suspending Senate policies and Senate Regulations are determined by the Academic Senate. At present, EPC is the authority for suspending the Policy on Distance Education Courses, including under emergency circumstances. Senate Council supports being consulted by EPC on their decisions prior to conveying the outcome outside of the Academic Senate.

Report Recommendation		Senate Council Response
	workgroup makes no new recommendations in this area.	
vi.	The Senate should consider modifying the Policy on Distance Education Courses to require that R-course proposals come from academic units and not from individual faculty members. The proposals should make clear how the proposed R-course fits in with a larger academic plan (e.g., to avoid bottlenecks, reduce over-large courses, provide greater scheduling access, accommodate the needs of diverse learners, and improve student success and time to degree). This should lessen the burden on Graduate and Undergraduate Councils in reviewing such proposals and ensure that the sometimes significant resources needed to create an R-course are invested wisely. Finally, the requirement that R-courses employ the Quality Matters rubric should be clarified to ensure that both synchronous and asynchronous sub-modalities are supported.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.
vii.	The Senate should consider ways to strategically increase remote options during Summer Session.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.
viii.	In-person and R-courses with identical numbering (e.g., CAT 125 and CAT 125R) should automatically satisfy the same requirements (general education, minor, and major) and serve as pre- or co-requisites for the same courses. No extra petitions should be required to use an R-course to satisfy a requirement.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.
ix.	Courses that are otherwise entirely remote (both R-courses and emergency remote instruction) must have remote exams, unless there are provisions to accommodate students not in the San Diego area (e.g. through testing centers). Optional in-person exams or activities should be allowed, but remote students should not be disadvantaged.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.
x.	The Teaching + Learning Commons provides a valuable resource for course design - for both in-person and R-courses; they should be appropriately resourced to help the	Senate Council endorses providing additional resources to the Teaching + Learning Commons to provide pedagogical support to instructors on effective course design for both in-person and R-courses. As noted many

Report Recommendation		Senate Council Response
	campus increase well-designed courses and also increase the number of R-courses.	times throughout the Report, the Commons has been an important resource to instructors designing effective R-courses. Given the important role of the Commons in the development of R-courses, enhanced communication between the Senate and the Commons is imperative to furthering the University's commitment to engaged teaching and learning. Senate Council strongly supports using the Commons' Senior Council as a means to facilitate communication and Senate involvement with the Commons.
xi.	Once the justification for R-courses is handled at the departmental level, Undergraduate Council should consider moving R-course approval to the course subcommittee.	Senate Council does not endorse specifying how UGC should review R-course proposals. UGC is tasked with authorizing and supervising all undergraduate courses and decisions about how UGC chooses to review both in-person and R-course proposals are within the committee's purview. Although not mentioned in the report, Graduate Council exercises this authority for graduate courses and will determine how to review graduate course proposals.
xii.	The administration should work with the Office of the Registrar to identify and remedy causes for delays in the eCourse approval process.	Senate Council endorses efforts to improve the eCourse approval process.
xiii.	The university's schedule of classes should have the ability to distinguish between in-person, remote, hybrid, synchronous, and asynchronous instruction. Class modalities should be transparently coded so that it is clear when students are expected to attend in-person or synchronously. This lack of transparency has been the source of much frustration.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration of standards for transparently coding modality types and consultation with EPC, UGC and GC. In the interim, this could also be included as recommended information to include in the course syllabus.

Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience – Report

April 13, 2022

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1 Executive Summary

1.1 Workgroup on Distance Education for Academic Excellence and Resilience

During Summer 2020, a Senate Task Force on Remote Learning Long-Term Policies and Strategies and the Administration's Educational Continuity Task Force were convened to make short- and long-term recommendations arising from the impacts of COVID-19 on campus teaching. To build on the efforts of these two task forces, and in light of the campus' experience in dealing with COVID-19, the Senate-Administration Workgroup on Distance Education for Academic Excellence and Resilience was convened. The workgroup was charged with developing recommendations for how distance education can help UC San Diego deliver high quality education, provide faculty and students with desirable flexibility, and build academic resilience to minimize the disruptive impact of future emergencies (see charge Appendix A).

1.2 Summary of Report

The Workgroup met every two weeks during Winter 2021 and Spring 2021 quarters and again every two weeks during Fall 2021 and Winter 2022. The committee discussed the findings and recommendations from the Senate Task Force on Remote Learning Long-Term Policies & Strategies and the Educational Continuity Task Force which led to discussions about the actions the UC system, divisional Senate, and UC San Diego have taken to support distance learning and remote instruction, along with efforts to uphold academic excellence and organizational continuity. Data from university and system-wide surveys about student and faculty experiences in the remote learning environment were evaluated and the need for surveys to collect additional data were discussed. These latter discussions led to the data presented in Section 5. The committee discussed at length known effective pedagogical practices to address the needs of remote learners and instructors. Committee members reached out to colleagues from other UC campuses and peer institutions to understand their experiences and the impacts that distance education has had on institutional resilience and the productivity, wellbeing, and success of distance learners. This included a readiness assessment for remote degrees, conducted by the Arizona State University.

Specifically, the difference between R-Courses and Emergency remote instruction was clarified with a discussion regarding the value of in-person instruction vis a vis remote instruction, the value of well-designed R-courses, and the opportunity to create hybrid courses (see Section 4 for discussion of different modality types). The workgroup discussed the process for Senate approval for these different course modalities. This report summarizes the discussions and recommendations, specifically those related to Emergency Remote Instruction, R-Courses, and Hybrid courses. Also included is a discussion of the future delivery of Summer Session courses and a preliminary discussion of remote degrees.

1.3 Summary of Recommendations

The Workgroup on Distance Education for Academic Excellence and Resilience makes its recommendation consistent with the following values:

- ***We should work to maintain and improve quality of instruction:*** Measures related to course content and delivery, regardless of modality, should lead to improvement in the student's learning experience, as measured objectively through assessments of learning outcomes.
- ***We should expand accessibility of educational opportunities:*** Our measures should enhance the pool of aspiring students, thereby creating equitable opportunities for a more diverse group of learners.

1.4 General Recommendations

In the service of improving quality of instruction and increasing accessibility, we recommend the following:

(i) Encourage best practices in course design for both in-person and remote courses. The Teaching + Learning Commons already provides these resources for faculty; the Undergraduate Council's course subcommittee is best equipped to provide oversight.

(ii) Encourage more hybrid ('flipped') courses. This is an established best practice and provides increased accessibility and resiliency. Because the Course Development and Instructional Improvement Program (CDIIP) already funds such projects, the campus might look at ways to expand this support or accelerate efforts.

(iii) Increase the inventory of well-designed R-courses. This might require additional resources for the Commons. Faculty should be encouraged to think in terms of both asynchronous and synchronous R-courses.

(iv) Monitor the success of online Masters degrees with an eye towards the possibility of future online undergraduate degrees. Consider the results of the campus' Online Readiness Assessment. The campus may need a separate workgroup to study this.

1.5 Policy Recommendations

The workgroup discussed a number of policy questions and makes the following recommendations:

(v) The Policy on Distance Education Courses should remain with EPC, but Senate Council should be the body that decides whether it might be suspended under emergency circumstances. This is the current practice; the workgroup feels that this is the right balance between oversight and flexibility. Because in-person and R-courses are otherwise subject to the same policies (e.g., credit hours, faculty workload, etc.), the workgroup makes no new recommendations in this area.

(vi) The Senate should consider modifying the Policy on Distance Education Courses to require that R-course proposals come from academic units and not from individual faculty members. The proposals should make clear how the proposed R-course fits in with a larger academic plan (e.g., to avoid bottlenecks, reduce over-large courses, provide greater scheduling access, accommodate the needs of diverse learners, and improve student success and time to degree). This should lessen the burden on graduate and undergraduate council in reviewing such proposals and ensure that the sometimes significant resources needed to create an R-course are invested wisely. Finally, the requirement that R-courses employ the Quality Matters rubric should be clarified to ensure that both synchronous and asynchronous sub-modalities are supported.

(vii) The Senate should consider ways to strategically increase remote options during Summer Session.

(viii) In-person and R-courses with identical numbering (e.g., CAT 125 vs. CAT 125R) should automatically satisfy the same requirements (general education, minor, and major) and serve as pre- co-requisites for the same courses. No extra petitions should be required to use an R-course to satisfy a requirement.

(ix) Courses that are otherwise entirely remote (both R-courses and emergency remote instruction) must have remote exams, unless there are provisions to accommodate students not in the San Diego area (e.g., through testing centers). Optional in-person exams or activities should be allowed, but remote students should not be disadvantaged.

1.6 Process Recommendations

Finally, the workgroup makes the following recommendations around process:

(x) The Teaching + Learning Commons provides a valuable resource for course design – both for in-person and R-courses; they should be appropriately resourced to help the campus increase well-designed courses and also increase the number of R-courses.

(xi) Once the justification for R-courses is handled at the departmental level, Undergraduate Council should consider moving R-course approval to the course subcommittee.

(xii) The administration should work with the Office of the Registrar to identify and remedy causes for delays in the eCourse approval process.

(xiii) The university's schedule of classes should have the ability to distinguish between in-person, remote, hybrid, synchronous, and asynchronous instruction. Class modalities should be transparently coded so that it is clear when students are expected to attend in-person or synchronously. This lack of transparency has been the source of much frustration.

2 Introduction

Just before Spring quarter 2020, the global pandemic resulted in an emergent need to shift teaching to remote instruction. All facets of the University sprang to action to support operations, faculty, and students during these challenging times. The University was instrumental in establishing community wide standards with its Return to Learn efforts.

During Summer 2020, a Senate Task Force on Remote Learning Long-Term Policies and Strategies and the Administration's Educational Continuity Task Force were convened to make short- and long-term recommendations arising from the impacts of COVID-19 on campus teaching. To build on the efforts of these two task forces, and in light of the campus' experience in dealing with COVID-19, the Senate-Administration *Workgroup on Distance Education for Academic Excellence and Resilience* was convened.

2.1 Workgroup Charge

The workgroup was charged with developing recommendations for how distance education can help UC San Diego deliver high quality education, provide faculty and students with desirable flexibility, and build academic resilience to minimize the disruptive impact of future emergencies (see Appendix A). Specifically, the committee was tasked to:

1) Develop recommendations for how UC San Diego should position itself to minimize the impact of future disruptions to the educational mission, be they pandemics, earthquakes, wildfires, or other emergencies.
2) Examine how remote and online teaching programs and tools should be developed in anticipation of future disruptions.
3) Consider and make recommendations on the role of remote (R) classes as vehicles for (a) delivering a high-quality education and (b) providing campus resilience.
4) Examine and report on how remote and online instruction could be used to provide faculty and students with flexibility in order to accommodate educational, research, engagement, and EDI priorities aligned with the campus strategic plan.

3 Justifying Remote Instruction

Our campus has been slow to adopt remote instruction. Currently, just over 1% of our courses are approved R-courses (see below). There is concern that remote instruction might be less effective than in-person courses; this may have been reinforced by recent experiences during the pandemic. However, there is a body of literature and practice that shows that remote instruction – when well-designed and delivered - can provide effective, quality, high-engagement instruction and advance institutional goals.

When discussing both in-person and remote instruction, it is useful to keep the following principles in mind:

- ***We should work to maintain and improve quality of instruction:*** Measures related to course content and delivery, regardless of modality, should lead to improvement in the student's learning experience, as measured objectively through assessments of learning outcomes.

- ***We should expand accessibility of educational opportunities:*** Our measures should enhance the pool of aspiring students, thereby creating equitable opportunities for a more diverse group of learners.

Remote instruction, like all instruction, is most effective when students are actively engaged – with peers, faculty, and material. Therefore, remote courses must be designed to facilitate engagement. We should point out that many in-person courses fail to pay sufficient attention to this important aspect as well. We will see evidence that while remote instruction can face challenges engaging students, careful design and assessment can mitigate these challenges. It is important any negative impressions of distance education from pandemic teaching not be applied to all remote learning. Similarly, it is important that we continue to assess and improve teaching and learning in all modalities.

A primary motivation for promoting more use of quality remote courses comes from our need as an institution for increased access and advancement of educational equity. Students face a variety of challenges that can be mitigated through some remote instruction. Note that this is true even when the majority of our courses remain in-person (as will be the case at UC San Diego). A strategic approach to offering bottleneck courses remotely can mitigate space issues and provide increased accessibility. Given that these courses are often part of prerequisite chains, their increased availability can have a positive effect on time to degree. In addition, several programs aimed at promoting student success (e.g., Summer Bridge) can reach a wider audience if both in-person and remote options are available. Many students must juggle other commitments such as family/caregiving or employment while studying. This is especially common among our underserved/underrepresented student populations. A small number of well-chosen online classes can make it easier for them to accommodate such commitments. Students who leave the university before graduation may also benefit from remote instruction to facilitate degree completion. The key is that the campus be intentional in selecting its remote offerings to facilitate these goals. The campus will never abandon its primarily in-person, residential focus; but, remote instruction can strategically augment this experience and remove critical hurdles.

Finally, remote instruction, by virtue of its modality, promotes digital literacy – one of the five core competencies assessed by our accrediting agency, WSCUC.

Much of the resistance to remote instruction may come from unfamiliarity with well-designed remote courses. The pandemic experience may have exacerbated this, as all faculty have had some experience with remote instruction, much of which was – by necessity – rapidly implemented. It is also the case that our campus has lacked a strategic vison for remote learning. Therefore, even well-designed remote courses tend to be offered in an ad-hoc manner. The remainder of this report will try to unravel several of these strands and make recommendations that could lead to a more intentional approach.

4 Modes of Instruction

Three modes of instruction (emergency remote instruction, R-courses, and hybrid courses) are related to distance learning and are discussed in more detail in the following sections.

The COVID-19 pandemic forced colleges and universities to pivot instruction to ***emergency remote instruction***, which offers courses online in response to a crisis or disaster. This mode of instruction contrasts

with well-planned online learning experiences, which use a structured model for design and development. Emergency remote instruction relies on fully remote teaching solutions to deliver what is normally face-to-face with the assumption the courses will return to the original format once the crisis has passed.

At UC San Diego, ***R-courses*** represent a fully online modality that requires careful planning; this includes identifying the required content, while also paying specific attention to how the instructor is going to support different types of interactions (e.g., between students and content; students and students; and students and instructor). While information transmission remains an important element of the course, these carefully-planned interactions further support the social and cognitive learning processes. Therefore, R-Courses require significant planning and development time.

It is particularly important to understand the distinction between emergency remote instruction and R-courses (referred to as 'remote' versus 'online/digital' learning in the literature – e.g., see National Council for Online Education 2022). There is a tendency to conflate these modes of instructions as both representing 'remote' or 'online' and assume that characteristics of emergency remote instruction apply to R-courses as well. Below we present assessment data that differentiate these modes.

Hybrid courses (often referred to as 'blended' or 'flipped' courses) replace some of traditional face-to-face instruction with online learning approaches such as video lectures, online discussions, or activities. The amount of face-to-face instruction in hybrid classes varies significantly depending on the institution, class, discipline, and learning objectives.

The following sections highlight the differences between these modes of instruction and raise further questions that need to be addressed.

4.1 Emergency Remote Instruction

The emergent need to switch to remote instruction just prior to Spring quarter 2020 led to many changes in the way courses were taught and students learned. Many lessons were learned during the COVID-19 experience. Challenges included the constantly changing policies and uncertainty as new information about the pandemic emerged. However, highlights include the rapid support that the Teaching + Learning Commons provided to the learning community with extensive resources made available to faculty and students through the Return to Learn website. Furthermore, the IT department worked diligently and rapidly to enhance the virtual computing environments so that students and faculty would have access to software required for research and learning.

The quality of instruction varied significantly in the first quarter of remote instruction. Some instructors recorded their lectures and treated the remote course as if the students were in-person, with little change to improve engagement. Teaching and learning communities popped up throughout campus as faculty worked together to share resources and best practices, but the information was often overwhelming. During summer 2020, some faculty, concerned with student engagement and success, reached out to the Commons to receive assistance in improving the delivery of their emergency remote courses. When it became clear the pandemic would continue into the 2020-2021 academic year, instructors had more lead time to plan their content delivery.

4.1.1 Approval

The Senate issued a limited-term exception to the Policy on Distance Education Courses through Summer Session 2021 to adapt in-person courses for remote and hybrid delivery as a temporary measure in response to COVID-19. The exception allowed for remote instruction without Senate approval of an R-course.

Beginning July 1, 2021, academic departments, working with the Registrar, were able to change classroom requests and/or instruction modality for specific courses, as needed to support students impacted by visa or

travel restrictions, handle any county/state/CDC restrictions on classroom occupancy, and accommodate specific faculty needs. Due to the Omicron variant, all instruction reverted to remote delivery for the first month of Winter 2022; after this period, the Senate, again, issued an exception to allow faculty to continue with remote instruction for the remainder of the quarter, leading to about 40% of all sections offered remotely. Spring 2022 will be largely in-person (again, with limited exceptions – about 6% of all sections), but Summer 2022 will allow for remote instruction (currently at 41%).

In the case that students are separated from campus due to unforeseen circumstances, lecture and course content can be delivered remotely. Course content encompasses lectures, learning materials, syllabi, and readings. Instructors are asked to consider the mode of delivery that maximizes flexibility while still meeting the expected course learning outcomes. This can be accomplished through synchronous vs. asynchronous delivery. Synchronous instruction allows students to ask questions in real time, creating a sense of community. Students can also develop and demonstrate skills in real-time. However, time zone differences, scheduling issues, and technical challenges may make synchronous instruction difficult for some students. Furthermore, synchronous delivery, particularly when accompanied by recording, raises privacy questions. Coupled with technical challenges, synchronous instruction can lead to distractions and disengagement. On the other hand, asynchronous instruction allows students to manage their time and participate from multiple locations and with varied technology. It does, however, run the risk of creating isolation between students and students and the instructor.

The mode of delivery during COVID 19 was often discipline specific; some disciplines – e.g., in the Humanities - emphasized live interaction and dialogue that was not easy to implement through an asynchronous learning management system. Pedagogical tools to facilitate different types of contact that could be delivered remotely were necessary, leading to a variety of vetted and unvetted methods, with varying degrees of success. This underscores the importance of making training available to maximize effectiveness.

4.1.2 Faculty Effort/Workload

Faculty workload increased significantly during remote instruction, as they created and monitored virtual discussion boards, offered more office hours, and/or revamped assignments and assessments.

4.1.3 Student Effort

As with in-person instruction, student effort was variable, although this is the case regardless of modality. The COVID pandemic did reveal novel or exacerbated issues. For example, the digital divide was brought into sharp contrast: some students struggled with lack of technology resources (computers and internet access). Home environments were also variable - many students lacked adequate private space to effectively engage in remote instruction. In addition, emotional and mental health hardships emerged as some students navigated the pandemic (e.g., financial and health challenges with their family and friends and an inability to be self-driven and follow through with their coursework). Students were allowed to take courses Pass/No Pass which may have led some to reduce their effort and engagement.

4.1.4 Role in Resilience

In sum, as the name suggests, emergency remote instruction responds to the need to set up remote instruction quickly. Therefore, the time it takes to prepare for emergency remote instruction is less than that required for R-courses. Nevertheless, we learned a great deal about the resiliency of our faculty, staff, and students during the pandemic. While resources, such as technology and infrastructure, were sometimes delayed, the University was able to effectively maintain business operations.

4.2 R-Courses

The UC San Diego Policy on Distance Education Courses defines Distance Education courses (henceforth, 'R-courses') as those that have greater than 50% distance instruction. The type of instruction may vary based on several parameters (e.g., synchronous, asynchronous, etc.). Currently, UC San Diego has over 50 courses

approved as R-courses. Given that a greater inventory of R-courses can mitigate against future emergencies and that R-courses do provide increased modes of access, the workgroup discussed how to facilitate increased R-courses, while ensuring quality. In addition, the workgroup heard from Senate representatives who raised concerns about the R-course approval process.

The UC San Diego Policy on Distance Education Courses is a regulation of the Senate's Educational Policy Committee (see Appendix B). Fundamental to this policy is the requirement that "All courses offered at UC San Diego should meet the same high standards in terms of the educational experience they offer to students, regardless of the mode of instruction." The policy itself regulates various aspects of approval and delivery.

The EPC Policy states that "All campus policies and regulations for courses and instruction (registration deadlines, academic integrity, etc.) that apply to conventional courses also apply to distance education courses." Therefore, the only difference between conventional and R-courses is the mode of instruction. We refer to this as the 'EPC's Fundamental Principle'.

There was a good deal of discussion around different modes of instruction. Discussion centered around three topics: faculty effort/workload, student effort, and faculty/Senate attitudes towards R-courses.

4.2.1 Faculty Effort/Workload

A common perception that leads to skepticism towards distance learning is the idea that R-courses, once developed, run on autopilot, with minimal faculty effort. In this regard, it is important to distinguish the MOOC format ('Massive Open Online Courses') from the type of distance learning approved under the EPC policy. We do not currently support MOOC -style courses for matriculated programs. It is also important to separate the initial effort in developing an R-course (which is significant) from the time faculty must devote to their delivery. In line with the EPC's Fundamental Principle, delivery time should be equivalent, regardless of modality. Thus, in the same way that faculty, teaching conventional four-unit courses, are expected to interact with students for approximately four hours a week (three in class and one in office hour), faculty teaching R-courses should have the same expectation. However, the nature of faculty interaction is likely to be more varied in R-courses. Examples include live Zoom sessions, on-line fora, video responses/updates, and virtual office hours, among others. It is important that these be designed to provide students with opportunities for access to promote rigor and engagement. Of course, just as it is the case that students do not always avail themselves of in-person opportunities in conventional courses, the same may be true for R-courses. Nonetheless, the availability is crucial.

There have also been questions around whether R-courses should count towards faculty workload. To a large degree, workload decisions are the purview of departments and divisions. However, the EPC's Fundamental Principle may apply here as well; given that faculty effort is not tied to modality, workload credits should follow. It is important to combat the perception that an R-course can run on autopilot without faculty involvement or engagement. This should not be the expectation for faculty teaching such courses, and it should not be the expectation of the department or university. Engagement and faculty involvement are as important in creating a rich learning experience online as in in-person settings; faculty should be expected to put in equivalent amounts of time into their teaching, though in different ways.

Finally, it is widely assumed that R-courses are always asynchronous and their development takes significant effort (particularly to design and record the video segments). However, there have been R-courses with significant synchronous content. Indeed, the (a)synchronous distinction is orthogonal to the R-course modality.

4.2.2 Student Effort

The Senate policy on credit hours is as follows:

> The value of a course in units ("quarter units" or "quarter credits") shall be reckoned at the rate of one unit for three hours' work per week per quarter on the part of the student, or the equivalent. (Regulation 600, B.3)

R-courses are also subject to this policy. For example, a four-unit course should involve twelve hours of effort per week. In the case of R-courses, this may be divided between videos, readings, on-line fora, office hours, assignments, etc. An R-course proposal details how this would be achieved.

4.2.3 Attitudes towards R-courses

There seem to be two competing narratives around R-courses: faculty who are interested in designing these courses sometimes feel that the approval process is too cumbersome; on the other hand, the Undergraduate Council, which is charged with reviewing and approving R-course proposals, feels that there is a lack of campus direction with respect to approval criteria. We try to unpack these two concerns in the following paragraphs.

While there is a feeling that the R-course approval process is cumbersome and therefore discourages R-course proposals, the committee found that this has more to do with two elements outside the Senate's purview: the demands of R-course development and the eCourse approval process. Currently, the Undergraduate Council reviews R-course proposals, according to the policy's criteria; once these courses are placed on the council's agenda, evaluation proceeds quickly.

Nonetheless, among the Senate policy's requirements is endorsement by the Digital Learning Hub in the Teaching + Learning Commons. The Commons' charge is to provide Teaching + Learning resources. To that end, their instructional designers meet with faculty to help with course development, using best practices, including employment of the Quality Matters (QM) rubric (See Appendix C). The endorsement of a course by the Commons, therefore, provides a degree of quality assurance. Three issues emerged in the workgroup discussion: workload, timing, and gatekeeping:

Workload: The development of quality R-courses takes time. Faculty need to be committed to investing in the process. There are also limited resources in the Commons; this may be the single most limiting factor in the creation of an extensive R-course inventory.

Timing: Most faculty collaborate with Digital Learning's instructional designers (IDs) to develop their R-courses. The entire development process (design, create course assets and media, build in Canvas) takes about 2 quarters. Typically, these R-course proposals are sent to Undergraduate Council before the development is complete. The Commons endorses these proposals as the QM rubric is embedded in the ID design process. Some instructors choose to develop R- courses on their own. In this case, the Digital Learning team collaborates with the instructor on the QM review and the endorsement indicates the state of this review. Digital Learning ensures the course passes the QM review before the course is offered.

The Undergraduate Council has been approving these courses on a temporary 3-year basis, pending evidence of success. This evidence may include enrollment and performance data (e.g. DWF rates) as well as student feedback (student feedback design may be facilitated by consultation with the Commons' Assessment Hub).

Gatekeeping: The Commons, as a support unit, works to maintain a collaborative and supportive role rather than a gatekeeping role. Digital Learning has created a QM worksheet for instructors to use to ensure quality online courses. When faculty choose to design their own R course, it has proved beneficial for them to first do a self-review of their course using this worksheet and then submit it to the Digital Learning team for feedback. This process expediates the QM review process and the Commons' endorsement of the R proposal.

QM does not assess what is taught or the pedagogy employed (and, therefore, should not impinge on academic freedom); it is a tool focused on the accessibility of the course design. In other words, it helps assess how easy or hard it is for a student to interact with the content. It is not an assessment of the content itself. For online courses, the focus on accessibility is paramount to student success and their satisfaction with the learning experience.

A common concern about the approval process for R-courses is that they are held to a higher standard than face-to-face courses. We discuss this more below.

Another bottleneck to R-course approval is unrelated to modality. All courses, in-person and remote, must be reviewed through the eCourse approval process. The approval workflow includes multiple units (department, Registrar and Senate). Approvals should be submitted a minimum of three quarters before the effective quarter of the new approval. The role of the Registrar is to review the course approval prior to Senate review to ensure it has all required fields completed accurately and in alignment with the requirements of the Student Information System. Only 5-10% of course approvals are accurate and go straight through eCourse approval process. The remaining proposals require departmental modifications – this back-and-forth takes time.

Since the pandemic, the Undergraduate Council has seen an increase in the number of R-course proposals

- 2019-20 7 proposals
- 2020-21 23 proposals
- 2021-22 (as of 4/1/22) 12 proposals

It may be that some of the 2020-21 proposals were already in the works, pre-pandemic; however, it is possible that some proposals were submitted to allow for continued remote instruction, post-pandemic. The Undergraduate Council has discussed each proposal at length. Often these discussions raise the concern that the campus has not provided sufficient guidelines around the criteria for approving R-courses. While these proposals now require consultation with the Digital Learning Hub, questions persist. In particular, the council's conversations have brought up the following questions:

- What are legitimate reasons for creating R-courses?
- Should R-courses be the initiative of individual faculty or submitted by the department/program?
- How do R-courses fit into existing curricula?
- Should there be a moratorium on approving R-courses, pending clarification of these questions?

The chair of Undergraduate Council visited the workgroup to discuss these concerns. The consensus was that the campus should be more intentional in the process for R-course approval (see Section 6).

Furthermore, while we do extensive assessment of online courses and require these to carefully articulate learning outcomes, in-person courses do not have these requirements. In addition to creating a two-tiered system and perpetuating misconceptions about the efficacy of online courses, this actually makes it hard to effectively assess the effectiveness of online course delivery, because we do not always have good metrics to compare against. This does not mean we recommend less assessment of remote courses, but rather more focus on assessing in-person instruction to ensure we have a realistic baseline, and address problems throughout our curriculum, regardless of modality.

4.2.4 Role in Resilience

R-courses afford flexibility for students and institutions, but they require significant effort in their design in order to create intentional learning relationships and foster engagement with peers and the content, as well

as problem-solving and skills development. For this reason, there are only about 50 currently approved R-courses and fewer have actually been offered to date. While all faculty and students have now engaged in remote teaching/learning through emergency remote instruction, only about 1-2% of faculty and students have had a true R-course experience. If the number of R-courses were to increase to provide meaningful flexibility and resilience, there would need to be clear guidelines around their approval and their role in department/program curricula. Furthermore, the workload for Undergraduate Council and the Teaching + Learning Commons (especially the Digital Learning Hub, the Engaged Teaching Hub, and the Assessment Hub) would become unsustainable if the numbers increased significantly. A different method of vetting such courses would become necessary.

Nonetheless, our campus is unlikely to create a sufficient number of R courses to be as resilient as we need to be. Not all faculty are interested in remote instruction, particularly given the time investment required to design an R course. Therefore, we need to look how we can streamline the process that allows for emergency remote instruction, marshalling the lessons we learned from the pandemic. These lessons might lead in two directions: more flexibility to deliver quality remote instruction and creating hybrid options in the context of in-person instruction.

4.3 Hybrid

A hybrid course is one in which some course instruction and activities for all students take place in the face-to-face classroom (instructor and students together in one location) and some take place online. Classes of this type generally meet between 25-50% the time online and the remaining time in the classroom.

It is important to distinguish between hybrid courses, as described above (and used in this document), and 'hyflex' courses. These latter strive to offer simultaneous in-person and remote instruction. That is, the courses are structured in a way to allow students to choose whether to attend in-person or remotely. The literature suggests that hyflex courses are difficult to manage and that remote students find engagement difficult (see Kohnke and Moorehouse 2021). Therefore, while one can imagine the utility of such courses (e.g., to accommodate a wider range of students), the workgroup did not pursue this route. We emphasize that the term 'hybrid' is often used as a synonym of 'hyflex'; this usage is common on our campus. Our use of 'hybrid' in this document is not synomous with 'hyflex' and, instead, is similar to modalities sometimes called 'blended' or 'flipped'. We hope that the campus community can embrace this terminological nuance.

The hybrid modality is essentially a few steps away from fully remote. This modality can, therefore, contribute to resilience, as it is easier to convert a hybrid course to a fully remote format than an in-person course. Particularly if the remote portion of the hybrid is asynchronous, then the in-person aspects could simply be converted to synchronous remote sessions or using break-out rooms for active learning.

4.3.1 Ensuring Quality

Ensuring quality in hybrid courses is left up to the instructor similar to in-person modality. Improving consistency in the delivery of hybrid instruction requires educating instructors on best pedagogical practices.

4.3.2 Approval

As long as the remote material does not exceed 50% of the class time, hybrid courses do not require special approval under the Policy on Distance Education Courses. Nonetheless, some of the design features for hybrid courses resemble those associated with R-courses. Thus, pedagogical support would help effectively transition to increased hybrid modalities. Overall, the training will be the same as online: how to encourage engagement, active learning, and how to best organize online content and in-person time.

4.3.3 Delivery

Hybrid courses can be very effective, particularly when the remote and in-person aspects are used to their best advantage. For example, they might replace one day of instruction (e.g., one day a week for a Monday-

Wednesday-Friday course) with asynchronous content. The remaining in-person instruction can then leverage this content into active learning sessions (e.g., group work and the like). Thus, benefits include lectures on demand, more effective face-to-face learning (active learning), and more flexibility for balancing student's competing priorities (work, family, other classes, social).

Through the pandemic, our instructors have learned that considerable content can be delivered remotely. Furthermore, podcast or other asynchronous modes of delivery are probably as effective or more effective than traditional lectures (e.g., an instructor speaking to a camera may be better than an in-person instructor speaking to the whiteboard). Engaging students in group work and other active learning tasks during class helps them leverage the remote material more effectively than passively listening to a lecture. It is interesting that the majority of the Course Development and Instructional Improvement (CDIIP) grants have been to develop hybrid materials.

4.3.4 Faculty Effort/Workload

While requiring slightly less effort than R courses, the workload to develop a hybrid course is initially more significant than in-person courses; faculty must design the course such that the remote and in-person modalities work together. They also must develop assignments and activities that are suitable for a remote environment, paying special attention to engagement and contact with students. Since the requirement for the number of contact hours with students does not change, then course teaching credit should remain the same as in-person courses.

4.3.5 Student Effort

Hybrid courses should be subject to the same Senate policy on credit hours (Regulation 600, B.3) as in-person courses. In a four-unit hybrid course involving twelve hours of effort per week, the course hours (with less than 50% of them remote) could be divided between attending lectures or lab sessions, watching pre-recorded lecture videos, readings, on-line fora, office hours, and assignments.

4.3.6 Role in Resilience

As mentioned above, the hybrid modality contributes to resilience, as it is easier to convert a hybrid course to a fully remote format than an in-person course.

Hybrid courses can also potentially be used to address classroom space issues: lectures could be moved to remote (either synchronous or asynchronous) while active learning is conducted through smaller live sections. However, this may require that some of the departmental instructional spaces be upgraded to facilitate synchronous remote instruction.

4.4 Distinguishing Modalities

Given the several dimensions of remote instruction outlined above, it is important to ensure that there are clear definitions and messaging around modality. We have already noted the ambiguity of the term 'hybrid'. R-courses (and emergency remote courses) also have the possibility of being synchronous or asynchronous. These concepts cross-cut each other in a variety of ways, making for a sometimes confusing landscape.

Messaging to students is of particular importance. We have used an ad-hoc device to signal remote instruction in the schedule of classes (the 'RCLAS' designation under 'Building & Room'). However, this does not distinguish between courses that are asynchronous versus those that are not. It is important that students know whether they will be expected to participate at a designated time. The same holds, to a lesser extent, of hybrid courses – what are the in-person expectations?

Some faculty have suggested a type of hybrid course that is essentially remote, except for the final exams. This mitigates some of the concerns about academic integrity. However, students may enroll under the assumption that these will be fully remote (despite messages to the contrary). It is possible that in the future,

the campus may contract with testing centers to allow off-site exams that serve students who are unable to come to campus – until this is already in place, however, in-person exams should not be allowed for otherwise remote courses.

5 Assessment

In this section we discuss some of the literature on remote instruction, as well as assessments that have been conducted on our campus and elsewhere. Throughout this discussion, it is important to distinguish between emergency remote instruction and R-courses (this distinction is generally labeled 'remote' vs. 'online/digital' learning elsewhere). In much of the pre-pandemic literature on distance learning, the emphasis is on courses that:

- Are specifically designed for distance learning
- Are self-selected by students

Our R-courses meet these two criteria, while emergency remote instruction meets neither. There have been studies that specifically examine the student experience with emergency remote instruction; we discuss some of these below. We also look at a few measures that allow more direct comparisons between R-courses and emergency remote courses.

Additionally, there is a salient scope difference between R-courses and emergency remote courses. As mentioned above, essentially all faculty and students have been engaged in emergency remote instruction over the past two years. On the other hand, only1-2% have had experience with R-courses. While over 50 R-courses have approval, so far, only 26 have been offered (19 in the past 5 years). Furthermore, there are only 9 R-courses that can be matched with an equivalent in-person course. Therefore, unlike the case with emergency remote instruction, there is, necessarily, limited data on R-courses, and even less data that allow direct comparisons with equivalent in-person courses.

5.1 Student Engagement

There is a large literature on the importance of student engagement in learning (Fredricks, et. al. 2004, Jaggars and Xu 2016, and Moore 1989, among others). Because the nature of engagement differs between remote and in-person modalities (and, indeed, within various remote modalities), it is natural to wonder whether this crucial factor might be diminished in remote contexts. The literature discusses the various technological factors that can enhance different dimensions of student engagement (e.g., student-to-student, student-to-instructor, and student-to-material), noting that these are crucial to effective online instruction. In this section we review data from the UC San Diego regarding student engagement in both emergency remote and R-courses.

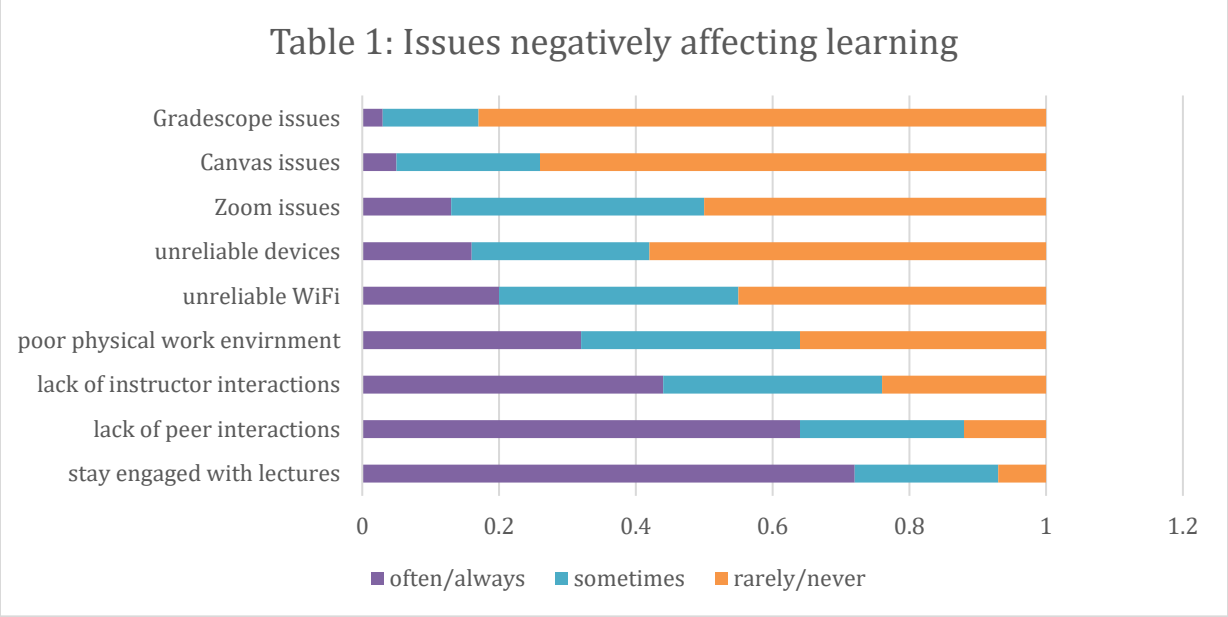
5.1.1 Emergency Remote Instruction

Noting a lack of work on student engagement in emergency remote instruction, Hollister, et. al. (2021) conducted a student survey and analyzed CAPE responses to compare in-person and emergency remote experiences. The survey, conducted in early 2021, asked respondents to compare in-person and emergency remote experiences. The scope of this survey was relatively small (187 complete questionaires) and, therefore, perhaps not representative. The analysis of CAPEs was more extensive. It compared in-person Fall 2019 with emergency remote Fall 2020 in courses matched by course number and instructor (i.e., the matched in-person and remote courses were taught by the same instructor). In total, over 1000 class sections were surveyed.

The survey data presents a mixed picture of emergency remote instruction. Students were evenly divided with respect to overall satisfaction (36% agree, 36% disagree). However, they found the remote modality more challenging in several different ways: more difficult (42% agree vs. 34% disagree), academic

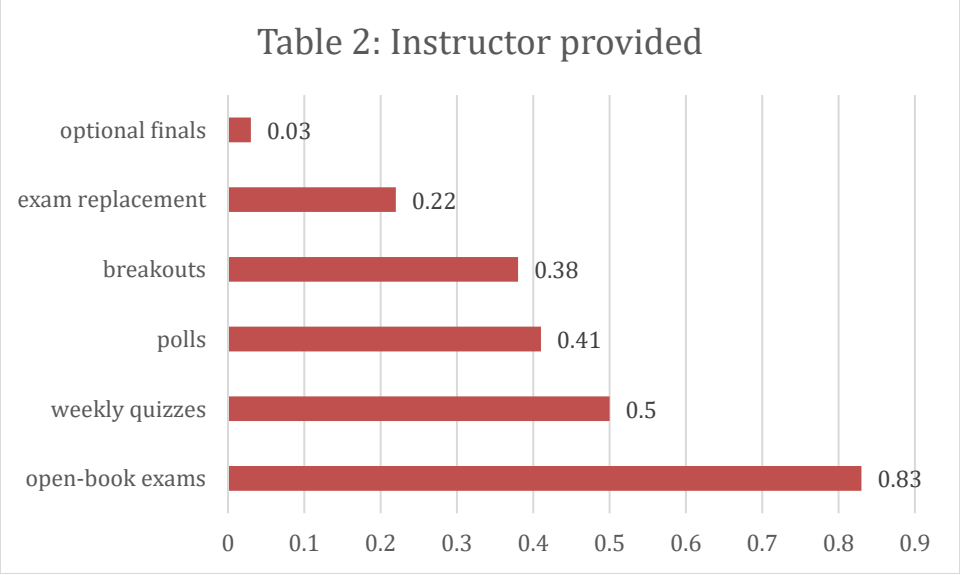
performance (28% improved vs. 34% not improved), time management (34% easier vs. 45% more difficult), and pace (30% easier vs. 54% more difficult). Furthermore, 69% attended lectures less often, 35% often or always skipped class (vs. 11% in-person), and 64% rarely or never turned their cameras on. Interestingly, 52% agreed they were more comfortable asking questions in the online format (perhaps due to Zoom's chat feature).

The survey also asked about issues that negatively impacted learning – Table 1 summarizes several of these:

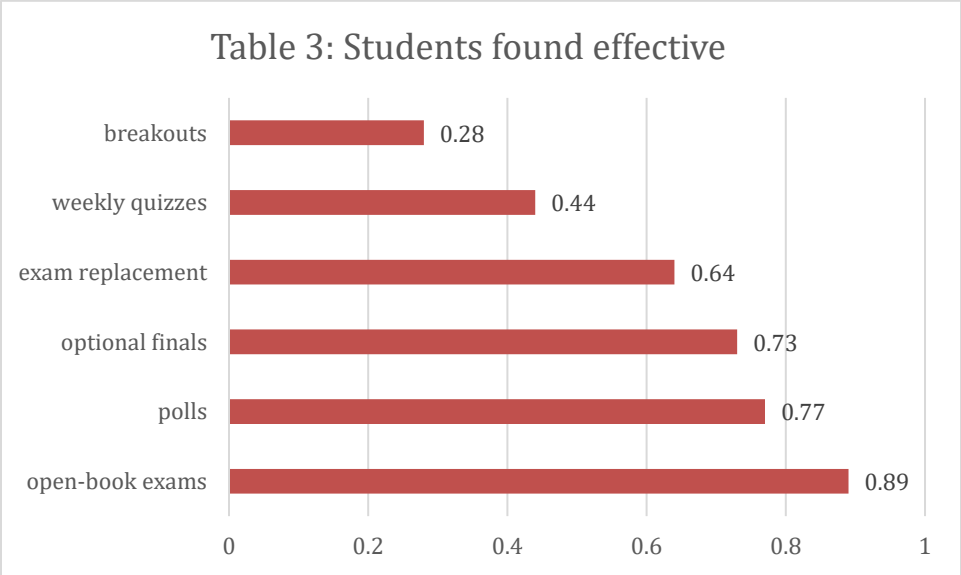


These data clearly show that engagement – with material, peers, and instructors – were the primary liabilities of emergency remote instruction.

There are a number of interventions that online courses can employ to improve engagement and learning – the survey suggests that faculty employed several of these often or always:

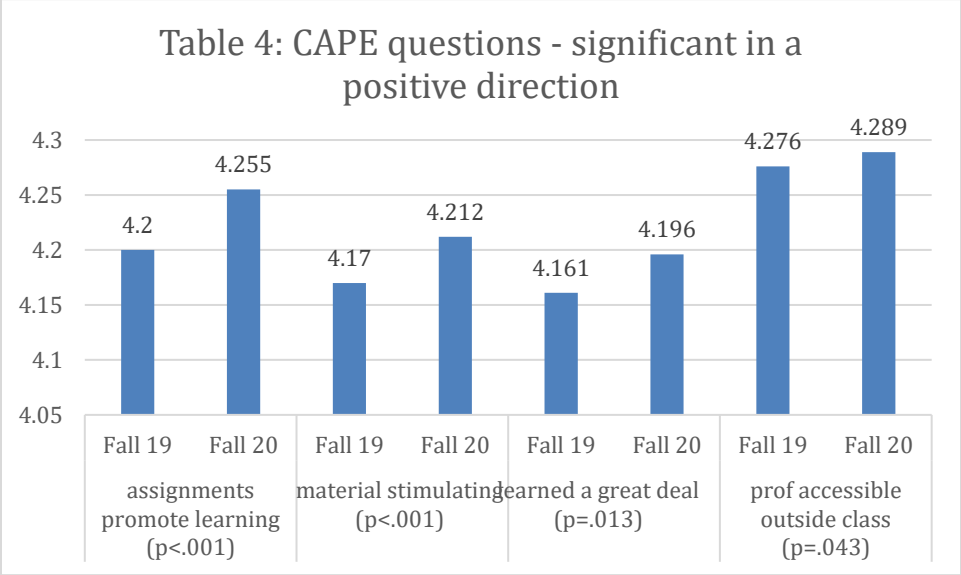


Interestingly, the students surveyed provided a different ranking for which interventions they often or always found effective:



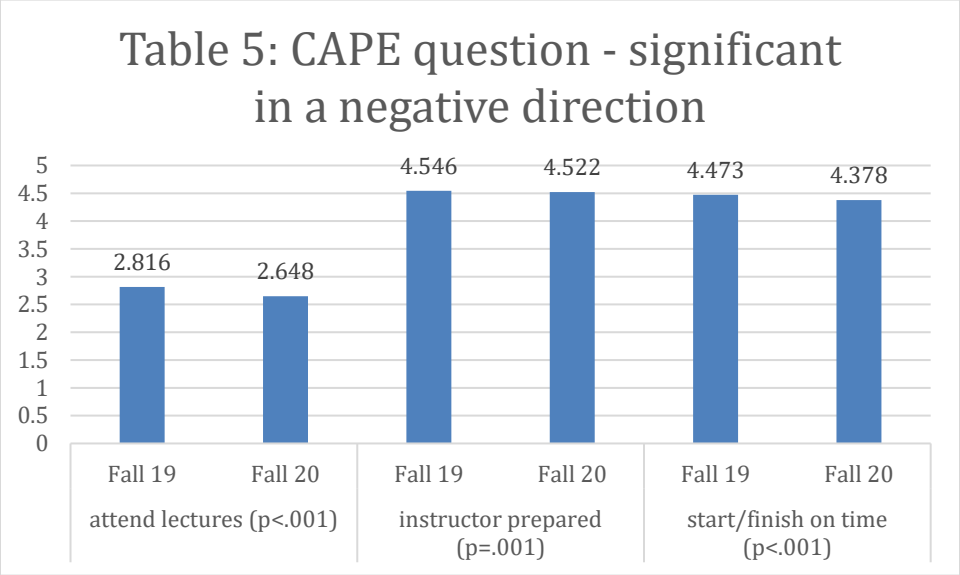
These interventions can be roughly grouped into three categories: those that mitigate the stress of the emergency remote environment (exam replacement and optional finals), those that are designed to promote engagement (breakouts and polls), and inclusive assessment practices (weekly quizzes and open-book exams). The instructors tended to favor those based on pedagogical best practices (inclusive assessments and promoting engagement); the students, on the other hand, appreciated some of these, but also the stress-reducing practices.

The CAPE data presented a more positive picture, although still mixed. Comparing course – matched by course number and instructor – from Fall 2019 and Fall 2020, only eight of the questions yielded statistically significant results (N ranged from about 13,000 to 15,000 for each question). There were significant improvements during emergency remote instruction on four of the CAPE questions:



These data run counter to the survey data, in that they suggest some level of engagement with the material. Instructor availability may actually improve with remote office hours. CAPE data also suggest that students expected better grades – the mean expected GPA was significantly better in Fall 2020 than in Fall 2019 (3.538 vs.3.443, p<.001).

The other three significant results suggest that emergency remote instruction was less positive:



The lower attendance is consistent with the survey data; the other two questions might indicate that instructors sometimes struggled with the emergency remote modality.[1]

The UC Undergraduate Experience Survey (UCUES) is a bi-annual instrument made available to all UC undergraduates. In 2020, the survey added questions that examined the effects of the pandemic on the student experience and on the remote learning experience. The results are largely in line with the survey discussed above. Limiting the results to UC San Diego (N approximately 4000), we find that:

- 71% felt they learned less in the remote environment (36% much less)
- 80% agree (between somewhat and strongly) that remote learning is harder than learning in-person
- 75% felt that the remote experience would have been better if the transition had been less rushed
- 90% missed access to social and cultural events
- 77% felt that interaction with other students was worse (40% much worse)
- 57% felt that interaction with instructors was worse (16% much worse)
- 50% felt the level of intellectual engagement was worse (14% much worse)
- 74% had worse feelings of loneliness (37% much worse)

These data, again, speak to challenges in maintaining engagement in the emergency remote environment, and should be interpreted through that lens. Our students and faculty not only had to pivot to remote instructions, often with little warning or preparation, but they also had to juggle complicated family, health (including mental health), and financial challenges. In this environment, our only other option was to halt instruction. Therefore, the question here is how we learn from this so we can do better if such a situation arises again. Increased access to tools, support, and training can have a significant impact here.

5.1.2 R-Courses

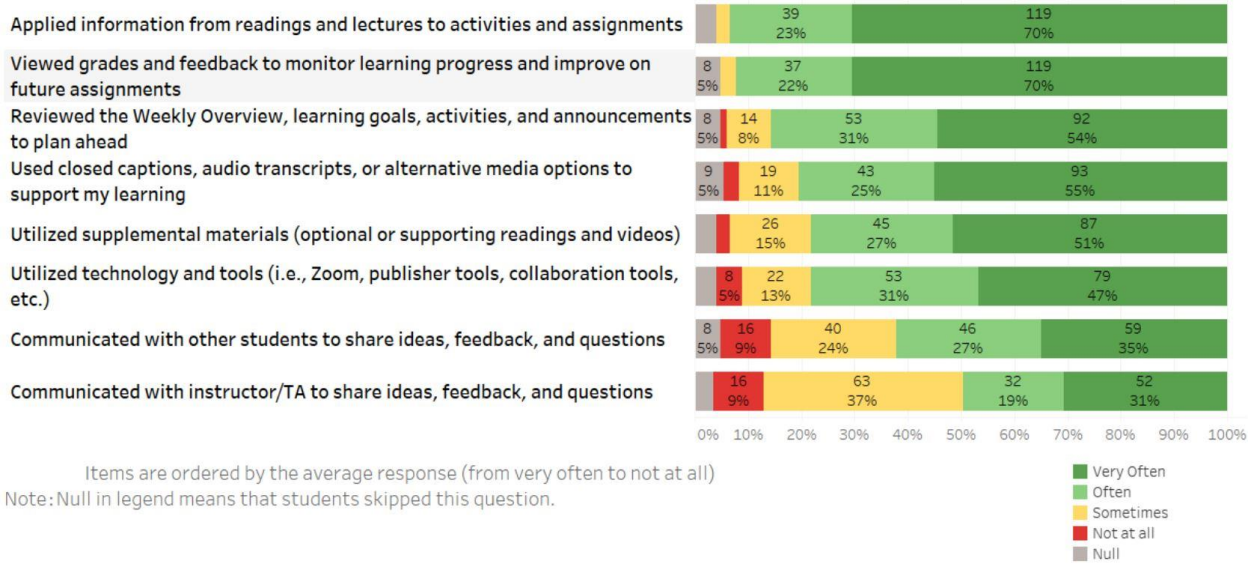
Given the documented engagement challenges associated with emergency remote instruction, we should ask whether these liabilities also exist in R-courses. Again, R-courses are intentionally designed for the remote modality, with attention to engaging students at the design phase. Because there have been relatively few R-courses offered at UC San Diego and there are few opportunities for direct comparison, the data on student

[1] We do not know whether the 'start/end on time' responses may have been confounded by asynchronous instruction.

engagement in R-courses is limited. Nevertheless, there have been some results; this section summarizes them.

The Education Research + Assessment Hub of the Teaching + Learning Commons developed an End of Term survey for UC San Diego R-courses. It was piloted in Fall 2020 (MMW121R and HILD20R, N=43) and revised in Fall 2021 (MMW121R and MUS126R/ETHN178R, N=166). As summarized in Table 6 (Fall 2021), this survey explicitly looks at student engagement:

Table 6: R-Course End of Term Survey Results



Because the End of Term Survey was only administered in R-courses, we do not have direct comparisons for engagement in-person instruction, the often to very often ratings on these questions appear to be quite high. In particular we see that about 90% of students communicate with instructors and other students to share ideas, feedback, and questions. The data also show high levels of engagement with content (78-93% often/very often). The survey is intended as an instrument to promote continued improvement in course design. Some action items that have emerged include increasing video announcements, adding grading criteria to assignments, and including open discussions. Of course, we would love to provide this level of analysis and feedback for all courses – remote and in-person.

Although direct comparison between R-courses and in-person instruction is not possible, we can use UCUES data to compare R-course engagement with general engagement. In addition, we can build a three-way comparison: R-courses (based on End of Term Survey), in-person instruction (based on 2018 UCUES data), and emergency remote instruction (based on 2020 UCUES data). The following compares these modalities with respect to peer engagement and faculty interactions:

Table 7: End of Term vs. UCUES

R-Courses (End of Term)	Often/very often	Never
Communicated with instructor/TA to share Ideas, feedback, questions	50%	9%

	In-person (2018 UCUES)		**Emergency Remote (2020 CUES)**	
	Somewhat often/ often/very often	never	Somewhat often/ often/very often	never
Sought help from instructor/tutor	43%	8%	40%	15%

Communicated with instructor outside of class	33%	14%	27%	21%

These data suggest that R-courses can result in levels of engagement that are better than both in-person and emergency remote instruction. It is not clear that this is due to modality, however; rather, the level of design detail and scrutiny associated with R-courses may simply result in better quality.

5.2 Student Achievement

Without clear measures of student learning outcomes, it is difficult to measure student achievement. We can look at indicators like grades and DFW rates, but these will not necessarily control for different degrees of rigor, instructor differences, and the like.

As mentioned above, the CAPE results showed that the difference in expected GPA was significantly higher in Fall 2020 (3.443 (F19) vs. 3.538 (F20)). Actual grade data confirm that GPAs increased in this same period: the average GPA in Fall 2019 was 3.16; in Fall 2020 it was 3.44. Average GPAs increased in almost all majors and first-time first-year students saw the greatest increase (3.09 vs.3.41). Although this increase could be due to students performing better in the remote environment, it seems more likely to be the result of instructors adopting more liberal grading practices.

To assess the student achievement in R-courses versus similar face-to-face courses, the Education Research + Assessment Hub compared seven paired courses: These are the only ones with both in-person and R-course offerings and with enrollments of more than 30 students. The results are summarized in Table 8, where positive values show higher percentages in R-courses:

Table 8: in-person versus R-course – student performance

In-person (N)	RCourse (N)	Delta -%DFW	Delta - %A	Delta – average grade
5265	92	9%	-8%	-0.63
428	262	-3%	0%	-0.04
82	178	3%	7%	0.02
2990	3775	-1%	7%	0.13
75	162	2%	21%	0.13
133	182	1%	6%	0.16
1616	935	-3%	29%	0.46

With respect to DFW rates, the in-person and R-courses are close, with the exception of one class (9% increase in the R-course). The percentage differential for number of students achieving A grades is more variable; here – again with the same exception – R-course students do better. This correlates with a general increase in average grade for these same courses. Again, it is hard to know how to interpret these data – these data do not control for instructor or whether they are during the pandemic. The somewhat better performance in R-courses might be due to a variety of factors, including more intentional design, a difference in rigor, and different performance of different groups of students, among others.

While the student grade data do not show any clear problems with remote instruction, it is difficult to draw any deeper conclusions from what is available.

5.3 Academic Integrity

The has been considerable concern over the increased rate of academic integrity allegations since the onset of the pandemic. In particular, traditional, high-stakes assessments have been difficult to proctor in the remote format. Some courses have adopted alternative assessments (e.g., open-book or take-home exams),

while others have made use of digital proctoring services. Nonetheless, the campus saw a two-fold increase in academic integrity violation allegations in the pandemic period. Some of this has been fueled by the availability of online 'tutoring' services, such as Chegg, that allows students to seek online solutions to exam questions. In a presentation to the Senate's Representative Assembly, the director of the Academic Integrity Office detailed ways that online services can facilitate cheating, leading to considerable concern among faculty.

As in other areas, however, it is important to distinguish emergency remote instruction from R-courses and see what the data tell us. Because R-courses are intentionally designed for remote delivery, their methods of assessment may actually mitigate against integrity violations.

5.3.1 Emergency Remote

As mentioned above, the campus saw a 100% increase in total academic integrity violation allegations since the start of the pandemic. Looking at data from the past six years, the pre-pandemic average was 0.9%, while the post pandemic average was 1.8%. First-year students and international students were most likely to receive an allegation.

However, the increases were not evenly distributed across departments. Some departments – e.g., Mathematics, Data Science, and ECE – saw sharp increases. On the other hand, many departments actually saw decreases during the same period. Table 9 show a sample:

Table 9: Academic integrity allegations over the past six years

	Pre-pandemic	Post-pandemic	% delta
Grand Total	0.25%	0.58%	0.32
Mathematics	0.11%	1.55%	1.43%
Data Science	0.74%	2.01%	1.27%
ECE	0.24%	1.19%	0.95%
Nanoengineering	0.42%	1.30%	0.88%
Chem & Biochem	0.09%	0.77%	0.68%
Revelle Humanities	0.16%	0.83%	0.66%
CSE	1.22%	1.44%	0.22%
Chemical Engineering	0.38%	0.20%	-0.18%
Muir College Writing Program	0.43%	0.37%	-0.06%
Warren College Writing Program	0.78%	0.32%	-0.45%

The large numbers of students enrolled in the departments with large increases appear to be driving the overall campus increase. It does appear to be true that the emergency remote format helped facilitate cheating in many departments.

5.3.2 R-Courses

While there is evidence for increased academic integrity allegations under the emergency remote modality, the same is not true for R-courses. Again, we need to be careful because of the low number of R-courses and relatively low enrollments. However, with the exception of two courses (CAT125R and SIO16R, there have been no allegations of academic integrity violations. There were 12 total allegations in CAT125R, with 8 of them in one quarter (Winter 2021). All 4 allegations in SIO16R were in Spring 2021. In both cases, the 2018-2021 rate of allegations was greater than in the corresponding in-person course (0.39% vs. 0.09% for CAT125/R, 2.19% vs. 0% for SIO16/R). However, this may be due to the exceptional quarters (both during the pandemic) and the small sample size in R-courses.

During the same period, there were 15 other R-courses offered – none of them had any academic integrity allegations. While we do not have course-to-course comparisons, their departments do show allegations in in-person/emergency remote courses during the same period:[2]

Table 10: Departments with R-course offerings between 2018 and 2021

	Pre-pandemic	Post-pandemic	R-course
Chemical Engineering	0.38%	0.20%	0%
Education Studies	0.11%	0.09%	0%
Global Health	0.49%	0%	0%
History	0.26%	0.18%	0%
Nanoengineering	0.42%	1.30%	0%
Political Science	0.10%	0.83%	0%
CSE	1.22%	0.09%	0%
Rady	0.19%	0.30%	0%
SIO	0.16%	0.20%	2.19%
CAT	0.18%	0.20%	0.39%

With the exceptions of CAT125R and SIO16R, we see that R-courses tend to have significantly fewer integrity allegations than their departmental averages. Again, this is likely due to the design of assessments that explicitly take the remote modality into account. R-courses are designed with the support of the Teaching + Learning Commons and intentionally look at ways to discourage or prevent academic integrity violations. In the case of emergency remote, there was often no time to adjust to the modality in a way that prevented cheating.

5.4 Summary of Assessment Data

These studies and surveys provide evidence that emergency remote instruction and R-courses should not be conflated. An accident of nomenclature may lead to the assumption that both are 'remote' and, therefore, equivalent. However, the data in this section clearly indicate that the engagement and academic integrity challenges found with emergency remote are absent in R-courses.

6 Towards a Strategic Approach

As the previous sections suggest, our campus finds itself in an awkward position with respect to remote instruction. For most, the experience of the pandemic has formed a range of impressions around its value, feasibility, and challenges. For very few, the R-course process has shown the value of well-designed remote learning. It is inevitable that faculty and students will tend to conflate these modalities. One type of conflation may have to do with the increase of R-course proposals in the last year. It is possible that some faculty would like to continue teaching remotely and realize that the R-course process is the only long-term strategy. Consequently, the Undergraduate Council's discussions have emphasized the need for a more clearly articulated plan. In this section we address several of the council's concerns and discuss how the campus might develop a more strategic approach to remote instruction.

If we can successfully articulate a strategy around remote education, then it may be easier to streamline the approval process for R-courses. Currently, Undergraduate Council spends a good deal of time discussing the motivation for R-course proposals. If this aspect were folded into a more comprehensive planning strategy, then the evaluation of the courses would be on academic grounds only. This might result in R-course approvals being folded into the approval of all courses, under the charge of Undergraduate Council's course subcommittee.

[2] The pre- and post-pandemic columns include any R-courses (which will be few in number). We can assume that pre-pandemic courses are nearly all in-person and post-pandemic primarily remote. The R-courses were offered over both periods.

6.1 An In-Person Campus

Before the pandemic, it was unthinkable that our university would be anything other than a primarily in-person campus. However, Winter 2022 revealed a new way of thinking among students and faculty. After a month of remote instruction in response to the Omicron COVID variant, the Senate allowed faculty the option to continue in an emergency remote modality for the remainder of the quarter. Some faculty polled students as to their preference and found that a significant number of students preferred remote modality. The reasons varied, but many found they could avoid returning to campus if their classes were remote. High rents in the local housing market, travel difficulties, and other factors drove this preference. Faculty then found themselves in a difficult position – either continue with remote instruction in order to accommodate students or make a potentially unpopular decision to return to in-person instruction. The campus has received multiple complaints in both directions: many parents are angry about continued remote instruction, while some students feel that remote accommodations should be required on demand.

We hope that as the pandemic subsides, we can reaffirm that UC San Diego remains a predominantly in-person campus. While this workgroup will make recommendations to facilitate increased remote instruction, this will not change the fundamental nature of the institution. While there should be more remote options in the future, there cannot be an expectation of parallel remote and in-person options. While we understand the challenges that students face with respect to housing, we cannot solve those through modality decisions. That said, remote courses can be a powerful tool in addressing other challenges, including course bottlenecks, difficult schedules, and increased ability to accommodate both faculty and student work-life balance issues.

6.2 Quality

We have seen evidence that emergency remote and R-courses are different in terms of quality of instruction. One point that tends to go unnoticed, however, is that in-person instruction varies widely in terms of quality. Rather than focus on whether an R-course can deliver the same level of instruction as in-person courses, we suggest that we should expect quality instruction in all courses, regardless of modality. Many of the design features that feed the Quality Matters rubric for R-courses apply equally to in-person instruction. Attention to course learning objectives, student engagement, assessment, and inclusive pedagogy should be the focus of all course design. It is an accident of history that we require these for R-courses, but not for in-person courses. Given the high level of preparation and consultation required of R-courses, the question of their quality becomes a red herring. A more relevant question is how to ensure quality in all modalities.

Similarly, data on academic integrity suggests that well-designed courses lead to reduced cheating. It may be that the careful planning that goes into R-course design and assessments is behind the low level of allegations in this modality. Here we see a contrast with both in-person and emergency remote instruction, where the same care is not always taken to ensure integrity.

6.3 Justification

A recurring question around R-course approvals comes from their justification. The Undergraduate Council often struggles to understand why a particular course is proposed in remote modality. Indeed, there is a lack of clear guidance as to what constitutes a legitimate reason for offering a course remotely.

6.3.1 Faculty preference

It is possible that some faculty propose R-courses due to a preference for remote instruction. Again, Undergraduate Council has wondered whether this has driven some of the increase in proposals, as faculty now realize that remote instruction is a possibility. Perhaps some faculty would like the flexibility to work remotely (even outside the San Diego area). However, it is unlikely that many faculty would be willing to go through the labor-intensive design phase simply for convenience. It is also not a good use of the institution's resources to invest in the approvals and design of remote courses unless these are meant to be

offered regularly. Furthermore, policy on faculty residency will not allow faculty to live outside the area and teach remotely. Finally, EPC's Fundamental Principle, referenced above, requires the same faculty workload for in-person and remote courses. Putting this together, it is unlikely that remote instruction represents a way for faculty to be less engaged in teaching.

Nonetheless, it is legitimate to ask what motivates remote modality, beyond the preference of the instructor.

6.3.2 Accessibility and Equity

A primary reason for remote instruction is to increase accessibility. Sometimes this is framed as a way to accommodate a more diverse student population – including those who have commitments and situations that make an in-person experience challenging. However, unless we move to fully-remote degrees, expanded remote offerings will not supplant the need to attend in-person. Instead, we concentrate on ways that remote courses can facilitate access in the context of an in-person experience.

Over the past decade, our campus has looked at how to increase the number of students who finish their degrees in a timely manner. Currently about 75% of first-year students finish in four years, while 61% of transfer students finish in two years. Time-to-degree is important for a few reasons: affordable learning and throughput. Students who complete their degrees faster pay less for their education and accumulate less debt. The faster we can move students to their degrees, the more room there is for new students. This last point has been a focus of both the State government and the Office of the President. As a system, the University of California is under pressure to increase the number of California residents with UC degrees. Our campus has seen over a decade of increased enrollments – we are now at a point where we cannot continue to grow. However, if we increase throughput, we can grant more degrees without increasing the student population. Time-to-degree is, therefore, an important tool for accessibility, which, in turn, creates a more inclusive and equitable university.

Remote instruction can play a role in efforts to improve time-to-degree if we concentrate on bottleneck and gateway courses. These courses tend to be large courses that are required for graduation and are often pre-requisites for other requirements. They also routinely have long wait lists. When students cannot access these courses, their academic paths are impacted, potentially leading to longer time to degree. We can address this by offering some of these courses remotely. In some cases, classroom space is a limiting factor – remote courses do not require classrooms. In other cases, instructor availability limits the number of sections. To the extent that remote options provide instructors with greater flexibility, remote courses may allow for increased offerings. Remote courses can also play a role in degree completion and cross-campus enrollments.

In addition, gateway courses tend to exacerbate opportunity gaps – gaps in retention, graduation, and DFW rates that appear when students are disaggregated along demographic lines. Fox, et. al. (2021) notes the role that well-designed remote instruction can have in addressing these gaps:

> Leveraging digital learning components, such as interactive and individualized course materials, leadership, and faculty across institutions opens the door to creative, effective strategies for improving student outcomes in gateway courses. With the adoption of adaptive courseware and accompanying data analysis, several colleges and universities reveal that digital learning is a promising tool for improving student success — and ultimately closing equity gaps — in high-enrollment, introductory courses. (Fox, et. al 2021, p. 5).

In this way, remote instruction can participate in Academic Affair's collective impact approach to addressing opportunity gaps. Under such a strategic use of remote courses, a student might, for example, take 1-3 remote courses per year as part of their regular courseload. We do not believe that such a use of remote courses would fundamentally alter our institution's predominantly in-person focus and experience.

6.4 Departmental Planning

At present, individual faculty decide whether to enter R-course planning and are the ones to submit their proposed courses to the Senate. While department chairs need to sign off on these requests, there is likely variable department involvement in R-course proposals. The workgroup agrees with Undergraduate Council that these proposals should come from departments and programs, rather than from individual faculty. Ideally there should be evidence that the decision to propose a remote course is made at the departmental level – e.g., through a curriculum committee and as part of the strategic curriculum planning process. This will help ensure that the justification for the remote modality is solid, the course fits into the department's overall curricular strategy, and the course will be offered regularly in remote modality. Ideally, each program would review their whole curriculum on a periodic basis and make decisions about which courses they feel are appropriate as remote courses, submitting them as a slate of proposals to the relevant council to review. This would streamline decision making as well as ensure strategic alignment between the faculty, Senate, and administrative and support resources.

6.5 Streamlining the Process

While there is concern that R-courses are proposed without a larger strategic plan, there have also been complaints that the R-course approval process is onerous. Indeed, R-courses are held to a higher standard than that of in-person courses. However, rather than lowering the R-course standards, we suggest that the campus explore ways to improve the design of all courses. Clearly, this is a long-term project, but we emphasize that quality instruction should be a standard across our curricula.

If the number of R-course proposals continues to increase, there will be bandwidth issues both in the Teaching + Learning Commons and the Undergraduate Council. Increased resources for instructional design support will be necessary.

If we can ensure that R-course proposals are in line with an intentional plan, then Undergraduate Council can shift their focus to the academic aspects of the proposals, which they already do with in-person courses. If so, it might be possible to shift the R-course approvals to the course subcommittee (currently they are discussed in the full committee). Therefore, strategic departmental planning becomes a prerequisite for streamlining the approval process.

There also may be an opportunity to encourage more diversity in the submodalities (e.g., synchronous versus asynchronous). Synchronous R-courses would still undergo the quality assurance associated with the Quality Matters rubric, but would not need the extended work on video segments. It is possible that these courses could be designed in a more streamlined manner.

A further concern has to do with the eCourse process. Some of the delay is due to outmoded enterprise systems, which will be addressed in the next few years. However, better guidance to departments might reduce the number of proposals returned for updated information.

Overall, the workgroup agrees that much more can be done with remote instruction, but there needs to be more strategic planning around the proposals and a more streamlined approval process.

7 Summer Courses

In Summer 2020, almost all courses were offered through emergency remote instruction. Summer Session saw a 31% surge in enrollments. Summer 2021, also remote, continued with increased enrollments, although a bit below that of 2020. Table 11 shows the increase in summer session enrollment over the past four years.

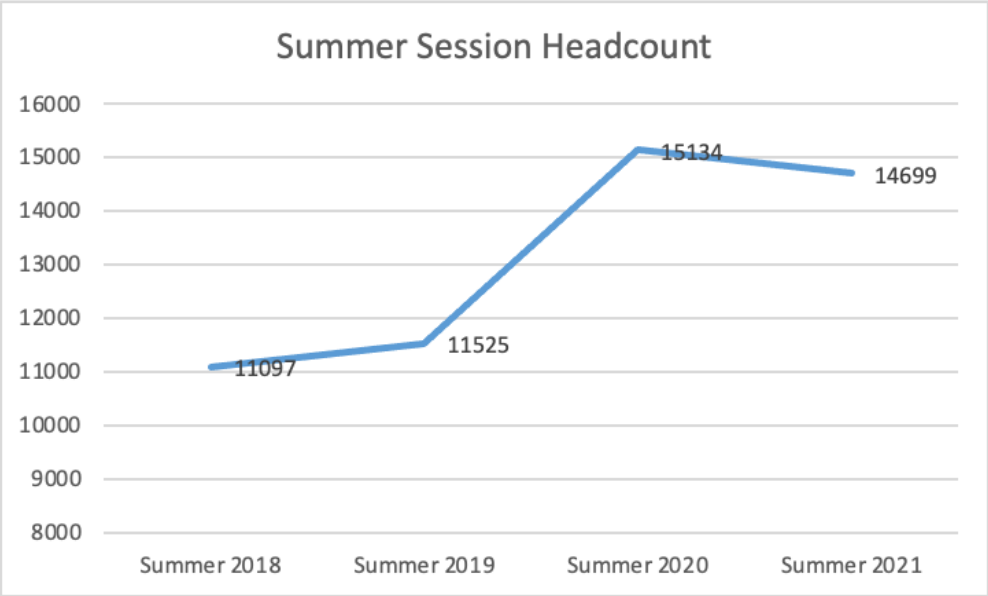


Table 11: Summer Session Enrollment (2018-2021)

We suspect that the remote options allow UC San Diego students to engage with Summer Session while returning home. They also make for greater flexibility: students may be able to juggle work and other commitments with summer classes. Finally, students who in previous summers may have attended another UC or a community college near their homes, have been able to take UC San Diego courses, eliminating the need to worry about articulations and credit transfer. The fact that Summer 2020 saw a decrease in enrollments at UC Irvine, a campus with significant pre-pandemic remote offerings, suggests that students are opting for their home campus remote courses. That is, there was no longer a need to make use of UC Irvine's remote instruction. This raises the following question: How can we continue to offer significant remote options in the summer – either through increased R-courses or by selectively waiving the Senate Policy on Distance Education Courses for summers only?

This workgroup proposed that remote instruction be permitted in Summer 2022. The Educational Policy Committee and the Senate Council approved this proposal but emphasized that this is a one-time exception. In absence of an emergency, future Summer Sessions would require a combination of in-person and R-course instruction (potentially leading to a significant decrease in Summer Bridge participation, see below).

Nonetheless, we believe there is an opportunity to explore a modality that falls between full R-course status and emergency remote instruction. Summer may be a good time to do this, as the benefits – particularly in terms of equity – make increased remote offerings attractive. Over 98% of the students who took summer classes were matriculated UC San Diego students, and over half of these students were seniors. This means that Summer Session is an important tool for our students to meet time-to-degree and completion goals. A total of 1,200 unique sessions were offered each summer.

Our historically underserved student populations are more likely to have significant commitments in respect to summer work (to support themselves, their educations, and potentially their families), care for family members (younger siblings not in school, etc.), and a variety of other community-concerned projects, which would preclude them from being on location at UC San Diego.

In these cases, the students do have access to summer classes, and have for many years, particularly from institutions other than UC San Diego. However, often these students are taking courses from community colleges that allow them to be closer to home and/or online and must go through a cumbersome and time-intensive process (for them and for us) of transferring those summer credits back to us. Because of financial or familial constraints or obligations, the students attend classes that are outside of our quality control, and

not because the students choose to do so, but because they have no other choice, especially as they strive towards timely degree completion and transition to the next steps. For many, this next step is the step towards social mobility.

Summer Bridge serves as a case in point. Summer Bridge is specifically designed to serve students who are historically under-represented, first generation, and from low socio-economic backgrounds. During the pandemic, we discovered that by way of remote instruction we could better ensure a strong start to more of our historically underserved students.; in 2019, prior to the pandemic, we served an historically high number of Summer Bridge students, with a count of 289. In 2020, having to deliver fully online due to the pandemic, we were able to serve even more, 426 students. In 2021, allowing both online and in-person options, we increased that number to 720 (150 in-person, 570 remote, by their own choosing). With excellent professors and staff practitioners, we served more students than ever before, and the results have been more than encouraging. Students are now thriving in both modalities. This year, we hope to serve 900 students. In the future, we would like to be able to offer the experience to all students from these populations. But we will only be able to do so, and ensure their strong start and persistence at UC San Diego, if we are offering these opportunities in a way that these students can take advantage of. In short, we can offer these students quality-controlled UC San Diego courses and allow them to engage and find belonging with the university, but only if we offer them in both in-person and remote formats.

The last two years of remote summer offerings have also allowed our instructors to combine teaching more easily with research and other commitments, such as remote fieldwork. This has made it possible for departments to significantly reduce the waitlist for summer courses, which accounts for up to an additional 26% over current enrollments.

The increase in Summer Session enrollments in 2020 did not significantly change the demographics of Summer Session students. In Table 12 we see that the percentage of under-represented students remained about the same over the four years, including the two remote years. There is a decrease in the percentages of first-generation and Pell-eligible students, which may or may not be significant.

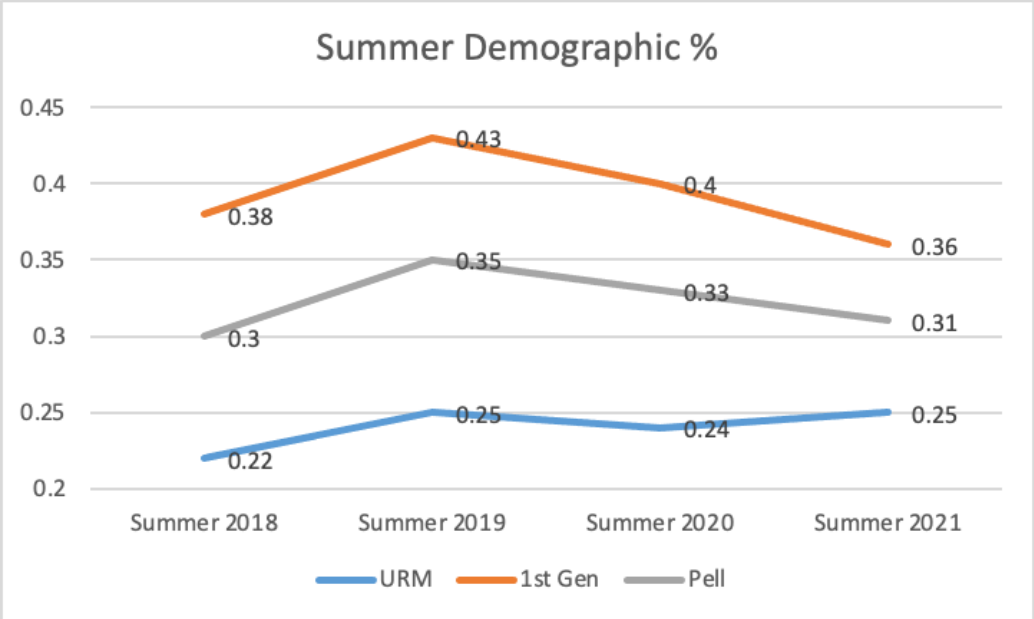


Table 12: Demographic of Summer Students (2018-2021)

Table 13 compares the percentages of under-represented and first-generation students attending UC San Diego during Summer Session to the percentages during the prior Fall Quarter. The figure shows that Summer Session percentages track closely with the previous Fall percentages. The percentages of Pell-

eligible students tended to be smaller in summer than in the previous fall, which may have to do with financial pressures.

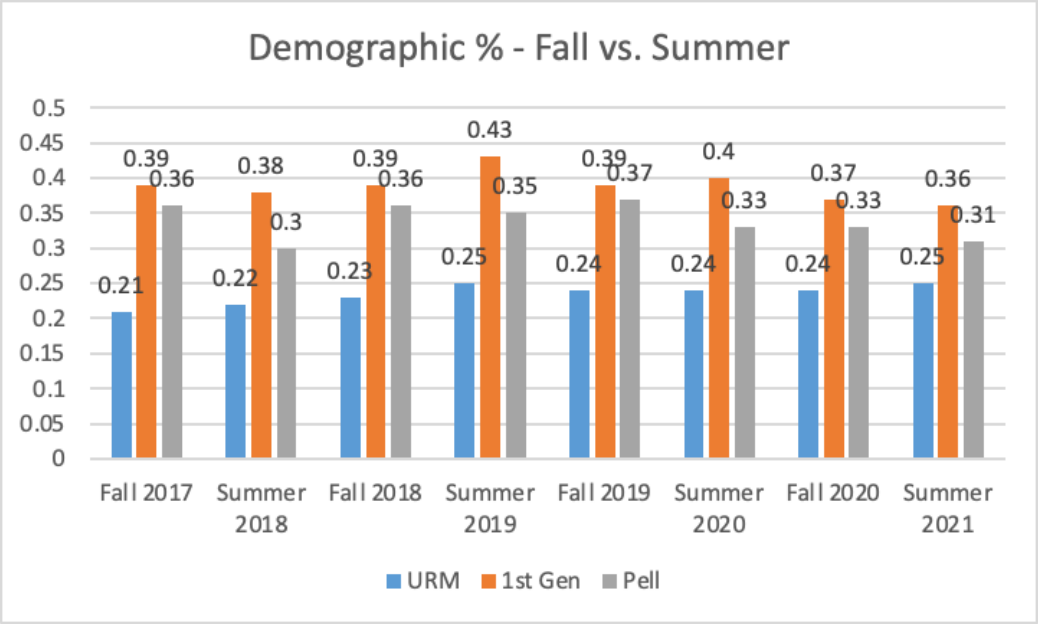


Table 13: Demographic of Summer Students in Comparison to Prior Fall Quarter

While we have seen a significant increase in interest in summer (and accompanying positive impact on students), the workgroup has a diversity of views on how to promote sufficient remote instruction to maintain the momentum of the past two years. One view is that a streamlined R-course approval process may allow for increased remote offerings in summer, particularly in some of the more crucial areas (e.g., Summer Bridge). Another view is skeptical that departments or faculty would be willing to go through the effort associated with the R-course approval process if they only planned on offering these courses over the summer. This is compounded by the fact that most summer courses are taught by unit-18 or other temporary instructors, meaning that someone other than the summer instructor would need to apply for the R-course approval and develop the course.

Under either approach - increased summer R-Ccourses or a summer exception to Senate Policy on Distance Education Courses – it will be important to be strategic in Summer Session course offerings. Departments can be encouraged to create remote options for bottleneck, gateway, Summer Bridge, and courses that lend themselves to a remote modalities.

The workgroup is in agreement that unless a solution is found for summer, we will lose the momentum of the last 2 years and revert to a situation where our students have to turn to other universities for summer enrollments. There are a number of ways the Seante might approach this and we look forward to on-going conversations.

7.1.1 Ensuring Quality

If the policy is modified to allow for non-R-course remote instruction, it will be important that Summer Session take steps to ensure quality remote instruction. That is, despite the lack of quality control afforded by the R-course approval process, we do not want to replace in-person instruction with sub-standard remote instruction. Of course, it is also the case that in-person instruction has always been of variable quality. Summer Session does review CAPE scores for some Summer Session. Perhaps there could be an expedited review of remote Summer Session courses - at least to ensure that some of the better practices are employed. Another option would be to employ more synchronous R-courses over the summer; this would require that the courses go through the R-course approval process, however.

The Commons supports instructors and Instructional Assistants (IAs) in course design and effective teaching in all modalities (in-person, hybrid and online). Instructional support is available through individual consultations, workshops and web resources. Each summer, the Commons offers a variety of workshops for summer instructors and facilitates a Summer Teaching Community which includes live and asynchronous support from peers and Commons staff. Due to the pandemic, many resources and trainings were developed to support remote synchronous and asynchronous teaching during the previous remote summer sessions. These included the remote teaching strategies found at keepteaching.ucsd.edu, Welcome Packet for IAs and Remote Teaching Checklist.

One resource that proved incredibly valuable in supporting remote teaching was a Canvas template course designed by the Digital Learning Hub and tailored for UC San Diego instructors. The template provides a sample course structure, module layout, resources available to students, and the integrated tools that are available within every standard Canvas course. In conjunction with the Canvas template course, instructors are encouraged to use the Learner-Centered Syllabus template to help guide students through the course, set an inclusive, collaborative tone inviting them to participate, and provide key information they need to succeed in the course.

All of these resources will be available to support Summer 2022 remote and online instruction. The Commons will hold additional live webinars and workshops prior to each summer session which highlight these resources and provide examples of well-designed digital pedagogies. Summer instructors and IAs will be strongly encouraged to attend these sessions and join a Summer Teaching Community of Practice to share strategies.

Furthermore, as discussed above, the Education Research and Assessment Hub has developed an End of Course Survey for online courses which is embedded at the end of all R-courses (with the instructor's approval). The survey gathers student feedback on the course design and learning experience, the frequency and usefulness of the course components and tools, and the extent that various course elements supported learning. The Education Research and Assessment Hub analyzes the survey results with student enrollment and performance data and provides a report which is used to improve the online learning experience and subsequent iterations of the course. If embedded in the summer remote offering, this survey could provide valuable feedback on the student experience.

The Teaching + Learning Commons is prepared to work with EPC and the Senate to evaluate all aspects of Summer Session 2022 in order to facilitate a longer-term discussion about the future of remote instruction over summer terms.

7.1.2 Approval

It is not practical to develop R-courses to meet the demand for remote summer offerings. Therefore, the committee recommends that the Academic Senate consider a standing exception to the Policy on Distance Education Courses for Summer Session only. This would result in a mix of remote and in-person courses, potentially accommodating the demand for remote summer offerings.

7.1.3 Role in Resilience

While increased summer enrollments have not correlated with increased percentages of under-represented, first-generation, or Pell-eligible students, these groups continue to be represented at a rate similar to the academic year. Thus, increased enrollments translate to increased opportunities for students in these categories to take advantage of Summer Session, potentially leading to improved time-to-degree. Given that we see opportunity gaps in four-year graduation rates between these students and total UC San Diego undergraduates, remote Summer Session options may provide a way to help close these gaps.

8 Remote Degrees

Online programs could enable UC San Diego to broaden our geographic reach and serve a more diverse community of students. It has potential to support our diversity and inclusion goals, enhance accessibility to and allow us to increase revenue. Nonetheless, the campus has been slow to offer remote degrees. Currently, only one fully-online master's degree has been approved (Data Science); several others are in the pipeline. At this time, no undergraduate degree programs have been considered.

On the graduate side, we encourage the exploration of new options for students and programs where remote offerings make sense. This is particularly true for programs aimed at professionals, who may be seeking part-time options that they can combine with work and family life. These programs need to be adequately supported and staffed, and the student experience should, in every possible way, be equivalent to the experience of an on-campus student; this includes access to tutoring, support programs, etc.

Undergraduate degrees pose a bigger challenge in that both major and general education requirements would have to be offered remotely. Given the wide variety of general education curricula, through the undergraduate colleges, this may not be feasible at this time. UC Irvine recently approved a remote Business degree. Crucially, this degree is limited to transfer students who have completed their general education requirements elsewhere (through the Intersegmental General Education Transfer Curriculum – IGETC). This suggests that remote undergraduate degrees – if offered – might similarly begin by targeting transfers students. If we extend degrees to first-time first-year students, we would have to define their general education curriculum, perhaps outside of the college system (or by establishing a remote college). These options seem premature at this point and should instead be revisited when we have more experience with our graduate offerings and supporting a larger set of online courses.

Barriers to developing fully online programs include concerns about maintaining UC San Diego's academic teaching and research excellence, as well as identifying which entity on campus would be the most appropriate to support an online degree program. To investigate the feasibility and readiness for UC San Diego to expand its online programs, EdPlus, the central digital learning and teaching unit of Arizona State University (ASU), was commissioned to determine the status of UC San Diego's readiness to deliver online programs. A team looked at our resources and infrastructure; identified strengths and areas for building strength, evaluated our immersion and Extension approaches to online management and delivery; and identified best practices for growing our online presence while maintaining educational quality. In their report, "University of California San Diego Online Readiness Assessment," EdPlus conducted a detailed online maturity analysis in nine different areas rating from 1 (little to no university capacity to execute) to 4 (strong university capacity to execute including online and to scale). Table 14 shows a summary of their analysis.

Table 14: Average Ratings for Nine Analysis Domains

Domain	Inquiry focus	Average rating of capability to execute
Vision and business model	• Existence of an online strategy that clearly aligns with the larger university mission and processes • Extent that governance process ensures consistency across online programs and mirrors processes at the university at large	1.8
Enterprise Technical Architecture	• Extent to which the following features are effective and sufficiently scalable to support a large online learner community, delivery and management of content, and/or quality outcomes: – University technology systems – LMS and learning technology tools – Information and data gathering tools and processes • Full-time employee investment needed to achieve the desired scale	3.0
Marketing	• Extent to which marketing, student outreach, and recruitment resources and processes are effective and sufficiently scalable to attract and manage a large pipeline of online learners • Definition, targeting, tracking, and measuring of learner profiles • Use of technology throughout the nurturing process	1.1
Enrollment management	• Existence of a clear, data-driven, technology-enhanced approach to engage with learners from program discovery through admissions • Existence of a dedicated team focused on nurturing students	1.7
Admissions	• Extent that admissions processes are optimized for online learner needs	1.9
Financial aid	• Existence, extent, and availability of financial aid for online learners • Existence of a dedicated team to support learners with financial planning	1.7
Program management, design and instruction	• Extent of availability, effectiveness, and scalability of these features to support growth of high-quality online instruction: – Faculty openness – Faculty training, support, and incentives – Instructional design and media production resources and processes	2.6
Student support	• Extent to which student support resources and processes are effective and sufficiently scalable to ensure student persistence to graduation	1.7
Retention coaching	• Extent to which student retention resources and processes are effective and sufficiently scalable to ensure student persistence to graduation	2.1

Overall, the ASU consultants indicated that we would need to develop several areas before launching online undergraduate degree programs. They praised our academic excellence, clear commitment to innovation, and diversity and inclusion initiatives that are focused on enhancing education access and the student experience. However, they found barriers in creating and operationalizing an online learning system in an environment that is extremely focused on in-person instruction. They provided observations and recommendations for how to change the culture of teaching; how to ensure that technology enhanced education maintains excellence; and how to build systems across different administrative and academic units.

The UC Academic Senate paneled an Online Undergraduate Degree Task Force in 2019. Its 2020 report considered three models:

Option 1 (UC-Quality On-campus Degree) would prohibit fully remote undergraduate degree programs and require at least one-third of all major units and also one-third of total units to be earned in non-remote courses

Option 2 (UC-Quality Remote Degree) would support the formation of entirely remote degree programs, but require that programs meet all ordinary expectations for a UC degree

Option 3 (Instruction-Only Remote Degree) would allow fully remote degree programs that satisfy the same coursework expectations as UC's face-to-face programs, but may not guarantee equivalent out of classroom opportunities

The difference between options 2 and 3 come down to the co-curricular experiences. Under option 2, students may still be in residence and participate in the academic experiences offered on campus, but complete coursework in a remote modality. Option 3 allows for the possibility that students do not come to campus at all. The Academic Council discussed these options, but did not come to a consensus. This is clearly an on-going discussion, but the report may serve as a launching mechanism to facilitate conversations about the institution's development of future online degree programs, which will likely provoke discussion among campus stakeholders.

The development of remote degrees will require the creation of curricula with enough R courses to support the entire degree program. For undergraduate programs, this may also require remote general education curricula. Therefore, discussion of fully online undergraduate degrees will require sufficient numbers of R-courses to support them. The workgroup feels that we should defer this discussion, while monitoring the remote master's degrees and the R-course process. We should also begin to look at the infrastructure recommendations in the EdPlus report.

9 Recommendations

The Workgroup on Distance Education for Academic Excellence and Resilience makes its recommendation consistent with the following values (presented earlier in the document):

- ***We should work to maintain and improve quality of instruction:*** Measures related to course content and delivery, regardless of modality, should lead to improvement in the student's learning experience, as measured objectively through assessments of learning outcomes.

- ***We should expand accessibility of educational opportunities:*** Our measures should enhance the pool of aspiring students, thereby creating equitable opportunities for a more diverse group of learners.

9.1 General Recommendations

In the service of improving quality of instruction and increasing accessibility, we recommend the campus do the following:

(i) Encourage best practices in course design and delivery for both in-person and remote courses. The Teaching + Learning Commons already provides these resources for faculty; the Undergraduate Council's course subcommittee is best equipped to provide oversight.

(ii) Encourage more hybrid ('flipped') courses. This is an established best practice and provides increased accessibility and resiliency. Because the Course Development and Instructional Improvement Program (CDIIP) already funds such projects, the campus might look at ways to expand this support or accelerate efforts.

(iii) Increase the inventory of well-designed R-courses. This might require additional resources for the Commons. Faculty should be encouraged to think in terms of both asynchronous and synchronous R-courses.

(iv) Monitor the success of online Masters degrees with an eye towards the possibility of future online undergraduate degrees. Consider the results of the campus' Online Readiness Assessment. The campus may need a separate workgroup to study this.

9.2 Policy Recommendations

The workgroup discussed a number of policy questions and makes the following recommendations:

(v) The Policy on Distance Education Courses should remain with EPC, but Senate Council should be the body that decides whether it might be suspended under emergency circumstances. This is the current practice; the workgroup feels that this is the right balance between oversight and flexibility. Because in-person and R-courses are otherwise subject to the same policies (e.g., credit hours, faculty workload, etc.), the workgroup makes no new recommendations in this area.

(vi) The Senate should consider modifying the Policy on Distance Education Courses to require that R-course proposals come from academic units and not from individual faculty members. The proposals should make clear how the proposed R-course fits in with a larger academic plan (e.g., to avoid bottlenecks, reduce over-large courses, provide greater scheduling access, accommodate the needs of diverse learners, and improve student success and time to degree). This should lessen the burden on graduate and undergraduate council in reviewing such proposals and ensure that the sometimes significant resources needed to create an R-course are invested wisely. Finally, the requirement that R-courses employ the Quality Matters rubric should be clarified to ensure that both synchronous and asynchronous sub-modalities are supported.

(vii) The Senate should consider ways to strategically increase remote options during Summer Session.

(viii) In-person and R-courses with identical numbering (e.g., CAT 125 vs. CAT 125R) should automatically satisfy the same requirements (general education, minor, and major) and serve as pre- co-requisites for the same courses. No extra petitions should be required to use an R-course to satisfy a requirement.

(ix) Courses that are otherwise entirely remote (both R-courses and emergency remote instruction) must have remote exams, unless there are provisions to accommodate students not in the San Diego area (e.g., through testing centers). Optional in-person exams or activities should be allowed, but remote students should not be disadvantaged.

9.3 Process Recommendations

Finally, the workgroup makes the following recommendations around process:

(x) The Teaching + Learning Commons provides a valuable resource for course design – both for in-person and R-courses; they should be appropriately resources to help the campus increase well-designed courses and also increase the number of R-courses.

(xi) Once the justification for R-courses is handled at the departmental level, Undergraduate Council should consider moving R-course approval to the course subcommittee.

(xii) The administration should work with the Office of the Registrar to identify and remedy causes for delays in the eCourse approval process.

(xiii) The schedule of classes should have the ability to distinguish between in-person, remote, hybrid, synchronous, and asynchronous instruction. Class modalities should be transparently coded so that it is clear when students are expected to attend in-person or synchronously. This lack of transparency has been the source of much frustration.

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11 Appendix A – Workgroup Charge

January 22, 2021

Subject: Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience Charge

During Summer 2020, a Senate Task Force on Remote Learning Long-Term Policies and Strategies and the Administration's Educational Continuity Task Force were convened to make short- and long-term recommendations arising from the impacts of COVID-19 on campus teaching. To build on the efforts of these two task forces, and in light of the campus' experience in dealing with COVID-19, a Senate/Administration Workgroup on Distance Learning for Academic Excellence and Resilience is being convened.

The Senate-Administration Workgroup on Distance Learning is charged with reviewing the following:

- Actions the UC system, divisional Senate, and UC San Diego have taken to support distance learning and remote instruction, along with efforts to uphold academic excellence and organizational continuity.
- Data from university and system-wide surveys about students' and faculty experiences in the remote learning environment.
- Effective practices by which divisions/schools and academic or administrative have identified or addressed the needs of remote learners and instructors.
- Information and ideas from other UC campuses, peer institutions, and research about the impacts of distance education on institutional resilience and the productivity, wellbeing, and success of distance learners.
- Findings and recommendations from the Senate Task Force on Remote Learning Long-Term Policies & Strategies and the Educational Continuity Task Force.

Based on the above, this workgroup is charged to:

- Develop recommendations for how UC San Diego should position itself to minimize the impact of future disruptions to the educational mission, be they pandemics, earthquakes, wildfires, etc.
- In particular, examine how remote and online teaching programs and tools should be developed in anticipation of future disruptions.
- Consider and make recommendations on the role of remote (R) classes as vehicles for (a) delivering a high-quality education and (b) providing campus resilience.

- Provide guidance on the role, if any, that fully-online undergraduate degree programs should play in the educational mission of UC San Diego.
- Examine and report on how remote and online instruction could be used to provide faculty and students with personal flexibility in order to accommodate campus and personal research with a focus onEDI priorities.

This workgroup will convene at the beginning of Winter Quarter 2021. We would appreciate the workgroup's final
report submitted to the EVC Office and Senate leadership by April 30, 2021.

With best regards,

Digitally signed by Steven Constable
Date: 2021.01.26 08:56:23 -08'00'

Steven Constable

Steven Constable Academic Senate Chair

Elizabeth H Simmons

Elizabeth H. Simmons Executive Vice Chancellor

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12 Appendix B – EPC Policy on Distance Education Courses

ACADEMIC SENATE: SAN DIEGO DIVISION

UC San Diego Policy on Distance Education Courses

All courses offered at UC San Diego should meet the same high standards in terms of the educational experience they offer to students, regardless of the mode of instruction. Hallmarks of these standards include:

- Active engagement of a qualified instructor who has significant expertise in the subject of the course;
- Frequent instructor guided activity to support student learning;
- A means for students to periodically assess their progress towards achievement of course learning goals.

Courses that meet these standards and employ (primarily or exclusively) technologically-mediated formats may be offered at UC San Diego via Distance Education courses (sometimes also referred to as remote or online courses).

DEFINITION

Distance Education refers to a mode of instruction in which some or all students are separated from the instructor. A Distance Education course must support regular and substantive interaction between the students and the instructor, either synchronously (live but remote) or asynchronously (on demand and remote). Many technologies can be used to deliver Distance Education, including the internet, recorded videos, online audio/video conferencing, online discussion forums, and online Learning Management Systems. Distance Education courses can employ several mechanisms of instruction, including online lectures, online discussion sections, online office hours, and online discussion forums, each of which can be synchronous, asynchronous or a combination of both. A course will be considered a Distance Education course if (for some or all students) less than 50% of student-instructor interaction time was designed to occur face-to-face (meaning physically in the same room).

I. STANDARDS FOR DISTANCE EDUCATION COURSES

Distance Education courses must meet the following standards:

1. Instructors and Instructional Assistants of Distance Education courses must have the required expertise and qualifications to offer courses that utilize teaching strategies and technologies for distance education. Departments and programs offering Distance Education courses are responsible for ensuring the Instructor's and the Instructional Assistant's qualifications.
2. Departments offering Distance Education courses must have processes in place to verify that each registered student is the same student who participates in and completes the course and receives academic credit. Examples of processes that can achieve this goal include:
    a. A secure log-in and password
    b. Proctored examinations
    c. New or other technologies or practices that are effective in verifying student identity
3. Instructors must apply strict procedures to ensure that credibility and integrity are maintained at the highest level. Instructors must have a plan to monitor student progress and evaluate student learning outcomes through graded activities mediated through technology.

4. All campus policies and regulations for courses and instruction (registration deadlines, academic integrity, etc.) that apply to conventional courses also apply to distance education courses. As with in-person courses, distance education courses must accommodate students with disabilities.
5. Any synchronous interaction (for example in lectures, discussion sections, office hours, or any other setting) must meet the following minimum set of standards:
    a. Students must be able to both see and hear the instructor and view the instruction materials (for example, physical or electronic whiteboard, computer slides, experimental setups, etc.) with sufficient fidelity that no significant information is lost. Courses made available to students in off-campus sites may only be taught in facilities capable of sustaining a synchronous, two-way video and audio connection between UC San Diego and off-campus sites.
    b. Students must have appropriate and effective ways of asking questions.
    c. Student should be able to hear questions asked by other students and the instructor's answers.
    d. When a class has some students remote and some students in-person, all students must have equal opportunity to participate in classroom discussions, and all students must have equal access to office hours.

II. REQUIREMENTS FOR DISTANCE EDUCATION COURSES

1. Distance Education courses must bear the letter R (for Remote) at the end of the course code.
    a. For a course that is already offered at UCSD in a conventional (non-distance) format, a new course proposal must be submitted for the Distance Education version (e.g. to offer BILD 1 using Distance Education, Biology would have to propose a new course, BILD 1R).
    b. Course approval forms should include a statement under the "Other Catalog Information" section regarding the course delivery format, e.g. "This course is a Distance Education course".
2. Departments must notify students of any additional fees associated with the verification of student identity.
3. Departments and programs are required to submit a proposal to the Academic Senate (Undergraduate Council for undergraduate courses, or Graduate Council for graduate courses) for approval to offer a Distance Education course.
4. Prior to Senate review, proposers are required to consult with the Teaching + Learning Commons to ensure a Distance Education course meets the quality assurance standards set forth by the Quality Matters Rubric (https://www.qualitymatters.org/qa-resources/rubric-standards/higher-ed-rubric).

III. GUIDELINES FOR DISTANCE EDUCATION COURSE PROPOSALS

Distance Education course proposals submitted to the Undergraduate or Graduate Councils must include the following:

1. Draft course approval form.
2. Responses to the supplementary questions listed below.
3. A letter from the Teaching + Learning Commons addressing: a. The current stage of course development; and b. If the course design meets the Quality Matters Rubric standards and accessibility requirements (or the path forward to meet these standards).
4. A letter from the provost, department chair or program director. The letter should address how the proposed R course fits into the curriculum and include plans for incorporating distance education into the unit's degree program(s).

5. For undergraduate courses developed for UC's Innovative Learning Technology Initiative (ILTI), a copy of the ILTI proposal. Courses must be approved through ILTI prior to submission to the Undergraduate Council.

Supplementary Questions (to be answered as part of the course proposal):

(In the following, IA refers to Instructional Assistant)

1. What is the justification for offering the course in a distance education format?
    a. Why is a distance education format the right medium for this particular course?
    b. If both an in-person and distance education version of a course will be offered, what is the justification for offering the course in both formats? How will students be advised in regards to the differences between the modalities and which version to take?
    c. How will the modality improve student learning and access?
    d. How does the proposed course fit into the curriculum?
2. How will the course content be delivered (e.g. Learning Management System, online textbook/videos, video hosting platforms, lecture formats, etc.)?
3. What technologies/tools will be used for student-instructor interaction, student-IA interaction, student-student interaction, and instructor-IA interactions? Indicate: a. the frequency of these interactions; b. whether the interactions are required or optional; and c. whether the interactions are asynchronous or synchronous.
4. How will students be evaluated (e.g. quizzes, written assignments, problems sets, final exam, final paper, final presentation)? Describe the frequency of the evaluations and the type of feedback students receive.
5. Describe how student identity will be verified, especially for high stake assessments like midterms and final exams. How will academic integrity be handled?
6. If the course employs IAs, describe how the IAs will interact with the students and provide the student/IA ratio. Describe how the IAs will be trained, and how the IAs will interact with instructors.
7. If the course requires assignments that necessitate the use of technological tools that students may not readily have access to (e.g. submission of response videos or group-based video projects), what are the plans to ensure that students have access to the equipment needed (e.g. renting or borrowing equipment from Educational Technology Services)?

Approved by the Educational Policy Committee on July 3, 2019; effective November 1, 2019; updated June 15, 2021. This policy supersedes the CEP Policy on Remote and Distance Instruction (enacted July 13, 2011).

DIGITAL LEARNING

Quality Online Course Checklist

The Digital Learning Hub in the Teaching + Learning Commons at UC San Diego is a subscribing member of Quality Matters, a nationally recognized evidence-based review board for online courses. The rubric below has been adapted for UC San Diego from the Quality Matters Standards and provides instructors and instructional designers with a well-tested guide to ensure quality of online courses.

Despite its detail, there is no single prescribed mechanism for satisfying the criteria listed below. Instructors should feel free to take whichever approach seems most productive/logical to them.

Interested in reviewing your course? Download our Quality Course Checklist handout (docx)

Collapse All

1. Course Orientation

The course includes an orientation	
❑ Describe how to navigate the course space	• Where to find critical information • Where to find critical information *(e.g., syllabus, grade book, calendar, policies, etc.)* • Where to find obtain, sign-up for, use, and/or seek support for the tech tools needed for class • How to contact UCSD student support services • How to communicate with the instructor & IAs *(e.g., email addresses, canvas inbox, etc.)*

❑ Indicate how to begin working on course tasks	• Communicate where to go and what learning activity to do first
Includes an opportunity for instructor and student introductions *(video intros recommended)*	
❑ Instructors' self-introductions are professional, but also “humanizing”	• Include your name, title, photo (or other visual representation), a field of expertise • Include a hobby or a piece of "colorful" information • Demonstrate receptivity by encouraging student questions/concerns
❑ Students have the opportunity to introduce and share information about themselves	• Asynchronous or synchronous discussions are typical
Students have been acquainted with the course expectations	
❑ Describe what students should expect from the course	• Prior knowledge/competencies needed and prerequisite course required for successful course completion • Importance of course content to student’s programs of study and/or general knowledgebase • Identification of common “pain points” and potential solutions/reassurances of support • Description of a typical week’s activities *(e.g., synchronous/asynchronous, group activities, reading, multimedia)*

❑ Describe what students should expect from the instructor	• Timelines for assessment feedback, responses to emails, and other forms of class communication *(e.g., announcements, forum participation, etc.)* • Instructors and IAs/TAs have developed a student engagement/communication plan • Course's grading policies are clearly presented and explained (*e.g., grade weights, late policy, etc.)*
❑ Describe the instructor's expectations for students	• Appropriately/professionally communicate with the instructor and fellow students • Timely submission of assignments • Requests of absence or late submissions made before, not after, classes/ due dates • Academic integrity policies are followed

2. Learning Outcomes & Competencies

Clearly delineated and measurable	
❑ Course-level outcomes are clearly delineated and measurable	• Are easy for students to find and review *(i.e., positioned prominently)* • Are stated clearly and written from the student's perspective. Avoid technical jargon. • Measurable *(i.e., progress toward these learning outcomes can be measured with specificity).*

❑ Module/Week-level outcomes, or competencies, are clearly delineated and measurable	• Are easy for students to find and review *(i.e., positioned prominently)* • Are stated clearly and written from the student's perspective - avoid technical jargon • Measurable *(i.e., progress toward these learning outcomes can be measured with specificity)* • Module/week-level outcomes are consistent with and help students meet, course level outcomes

Relationships between assessments and learning outcomes are clearly articulated

❑ Describe how (and why) assessments, instructional materials, and interactions enable students to master learning outcomes

Leveled appropriately to the target population

❑ Learning outcomes measure cognitive skills to a degree appropriate to students' programs of study or levels of experience (*e.g., introductory, developmental, mastery)*	• As appropriate, module-level outcomes exhibit cognitive leveling, increasing in complexity throughout the term.

3. Assessments, Grading & Feedback

Measures, with specificity, student mastery of learning outcomes and competencies

❑ Students will demonstrate their mastering course/module level outcomes through the successful completion of course assessments.

Sequenced, varied, and leveled appropriately for the target population

❑ Assessments are sequenced logically and progressively, allowing students to develop skills before demonstrating mastery *(e.g., feedback is received on section drafts before the full paper is submitted)*	• An assessment schedule should be presented early in the course, allowing students to complete work in a timely and thoughtful manner
❑ A variety of assessment types are employed, allowing students to demonstrate progress and mastery in multiple ways (*e.g., quizzes, case studies, discussions, group presentations, research papers, etc)*	• It may not be possible to measure the mastery of all outcomes with the same assessment type. Choose types of assignments/activities that will assist you in gauging student progress towards *all* goals • Strive to craft assessments that can accommodate diverse students
❑ Assessments are rigorous enough to allow students to demonstrate mastery of learning outcomes at degrees appropriate to students' programs of study or levels of experience	

Specific evaluative criteria are provided

❑ Prior to each assessment, students are provided with the criteria that will be used to evaluate their performance *(e.g., rubrics, checklists, or other evaluative tools)*	• Evaluative criteria need to help students understand the instructor's assessments and participation expectations • Assessment descriptions explain the relationship between evaluative criteria and a student's final course grade

Students are provided with multiple opportunities to track their performance

❑ The grade book is structured logically, allowing students to accurately calculate their current grades

❑ Students can expect to receive regular, timely, and actionable feedback	• Feedback is timely, allowing students the space to incorporate suggestions into future assignments • Feedback is "actionable", highlighting areas that need improvement and suggesting remedial steps

4. Instructional Materials & Learning Activities

Actively promotes the achievement of learning outcomes

❑ Instructional materials provide students with the contextual information, procedural tools, and the skill demonstrations needed to complete assessments successfully, and by extension, demonstrate their mastery of learning outcomes

❑ The relationships between instructional materials and learning outcomes are clearly articulated

Sequenced, varied, and represents up-to-date trends in their discipline

❑ Instructional materials are sequenced logically and progressively, allowing students to integrate new information into prior schemas	• When possible, content should be "chunked" into shorter units. This segmentation gives students time to assimilate new information without overwhelming their short-term memories
❑ Instructional materials come in various formats (*e.g., textbooks, videos, podcasts, articles, etc)*	• Varying the forms of employed media helps maximize student attention and support the preferences of individual students
❑ Instructional materials are up-to-date, and where appropriate, represent up-to-date trends in their discipline (*e.g., current research, clinical recommendations, theoretical frameworks, analytical techniques, etc)*	

Actively promotes the achievement of learning outcomes

❑ Learning activities employ various interactive strategies to promote outcome mastery by providing students with opportunities to actively and directly engage with course content	• Students are invited to “engage by doing” *(e.g., discovering, processing, or applying information)*, and to take increasing levels of responsibility for their own learning • Activities can come in a variety of formats *(e.g., presentations, group work, case studies, discussions, debates, role-play, etc)*

Employs multiple forms of interaction to enhance active learning

❑ Students have the opportunity to actively interact with the course content, with other students, and with the instructor

5. Usability, Accessibility & Academic Integrity

Course organization maximizes usability, readability, navigation, engagement, and multimedia ease of use

❏ Contact the Digital Learning Hub to schedule a short Usability Checkup

Course supports the needs of diverse students by providing alternatives to access content

❏ Contact the Digital Learning Hub to schedule a short Accessibility Checkup (*e.g., Image descriptions, video captioning, document headers)*

Course is configured to actively promote academic integrity

❏ Contact the Digital Learning Hub to schedule a short Academic Integrity Checkup (*e.g., plagiarism tools, exam proctoring, canvas quiz setup, academic integrity pledges, etc)*

❏ Contact the Academic Integrity Office for additional support

6. Student Support

Students are encouraged to utilize support services

❏ For each external tech tool used, students are provided with tool-specific support contact information (*e.g., support contact information for publisher tools, Zoom, Canvas, etc)*

❑ The syllabus includes an accommodation statement	Sample Language: • *"Students requesting accommodations for this course due to a disability must provide a current Authorization for Accommodation (AFA) letter (paper or electronic) issued by the Office for Students with Disabilities (https://osd.ucsd.edu/students/) Students are required to discuss accommodation arrangements with instructors and OSD liaisons in the department in advance of any exams or assignments."*
❑ Students are made aware of UCSD support services	• Basic Needs: The Hub • Technical Support: IT Service Desk • Mental Health and Wellbeing: CAPS • Vice-Chancellor of Student Affairs: student success resources • Teaching + Learning Commons: services for students • UC San Diego Libraries: services and resources • TritonLink: find student services and support

7. UC San Diego Configuration

Additional UC San Diego configurations
❑ If you would like to make the course available to students across the UC system, notify the Digital Learning Hub approximately a quarter in advance
❑ An "Are you ready for online learning?" tool is available to students when the course is published - contact the Digital Learning Hub for more about this tool
❑ When appropriate, remember to make sure the end-of-course survey has been configured and will be distributed to students

Collapse All

Create An Online Course
R Course
Open Courses
Quality Course Checklist

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14 Appendix D - Glossary

INSTRUCTIONAL METHODOLOGIES

Last Updated: March 25, 2021

This glossary describes some of the most commonly used terms in teaching modalities; however, before proceeding it is essential to distinguish between face-to-face, remote, and fully online education. Though all three methodologies share much in common, face-2-face instruction occurs in-person while remote and fully online instruction delivers learning digitally. It is not always possible to employ learning activities interchangeably between on-ground and online classrooms. Remote is delivered remotely without being intentionally designed for the online classrooms. On the other hand, “fully online” courses make most or all of the course content is designed intentionally for digital delivery.

At UC San Diego, courses are considered Distance Education if (for some or all students) ≤50% of student-instructor instructional time is designed to occur face-to-face.

Glossary of Terms

Asynchronous

Asynchronous learning does not take place at the same time. In this context, students engage with course content (e.g., assessments, pre-recorded lectures) at times that best fit their schedules.

Distance Education

In the distance education classroom, instructors and students use software platforms (e.g., LMSs, video chats, discussion forums, blogs, email, etc.) to facilitate learning activities. At UC San Diego, courses are considered Distance Education if (for some or all students) ≤50% of student-instructor instructional time is designed to occur face-to-face. Distance Education courses must be approved by the Academic Senate and require an equivalent amount of rigor and effort as face-to-face courses. Once approved, the course code is appended with an **"R"** to indicate the remote/online modality of delivery. *~See Remote & Fully Online Instruction*

R-Course Requirements

1. Submission of an R-Proposal to the Academic Senate
   - R-Proposal Information
2. A required consultation with the Teaching + Learning Commons to ensure that the proposed Distance Education course meets the standards outlined by the Quality Matters Rubric.
   - Generally, courses given the r-designation more often align with the "fully online," than the "remote," definition. *~See Remote Instruction & Fully Online Instruction definitions*

Face-to-Face (Classroom Based) Education

In the face-to-face classroom, instructors and students meet in the same physical location, participating simultaneously in learning activities.

Flipped Instruction

Flipped is an organizational approach to instructional content, balancing didactic and active learning modalities. Students review information-rich materials (e.g., lectures, reading, etc.) in advance, and use class time for active application of concepts and creative engagement with the subject matter. Flipped instruction commonly employs a hybrid (blended) approach, providing information-rich materials to learners online.

Fully Online Instruction

Fully Online is a mode of instruction in which most or all of the course content is designed intentionally for digital delivery. An online course encompasses the thoughtful design of instruction, assignments, engagements, and interactions that promote successful learning in a fully online environment.

Hybrid (Blended) Instruction

In the hybrid classroom, learning activities are split between online and face-to-face environments. Importantly, hybrid instructors consciously tailor learning activities to the appropriate context.

Hy-Flex

A variety of hybrid instruction, and perhaps the most challenging methodology to employ, hy-flex classrooms meet simultaneously in both online and physical environments. Remote students watch a live-stream of the physical class, participating through facilitators, chat, and audio.

There are three significant points to consider when adopting the hy-flex methodology:

1. As with the hybrid model, instructors consciously tailor learning activities to the appropriate context. Hy-flex's simultaneous nature can therefore double the required preparation time.
2. Communication between students attending remotely and the instructor is often not as rich as the interactions between physical participants.
3. Streaming face-to-face classrooms can require significant technological resources. Without proper planning and monitoring, online learners often have trouble seeing, hearing, and participating fully in class.

LMS

LMSs or Learning Management Systems are centralized software platforms that facilitate online learning activities. LMSs generally include software for creating and editing course content, communication tools, assessment tools, student data tracking, and other course management features. Both face-to-face and Distance Education courses often use aspects provided by LMSs; however, for the effective facilitation of learning in Distance Education, a carefully considered full use of all LMSs features is required. Canvas is the supported LMS for credit-bearing courses at UC San Diego.

Remote Instruction

Remote is a mode of instruction in which course content is delivered remotely without being intentionally designed for fully online classrooms.

Quality Matters Standards

Quality Matters (QM) is a nationally-recognized, faculty-driven peer-review process used to ensure the quality of online and blended course design. The Quality Matters Higher Education Rubric is a set of standards used to evaluate the design of online and blended courses.

These standards were developed and revised based on research and established standards in the fields of instructional design and online learning. At UC San Diego, we strive to meet Quality Matters standards for our "R" designated fully online and remote courses.

Synchronous

Synchronous learning takes place at the same time. Faculty and students participate simultaneously in learning activities in face-to-face classrooms or via a video conferencing platform such as Zoom.

Appendix 3. May 17, 2023 Ad Hoc Memo (Report 1)

ACADEMIC SENATE: SAN DIEGO DIVISION, 0002
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May 17, 2023

PROFESSOR NANCY POSTERO, Chair
Academic Senate, San Diego Division

SUBJECT: Senate Ad Hoc on Distance Education: Recommendations for Changes to the Policy on Distance Education Courses and the Review of Distance Education Course Proposals

Dear Nancy,

The Senate Ad Hoc on Distance Education (Ad Hoc) was convened in Winter 2023 to consider a faculty-driven approach for developing distance education courses and how to incorporate them into in-person degree programs. As part of its charge, the Ad Hoc was asked to review and consider recommendations made in the Spring 2022 Senate-Administration Workgroup on Distance Learning for Academic Excellence and Resilience (SAWG) Report. After discussions throughout Winter and into Spring quarter, the Ad Hoc concluded that there are short-, medium-, and long-term opportunities and challenges related to policy, systems, and planning that impact how the University approaches distance education. While the Senate Ad Hoc will continue the deliberations on medium- and long-term issues, we are submitting this memo to you with recommendations focused on short-term solutions that relate to the process for creating and approving distance education courses. These recommendations are under the authority of the Educational Policy Committee (EPC; the committee responsible for the Policy on Distance Education Courses) and the Undergraduate and Graduate Councils (UGC and GC; the committees responsible for the review and approval of distance education courses). We ask that the recommendations presented below be shared with the EPC, UGC and GC so that they can consider changes for the academic year 2023-24.

The Ad Hoc's recommendations are focused on updates to the Policy on Distance Education Courses to modernize the policy language, address missing policy requirements, and streamline course proposals and Senate review. Attachment 1 provides a draft of the Policy with suggested updates to the relevant sections for EPC to consider during their deliberations.

Recommendations to Update the Standards and Requirements for Distance Education Courses (Definition Section, Section I and Section II of the Policy on Distance Education Courses)

1. **Terminology.**
   Distance education refers to instruction where some or all students are physically separated from the instructor. Currently, in the Senate's Policy on Distance Education Courses, the definition is "A course will be considered a distance education course if (for some or all students) less than 50% of student-instructor interaction time was designed to occur face-to-face (meaning physically in the same room)."

   To ensure compliance with federal regulations and WSCUC (Western Association of Schools and Colleges Senior College and University Commission*)* accreditation requirements, distance education courses should offer faculty-initiated regular and **substantive interaction** between students and instructors. As more distance education courses are developed employing different modes of instruction (asynchronous online, synchronous online, classroom-based activities or a combination), instructors would benefit from greater clarity on the distinctions between the different subcategories of distance education courses and what qualifies as substantive interaction. To address this, the Systemwide Academic Senate's University Committee on Educational Policy (UCEP) and Coordinating Committee

on Graduate Affairs (CCGA) are working on a systemwide guidance document with standard terminology. The Senate Ad Hoc recommends that EPC update the divisional Policy on Distance Education Courses with terminology that is consistent with the guidance offered by UCEP and CCGA, once that document is released.

The Ad Hoc recommends that the Policy on Distance Education Courses include standard terminology to clarify the types of courses that qualify as distance education courses based on course design (such as asynchronous, synchronous, and hybrid online). The Ad Hoc also recommends providing guidance on what qualifies as substantive interaction between instructors and students.

2. **Course Equivalency.**
When academic units offer courses in both an in-person and distance education format, it is important that both formats fulfill the same degree requirements and that the fundamentals of the courses (prerequisites, credit limitations, course descriptions, grading option (letter, P/NP, S/U)) are the same. However, due to federal, WSCUC and systemwide Senate (SR 630) requirements, distance education courses must be tracked separately. It is not currently possible at UC San Diego to approve a single course number and track a course offering's modality in a way that satisfies all these requirements. After consulting with the Registrar's Office, we have determined that the "R" designation at the end of the course code should be maintained in the short-term to track student completion of distance education courses.

Given current systems, the process by which in-person and distance education courses are recognized as equivalent on course approval forms, in the degree audit system (*uAchieve*), and the approved curriculum in the General Catalog will remain the academic units' responsibility to update. No separate proposal to the Senate should be required requesting that the courses be recognized as equivalent to satisfy degree requirements.

The Ad Hoc recommends that the Policy on Distance Education Courses be updated to explicitly state that if an academic unit offers both an in-person and distance education version of a course with the same course number and the only differentiation being the R-designation, then these courses are deemed equivalent and fulfill the same degree requirements for students.

3. **Communication with Students.**
It is important that students clearly understand what course formats are being employed (asynchronous, synchronous, classroom activities) and how assessments will be administered.

The Ad Hoc recommends adding a statement in the Policy advising instructors to provide a clear account to students on the requirements and expectations for course modality in the syllabus and other class-related materials.

4. **Remove Teaching + Learning Commons Review.**
Distance education course proposals currently require proposers to consult with the Teaching + Learning Commons (the Commons) prior to Senate review. The stated purpose of the Commons review is to evaluate whether a course meets standards and accessibility requirements as set forth by the Quality Matters Rubric. However, the application of the Quality Matters Rubric to different types of distance education courses has been a source of confusion, and last year's SAWG on Distance Learning recommended clarifying this requirement to ensure that both synchronous and asynchronous courses are supported.

The Ad Hoc also reviewed the remote instruction proposal requirements at other UC divisional Senates and found that UC San Diego is an outlier in *requiring* the Commons review prior to Senate submission. Other divisional Senates recommend that proposers only consult with their teaching and learning centers.

The Ad Hoc recommends removing the Commons review, and adherence to the Quality Matters Rubric, as requirements for R course approval. The Ad Hoc has concluded that application of the Quality Matters Rubric standards should be left to the discretion of individual instructors and academic units, based on their course design, and to encourage collaboration with the Commons to determine when and how its application is most beneficial.

Recommendations to Streamline Course Proposal Requirements (Section III of the Policy on Distance Education Courses)

The Ad Hoc has been discussing the review processes for distance education and in-person course proposals, and continues to debate the extent to which additional information should be required for proposals to establish distance education courses. The Ad Hoc will address this larger issue in its next report, but for now we recognize that as more distance education courses are being developed on campus, proposals will need to undergo additional scrutiny. However, we believe that the process should not be overly burdensome on proposers or Senate reviewers. To this end, the Senate Ad Hoc recommends adjustments to the course proposal requirements to make it easier for proposers to prepare course proposals for Senate review and to offer academic units more guidance on what information Senate reviewers are seeking.

5. **Remove Proposal Requirements from the Policy on Distance Education Courses.**
   The approval process for R courses is currently overseen by EPC, while UGC and GC have authority over the approval of individual course proposals. The process might benefit from giving UGC and GC a more direct role in setting the information requested in course proposals. The Policy could include provisions for EPC oversight or consultation to ensure consistency. Current proposal requirements result in a significant packet of information for UGC and GC to review. It leaves little discretion to UGC and GC to adjust proposal requirements based on their review of course proposals and the information they might like to see to effectively review proposals.

   The Ad Hoc recommends that EPC revise the Policy to delegate proposal requirements to UGC and GC.

6. **Supplementary Short Form.**
   In addition to the eCourse submission, which is required to officially approve the course in the University's systems, supplementary text is also currently required for R course approval. A modified supplementary short form, with a review checklist and series of short-form questions, would offer a more guided process to proposers. It would make clear what steps are required prior to Senate review and more easily convey the information that UGC and GC are looking for about course modality, assessment, academic integrity, and how the course fits into the academic unit's overall curriculum. The Ad Hoc recognizes that there is likely a need for some open-ended questions but perhaps, the number of questions could be reduced.

   The Ad Hoc recommends developing a supplementary course form, allowing proposers to provide the information required for UGC and GC review in a short-response style (yes/no questions, check boxes) rather than a series of open-ended questions. Attachment 2 provides an example short form for EPC, UGC, and GC consideration. An electronic form could be developed by the Senate Office to facilitate online submission.

7. **Academic Unit Consultation.**
   A letter from the academic unit is currently a required component of the R course proposal packet. Until recently, there were only a handful of distance education course proposals, and they were largely developed based on the individual interests of faculty members. However, as the inventory of distance education courses grows, it is important that academic units have an awareness of which courses are being submitted for approval, and in many cases, a more direct role in the development of the courses.

Just as curricular proposals from academic units are submitted by the department chair or unit head, distance education course proposals should follow a similar submission process rather than coming directly from individual instructors. The Ad Hoc's future report will include more suggestions on the merits/considerations that should factor into academic units' decisions about strategically incorporating distance education courses into degree programs.

The Ad Hoc recommends removing the requirement for a department letter, but recommends adding a question to the short form in Recommendation 6, to alert proposers that department consultation is a required step prior to Senate R course review.

The committee would be happy to consult with EPC, GC, and UGC on any follow up questions or to provide additional information. The Ad Hoc is continuing to work on its report to address the medium- and long-term opportunities and challenges associated with incorporating distance education courses into the University's degree programs.

Sincerely,

John Hildebrand, Chair
Senate Ad Hoc on Distance Education

Attachment

cc: G. Cook
T. Gentner
A. Hill
L. Hullings
M. Rabinowitz-Bussell
C. Randler

Attachment 1. Ad Hoc's Suggested Changes to the Policy on Distance Education Courses

UC San Diego Policy on Distance Education Courses

All courses offered at UC San Diego should meet the same high standards in terms of the educational experience they offer to students, regardless of the mode of instruction. Hallmarks of these standards include:

- Active engagement of a qualified instructor who has significant expertise in the subject of the course;
- Frequent instructor guided activity to support student learning;
- A means for students to periodically assess their progress towards achievement of course learning goals.

Courses that meet these standards and employ (primarily or exclusively) technologically-mediated formats may be offered at UC San Diego via Distance Education courses (sometimes also referred to as remote or online courses).

DEFINITION

Distance Education refers to a mode of instruction in which some or all students are separated from the instructor. A course will be considered a Distance Education course if (for some or all students) less than 50% of student-instructor interaction time was designed to occur face-to-face (meaning physically in the same room). A Distance Education course must support regular and substantive interaction between the students and the instructor~~, either synchronously (live but remote) or asynchronously (on demand and remote)~~. Many technologies can be used to deliver Distance Education, including ~~the internet,~~ recorded videos, online audio/video conferencing, online discussion forums, and online Learning Management Systems. ~~Distance Education courses can employ several mechanisms of instruction, including online lectures, online discussion sections, online office hours, and online discussion forums, each of which can be synchronous, asynchronous or a combination of both. A course will be considered a Distance Education course if (for some or all students) less than 50% of student-instructor interaction time was designed to occur face-to-face (meaning physically in the same room).~~

[Ad Hoc recommends EPC include additional terminology here to differentiate between the types of distance education courses based on course design (asynchronous, synchronous, hybrid online) and what qualifies as substantive interaction between students and instructors.]

Courses that are designed for greater than 50% of student-instructor interaction time to occur face-to-face (classroom-based) may also incorporate any of the above modalities as well, but are not considered a Distance Education course.

I. STANDARDS FOR DISTANCE EDUCATION COURSES

Distance Education courses must meet the following standards:

1. Instructors and Instructional Assistants of Distance Education courses must have the required expertise and qualifications to offer courses that utilize teaching strategies and technologies for distance education. Departments and programs offering Distance Education courses are responsible for ensuring the Instructor's and the Instructional Assistant's qualifications.
2. Departments offering Distance Education courses must have processes in place to verify that each registered student is the same student who participates in and completes the course and

receives academic credit. Examples of processes that can achieve this goal include:
    a. A secure log-in and password
    b. Proctored examinations
    c. New or other technologies or practices that are effective in verifying student identity
3. Instructors must apply strict procedures to ensure that credibility and integrity are maintained at the highest level. Instructors must have a plan to monitor student progress and evaluate student learning outcomes through graded activities mediated through technology.
4. All campus policies and regulations for courses and instruction (registration deadlines, academic integrity, etc.) that apply to conventional courses also apply to distance education courses. As with in-person courses, distance education courses must accommodate students with disabilities.
5. Any synchronous interaction (for example in lectures, discussion sections, ~~office hours,~~ or any other setting) must meet the following minimum set of standards:
    a. Students must be able to both see and hear the instructor and view the instruction materials (for example, physical or electronic whiteboard, computer slides, experimental setups, etc.) with sufficient fidelity that no significant information is lost. ~~Courses made available to students in off-campus sites may only be taught in facilities capable of sustaining a synchronous, two-way video and audio connection between UC San Diego and off-campus sites.~~
    b. Students must have appropriate and effective ways of asking questions.
    c. Student<u>s</u> should be able to hear questions asked by other students and the instructor's answers.
    d. When a class has some students remote and some students in-person, all students must have equal opportunity to participate in classroom discussions, and all students must have equal access to office hours.
6. <u>As part of a commitment to clearly communicate to students, instructors are advised to provide a clear account of the requirements and expectations for student engagement in online and in-person (classroom-based) instruction in the course syllabus and related information.</u>

II. REQUIREMENTS FOR DISTANCE EDUCATION COURSES

1. Distance Education courses must bear the letter R ~~(for Remote)~~ at the end of the course code.
    a. For a course that is already offered at UCSD in a conventional (non-distance) format, a new course proposal must be submitted for the Distance Education version (e.g. to offer BILD 1 using Distance Education, Biology would have to propose a new course, BILD 1R). <u>Two courses that have the same subject code and course number with the exception of the R-designation (i.e. BILD 1 and BILD 1R) but will be taught with different online/in-person learning activities, must be equivalent except for their manner of instruction. All prerequisites, credit limitations, course descriptions, units, grading options (Letter, P/NP, S/U) must be the same. These courses will be deemed equivalent and will fulfill the same degree requirements for students.</u>
    b. Course approval forms should include a statement under the "Other Catalog Information" section regarding the course delivery format, e.g. "~~This course is a Distance Education course~~<u>This course will be delivered asynchronously</u>".
2. Departments must notify students of any additional fees associated with the verification of student identity <u>and any non-UC online platforms or third-party applications that a student will need to access in order to participate in the course</u>.
3. Departments and programs are required to submit a proposal to the Academic Senate (Undergraduate Council for undergraduate courses, or Graduate Council for graduate courses) for approval to offer a Distance Education course.

4. While not a requirement~~Prior to Senate review~~, proposers ~~are required to~~may consult with the Teaching + Learning Commons, prior to Senate review ~~to ensure a Distance Education course meets the quality assurance standards set forth by the Quality Matters Rubric (https://www.qualitymatters.org/qa-resources/rubric-standards/higher-ed-rubric)~~.
    a. For asynchronous online courses, it is recommended that proposers review resources provided by the Digital Learning Hub to assess whether the proposed course design meets quality assurance standards.

III. GUIDELINES FOR DISTANCE EDUCATION COURSE PROPOSALS

[Ad Hoc recommends the policy state that proposals for distance education courses follow guidelines set forth by the Undergraduate Council (for undergraduate courses) and Graduate Council (for graduate courses) rather than specify proposal requirements in the policy.]

~~Distance Education course proposals submitted to the Undergraduate or Graduate Councils must include the following:~~

~~1. Draft course approval form.~~
~~2. Responses to the supplementary questions listed below.~~
~~3. A letter from the Teaching + Learning Commons addressing: a. The current stage of course development; and b. If the course design meets the Quality Matters Rubric standards and accessibility requirements (or the path forward to meet these standards).~~
~~4. A letter from the provost, department chair or program director. The letter should address how the proposed R course fits into the curriculum and include plans for incorporating distance education into the unit's degree program(s).~~
~~5. For undergraduate courses developed for UC's Innovative Learning Technology Initiative (ILTI), a copy of the ILTI proposal. Courses must be approved through ILTI prior to submission to the Undergraduate Council.~~

~~Supplementary Questions (to be answered as part of the course proposal):~~

~~(In the following, IA refers to Instructional Assistant)~~

~~1. What is the justification for offering the course in a distance education format?~~
    ~~a. Why is a distance education format the right medium for this particular course?~~
    ~~b. If both an in-person and distance education version of a course will be offered, what is the justification for offering the course in both formats? How will students be advised in regards to the differences between the modalities and which version to take?~~
    ~~c. How will the modality improve student learning and access?~~
    ~~d. How does the proposed course fit into the curriculum?~~
~~2. How will the course content be delivered (e.g. Learning Management System, online textbook/videos, video hosting platforms, lecture formats, etc.)?~~
~~3. What technologies/tools will be used for student-instructor interaction, student-IA interaction, student-student interaction, and instructor-IA interactions? Indicate: a. the frequency of these interactions; b. whether the interactions are required or optional; and c. whether the interactions are asynchronous orsynchronous.~~
~~4. How will students be evaluated (e.g. quizzes, written assignments, problems sets, final exam, final paper, final presentation)? Describe the frequency of the evaluations and the type of feedback students receive.~~
~~5. Describe how student identity will be verified, especially for high stake assessments like midterms and final exams. How will academic integrity be handled?~~
~~6. If the course employs IAs, describe how the IAs will interact with the students and provide the student/IA ratio. Describe how the IAs will be trained, and how the IAs will interact with instructors.~~

7. ~~If the course requires assignments that necessitate the use of technological tools that students may not readily have access to (e.g. submission of response videos or group-based video projects), what are the plans to ensure that students have access to the equipment needed (e.g. renting or borrowing equipment from Educational Technology Services)?~~

Approved by the Educational Policy Committee on July 3, 2019; effective November 1, 2019; updated June 15, 2021. This policy supersedes the CEP Policy on Remote and Distance Instruction (enacted July 13, 2011).

Attachment 2. Ad Hoc Example Short Form

SUPPLEMENTARY DISTANCE EDUCATION COURSE PROPOSAL FORM

Proposal Contact Name: _____
Proposal Contact Email: _____
Academic Unit: _____

Proposed Course Subject Code: _____
Proposed Course Number: _____

What kind of course format is being proposed (check one):
____ **Asynchronous Online:** Asynchronous online courses do not have set meeting times that are advertised to students upon enrollment; instead, students typically access the materials at a time of their choosing within the timeframe specified by the instructor (e.g., all of week three materials might be available on the first day of week three). Students may be asked to schedule occasional, brief, synchronous one-on-one check-in meetings with the instructors.

____ **Synchronous Online:** Synchronous online learning is when faculty and students participate simultaneously in learning activities via a video conferencing software, such as Zoom, to facilitate face to face real time interaction with students. Similar to courses taught face-to-face (classroom-based), synchronous online courses are also characterized by their use of set meeting times that are advertised to students when they enroll.

____ **Hybrid:** Instruction that includes multiple modalities in one course: requires students and instructors to regularly interact in one of three ways: 1) asynchronous online activities and face-to-face (classroom based) sessions; 2) synchronous online sessions and in-person (classroom based) sessions; and, 3) asynchronous online activities and synchronous online sessions. A hybrid course is categorized as an R-course if 50% or more of student-instructor interaction time occurs via asynchronous online activities or synchronous online sessions.
Note: Hybrid courses that take place with at least 50% of the standard contact hours face-to-face (classroom based) do not require the R designation or completion of this supplementary form for course approval.

Checklist for Senate Review
Before submitting a proposal for Senate Review, please confirm that the following has been completed:

1. Has the proposed course received approval from the department chair/provost/program director and any relevant department committees and/or officers that approve curricular offerings?
Note: Consultation with the department chair/provost/program director is required prior to submission of the proposal for Senate review.
____ Yes

2. Has an eCourse form been submitted to establish the proposed R-course?
Note: An eCourse form is required to establish a new course (both in-person and R-courses). Units are encouraged to submit the eCourse form for proposed R courses in parallel with submission of this supplementary form. UGC/GC review of this proposal and the eCourse form may happen in parallel.
____ Yes

3. Is there an approved corresponding in-person (classroom-based) version of the course?

____ Yes: Course subject code and number: _____
____ No

3a. If yes, has an eCourse form been submitted to include the proposed R course as a course equivalent on the course form?[1] (see footnote below for additional information)

____ Yes ____ Not Applicable (no corresponding in-person course)

3b. If no, is establishment of an in-person equivalent also being proposed?

____ Yes ____ No

General Questions

1. Which of the following apply to the proposed course? (Mark all that apply)
Please be sure to confirm with your academic unit what requirements a corresponding in-person (classroom based) course fulfills before listing them, if applicable.
Note: Proposals for an R course to satisfy new degree requirements must be submitted separately to the Undergraduate Council or Graduate Council as a curricular proposal.

____ College General Education Requirement

____ Diversity, Equity and Inclusion (DEI) Requirement

____ American History & Institutions (AH&I) Requirement

____ Major requirement

____ Minor requirement

____ Graduate degree requirement

____ Elective

1a. Does this unit consider the proposed course a bottleneck due to demand exceeding (physical space) capacity?

____ Yes ____ No

2. Please list all instructors (including titles and academic unit affiliation) who might teach the course (other than the instructor(s) authoring this proposal).

_____

[1] If yes, submission of an updated course approval form in eCourse for the face-to-face (classroom based) course is required to add the proposed R course as equivalent. To comply with storing course information in the Registrar's systems and to track distance education courses, R course and in-person course numbers and course approval forms must be maintained separately. Once the R course is approved, academic units are advised to review curriculum and other course forms that include the in-person course to update requirements as needed (for impacts on both the home academic unit and other academic units).

3. How many Instructional Assistants (if any) are likely to be requested for this course? ____

4. Was this course developed with exceptional/significant resources provided by the University?[2]
____ Yes ____ No

5. Is this a course that is intended to only be offered in the summer?

____ Yes ____ No

Supplemental Questions

1. What is the justification for offering this course in the selected format?
   a. Why is the selected course format appropriate for this particular course?
   b. How is it consistent with effective pedagogical practices?
   c. If both a face-to-face (classroom based) and remote version of a course will be offered, what is the justification for offering the course in both formats?
   d. How does this course fit into the academic unit's broader curriculum?
2. What opportunities will students have to engage/interact with the instructor (e.g. office hours, email, etc.)? What opportunities will students have to engage/interact with each other?
3. How will students be evaluated (e.g. quizzes, written assignments, problems sets, final exam, final paper, final presentation)? Describe the frequency and modality of the evaluations and the type of feedback students receive.
4. How will student identity be verified, especially for high stake assessments like midterms and final exams? How will academic integrity be addressed?

[2] Significant University Resources "means University Resources beyond the usual support provided by the University and generally available to similarly situated Academic Authors or, as applicable, students. For the purposes of this definition, "usual support provided by the University and generally available to similarly-situated Academic Authors" includes customary administrative support, library facilities, office space, personal computers, access to computers and networks, and salary." (UC Policy on Copyright Ownership, 2021)
Exceptional University Resources: "University Resources (including but not limited to University Facilities and University Funds, as described below) significantly in excess of the usual support generally available to similarly situated faculty members. Customary secretarial support, library facilities, office space, personal computers, access to computers and networks, and academic year salary are not considered exceptional university resources." (UC Policy on Ownership of Course Materials, 2003)

Appendix 4. Ad Hoc on Distance Education Survey and Responses

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From: Academic Senate Office
Sent: Friday, May 26, 2023 2:21 PM
To: chrgradv@ucsd.edu; gc-chairs-l@ucsd.edu; gc-grad-progdir-l@ucsd.edu; hschairs-l@mailman.ucsd.edu; provosts-l@ucsd.edu; gc-ug-progdir-l@ucsd.edu; gc-deans-l@ucsd.edu
Subject: Academic Senate Survey on Distance Education Courses

Dear Department Chairs, Provosts, Program Directors, and School Deans,

The Academic Senate Ad Hoc Committee on Distance Education would like to hear from you, via a short survey, regarding your unit's plans and views on distance education courses.

The survey can be accessed via the following link: https://ucsd.co1.qualtrics.com/jfe/form/SV_b1QVdsZby5CLCXc

- The Ad Hoc is asking for *one survey submission from each unit*.
- The survey is being sent to you for completion, but you may forward the survey link to a designated representative (e.g. Department Vice Chair, Associate Dean, etc.). They will be able to access the survey via Single Sign-On from the link provided above.
- To assist each unit's designated representative in collecting information to complete the survey and consult with their faculty, the survey's questions can be accessed in advance at: https://senate.ucsd.edu/media/633157/survey-preview-questions.pdf.
- Completing the actual online survey should take approximately 10-15 minutes. At the end of the survey there is an opportunity to share additional comments.

Please submit your unit's survey response by Friday, June 30th. The Ad Hoc plans to review responses over the summer and the information will help inform recommendations in our final report. We thank you in advance for making the time, among your many other commitments, to participate in this survey and for your responses.

If you have any questions regarding the survey, please contact Senate Associate Director Ashley (Welch) Hill at awelch@ucsd.edu.

Regards,

John Hildebrand,
San Diego Divisional Vice Chair and
Chair, Senate Ad Hoc on Distance Education

Survey on Distance Education Courses

The Academic Senate's Ad Hoc on Distance Education is asking academic units to complete a survey on distance education courses (one survey from each unit): https://ucsd.co1.qualtrics.com/jfe/form/SV_b1QVdsZby5CLCXc

The survey's questions and choice responses are provided in this document to assist units in collecting information prior to completing the survey. Depending on how a unit responds to certain questions, they will not be asked to answer all questions.

INTRODUCTION

The goal of this survey is to help the Academic Senate better understand the use of distance education courses (R-designated courses) at UC San Diego. Distance education is increasingly referenced in UC planning documents as a way to build educational capacity, and a Senate Ad Hoc Committee has been convened to make recommendations on how distance education courses should be incorporated into the curriculum. As part of the Ad Hoc's work, we are gathering feedback from academic and school units (departments, interdisciplinary programs, the colleges, and schools) on their plans for distance education courses. The Ad Hoc is interested in having the survey completed via a designated representative (e.g., Department Chair, Vice Chair for Undergraduate Education, Program Director, Provost, or Dean) and we hope that the survey reflects a broad consensus within the unit. The Ad Hoc is asking for one submission for each academic unit.

To assist each unit's designated representative in collecting information to complete the survey and consult with their faculty, the survey's questions can be accessed in advance at: [link]. Once the unit has gathered the information, completing the actual online survey should take approximately 10-15 minutes. At the end of the survey there is an opportunity to share additional comments.

Helpful Terminology

In-person course: A course that requires a physical classroom. The primary instruction contact hours (e.g., lecture) take place in person. The course may include occasional online contact hours, whether synchronous or asynchronous, but 50% or more of the instructional contact hours are designed to be in-person.

Distance Education: A mode of instruction where (for some or all students) less than 50% of student-interaction time is designed to occur face-to-face (meaning physically in the same

room). UC San Diego's' Policy on Distance Education Courses specifies that distance education courses must bear the letter R at the end of the course code. There are two subcategories:

> **Online Course:** A course that does not require a physical classroom. All primary instruction contact hours (e.g., lecture, discussion) take place online. Format may be synchronous, asynchronous, or both.
>
> **Hybrid Online Course**: A course in which a physical classroom is required for some instructional contact hours but less than 50% of instruction contact hours are designed to be face-to-face.

The questions in this survey pertain to all distance education courses (both online and hybrid online courses). The term "distance education course" is used throughout the survey.

Thank you in advance for your responses. The information collected here will help inform the Ad Hoc's recommendations. If you have any questions regarding the survey, please contact Senate Associate Director Ashley (Welch) Hill at awelch@ucsd.edu.

Regards,
John Hildebrand,
San Diego Divisional Vice Chair and Chair,
Senate Ad Hoc on Distance Education

QUESTIONS

Q. What is your role within your unit? _____

Q. Approximately how many instructors are in your unit?
Senate: 0-15, 16-40, 41+ (select one)
Non-Senate: 0-15, 16-40, 41+ (select one)

Q. Please provide the following best estimate for your unit:
Number of approved distance education courses (0, 1-5, 5-10, 10+, Unsure/Unknown)
Number of distance education courses that have completed development and are currently seeking approval (0, 1-5, 5-10, 10+, Unsure/Unknown)
Number of distance education courses in development (0, 1-5, 5-10, 10+, Unsure/Unknown)

Q. Has your unit discussed plans to offer distance education courses? (Choose One – required)
Yes, we have had multiple discussions and reached consensus on a plan
Yes, we have had some discussions but have not reached consensus on a plan
No, we have not had coordinated discussions about distance education courses

If response to Has your unit discussed plans to offer distance education courses? *(Page 2) is* YES, we have had multiple discussions and reached consensus on a plan ***or*** YES, we have had some discussions but have not reached consensus on a plan*, the following questions will display.*

Q. What factors initiated your unit's discussions? (Check all that apply, examples are not exhaustive)

Post-pandemic planning

Request from Administration

Department Leadership

Faculty interest

Student interest

Other: _____

Q. Where have these strategic discussions occurred? (Select all that apply, examples are not exhaustive)

Unit designated committee (e.g., undergraduate or graduate curriculum committee, distance education workgroup, etc.)

Faculty meetings (e.g., unit/departmental meetings)

Individual meetings between instructors and unit leadership

Ad hoc/informal discussions between faculty

Other _____

Q. What topics are covered in these strategic discussions? (Select all that apply, examples are not exhaustive)

Course types suitable for an online modality (e.g., lecture, lab, practicum)

Course levels/curricular requirements suitable for an online modality (e.g., lower division, upper division, general elective, degree requirement, graduate)

Instructor assignments (e.g., course staffing needs, course loads, etc.)

Instructor interest

Instructional support (e.g., academic student employees, advising, etc.)

Long-term planning for incorporating distance education into the unit's course offerings or curriculum

Pedagogical alignment (e.g., the course is about online education)

Academic Integrity

Online programs/degrees

Impacted courses/time to degree

Other _____

Q. After these discussions, what viewpoints emerged about distance education courses? (Select all that apply)

Distance education should not be part of our educational offerings
Distance education can be used in a limited, targeted amount to address specific needs and goals
Distance education is an emerging opportunity and UC San Diego should be a leader in this space

Q. Please elaborate on your unit's viewpoints about distance education courses: (Short answer)

If response to Has your unit discussed plans to offer distance education courses? *(Page 2) is* YES, we have had some discussions but have not reached consensus on a plan*, the following question will display.*

Q. Which factors have prevented your unit from reaching consensus? (Select all that apply)

No clear direction from University leadership
Unclear of who should make the decision
Faculty are ambivalent about distance education instruction
Unsure of accreditation requirements
Other _____

If response to Has your unit discussed plans to offer distance education courses? *(Page 2) is* NO, we have not had coordinated discussions about distance education courses*, the following question will display.*

Q. What are reasons your unit has not had discussions about distance education courses? (Select all that apply)

Lack of departmental time to plan or discuss
Lack of faculty interest
Lack of student interest
Concerned about time to develop or maintain courses
Concerned about technological challenges
No clear direction from University leadership
Unclear of who should initiate discussions
Other _____

The remaining questions ask about general impressions and opinions of the current state of distance education. All respondents are asked to complete the rest of the survey questions.

While some units may not have had discussions on distance education as an academic unit, the ad hoc is still interested in your perspective.

Q. Based on your unit's plans, please express, as a percentage of total courses offered by your unit, how many distance education courses your unit has planned or is planning to offer in the next two years?

Percentage of distance education courses your unit has planned or is planning in the next two years: (0, 1-9, 10-29, 30-49, 50+)

Q. What **percentage** of instructors do you estimate are willing to teach and/or have expressed interest in teaching distance education courses?

Percentage of instructors willing to teach and/or have expressed interest in teaching distance education courses: (0, 1-30, 31-60, 61-100, Unknown/Unsure)

Q. In your unit, who is, or would be, responsible for developing a distance education course and proposal? (Select all that apply, examples are not exhaustive)

The instructor of the course
Unit leadership (e.g., department chair, vice chair for undergraduate education)
Instructional support staff (e.g., academic student employees, student affairs staff, etc.)
Unknown/Unsure
Other _____

Q. Below are stages for distance education course development and execution. Please indicate to what level the university's current infrastructure supports academic units in each of these stages.

Stages: Curriculum Planning for Distance Education, Course Creation/Development, Proposal & R-course Approval Process, Course Maintenance, Course Assessment (e.g., learning outcomes, course efficacy), Ensure Academic Integrity Standards
Level of support: None at all, A little, A moderate amount, A lot, Unknown/unsure)

Q. What tools or resources are needed from UC San Diego to support any of the stages listed above? (Select all that apply, examples are not exhaustive)

Time for planning, development, or the approval process
Unit staff support for distance education course development
Guidance on how to develop a distance education course
Guidance on how to get a distance education course approved

Pedagogical training for administering distance education courses
Technological training for administering distance education courses
Resources to support academic integrity for distance education courses
Instructional support (e.g. – academic student employees, advising, etc.)
Financial resources
Other _____

Q. Below are reasons a unit may plan to offer a distance education course. Please drag and drop each of these reasons into the box that corresponds to how important these reasons are when planning distance education offerings. Please rank order the reasons within each category by dragging and dropping into the boxes [Four boxes provided representing different degrees of importance, as described below].

> **Reasons**: Time-to-degree issues, Bottleneck courses, Increase academic year course offerings, Instructor preference for teaching remotely, Pedagogical alignment (e.g., course is about online education), Pedagogical advantage (e.g., remote guest speakers), Scheduling flexibility, Space availability, Student interest/preference, Student accessibility to courses
> **Level of Importance**: Most Important, Somewhat Important, Not Important, Not a valid reason

Q. Below are reasons a unit may not plan to offer a distance education course. Please drag and drop each of these reasons into the box that corresponds to how important these reasons are when planning to not offer distance education offerings. Please rank order the reasons within each category by dragging and dropping into the boxes [Three boxes provided representing different degrees of importance, as described below].

> **Reasons:** Academic Integrity concerns, Doesn't fit within the curriculum, Lack of resources, Lack of student interest/preference, No interest from instructors, Skepticism about distance education efficacy, Takes too much time to develop, Takes too much time to get approved, Takes too much time to maintain, Technology used is too complicated
> **Level of Importance:** Most Important, Somewhat Important, Least Important

Q. Of the courses that do not already have the R-course designation in your academic unit, what are the top three that you would prioritize to develop as distance education courses? Why were these three courses selected?

Q. If you have any further comments that you would like to share about distance education, please put them here.

Q. Are you willing to meet with a representative from the Distance Education Ad-hoc?

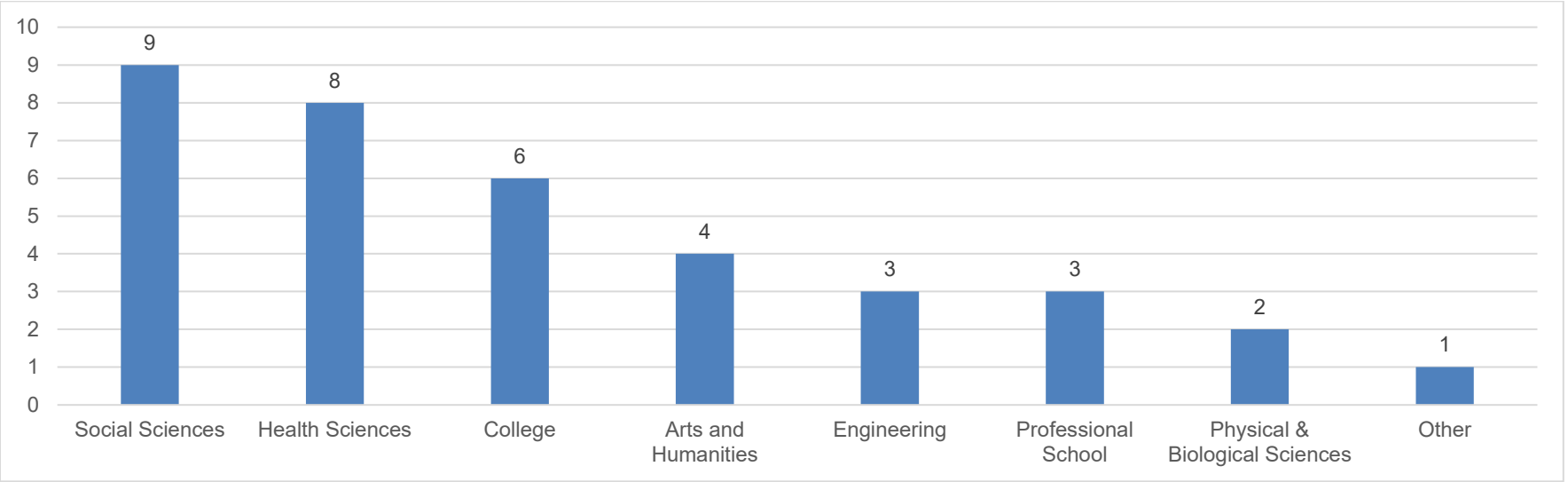
Yes, I have more I'd like to share
Yes, if there are more questions
No, thank you

Report from the Ad Hoc's Survey on Distance Education Courses

INTRODUCTION

The Ad Hoc on Distance Education sent a request on May 26, 2023 to academic units asking them to complete a survey on distance education courses (one survey from each unit). The request was distributed by established listservs for departments chairs, program directors, general campus deans, and program directors. Deans in health sciences and marine sciences were also included. Of the approximately 110 units asked to respond, 36 responses were received. Figure 1 provides a summary of how many units responded in each area (school).

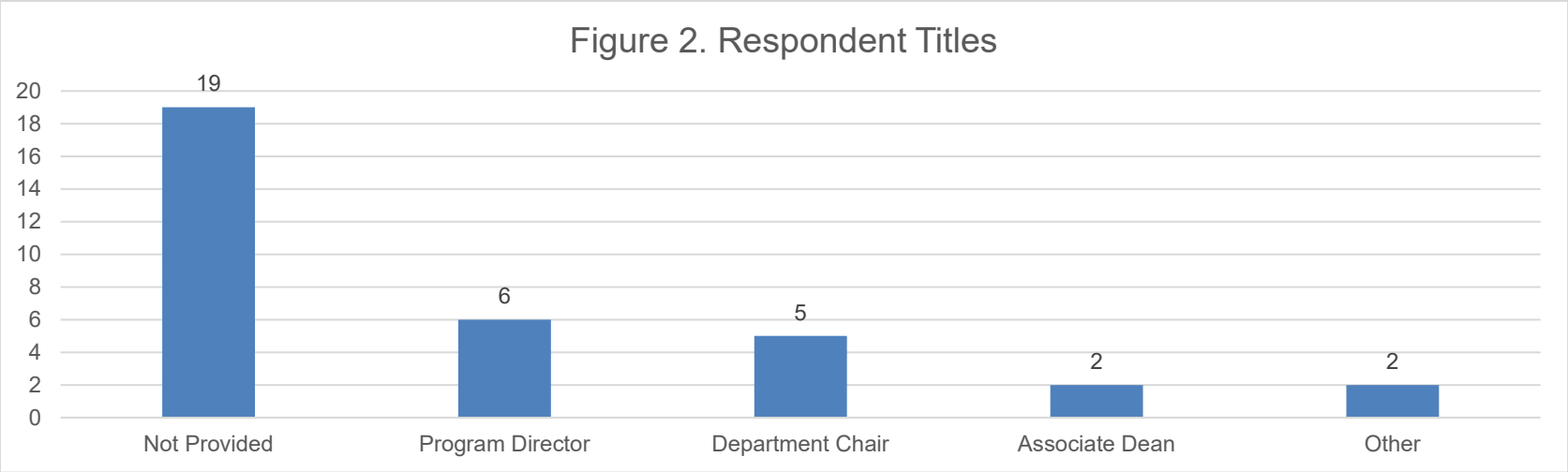
Figure 1. Responses Received by Area (School)



****In figures below, "Dept" includes professional schools; "Other" includes interdisciplinary programs and health sciences****

SURVEY QUESTIONS AND RESPONSES[1]

Q. What is your role within your unit? _____

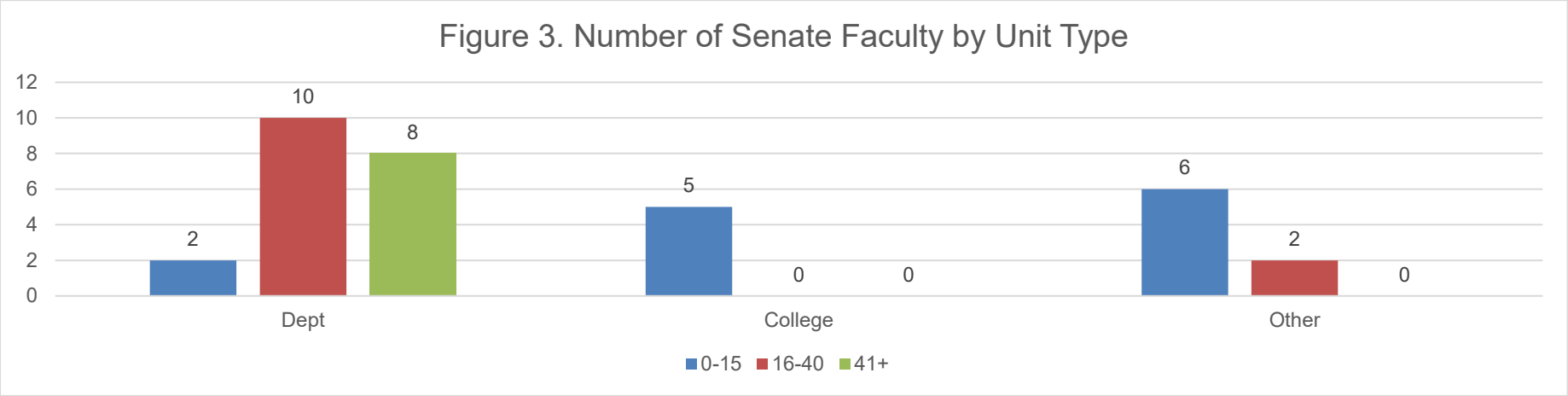


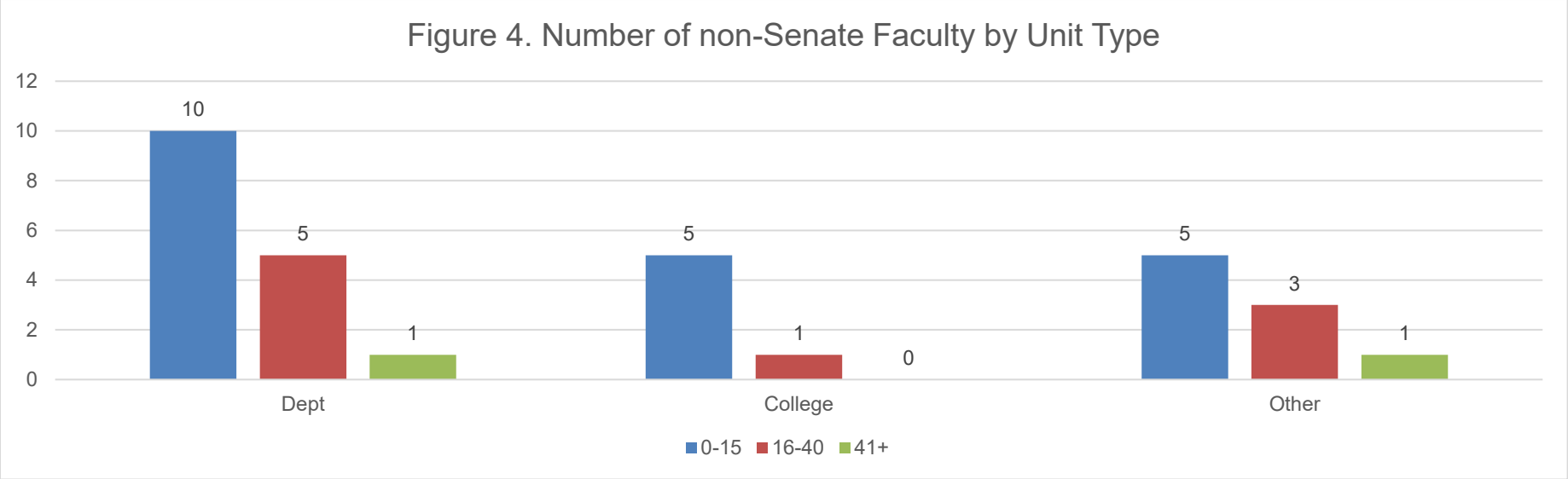
[1] Identifiable information about units, courses, and degrees provided in respondent comments was removed.

Q. Approximately how many instructors are in your unit?

Senate: 0-15, 16-40, 41+ (select one)

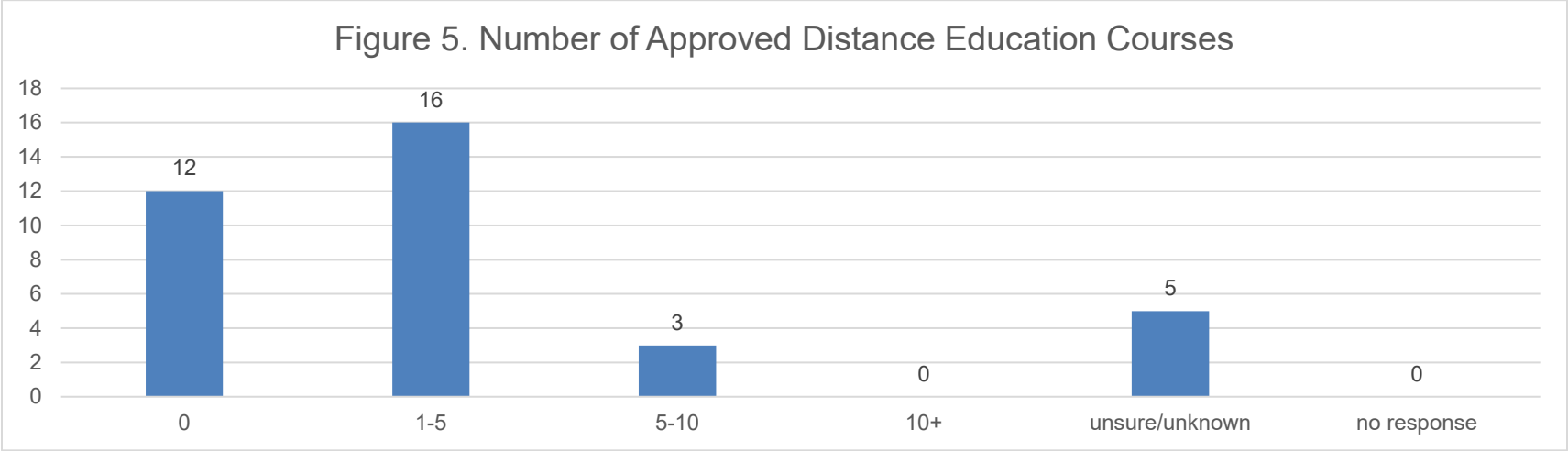
Non-Senate: 0-15, 16-40, 41+ (select one)



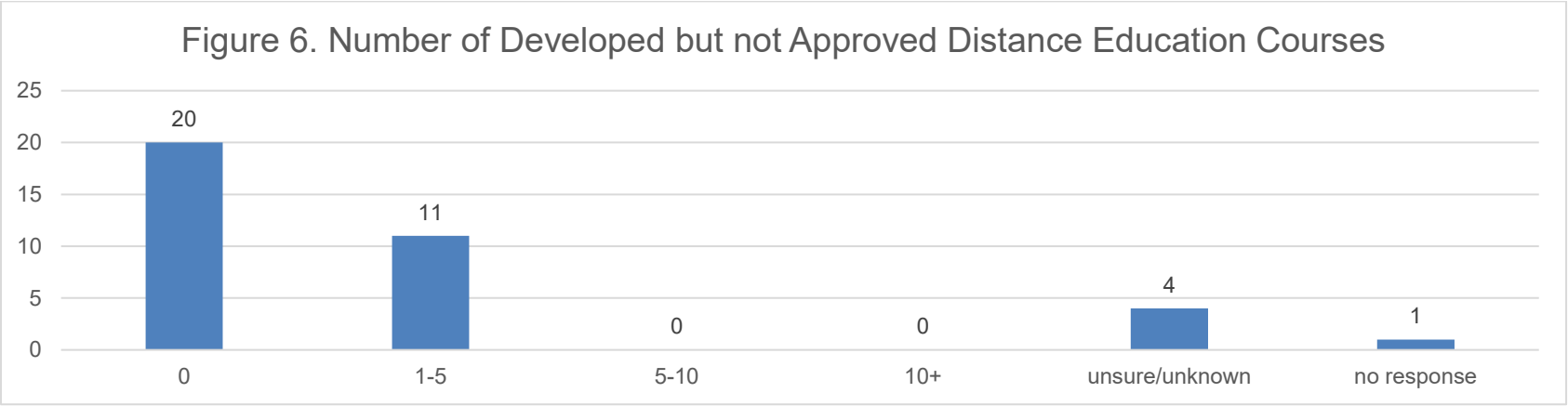


Q. Please provide the following best estimate for your unit:

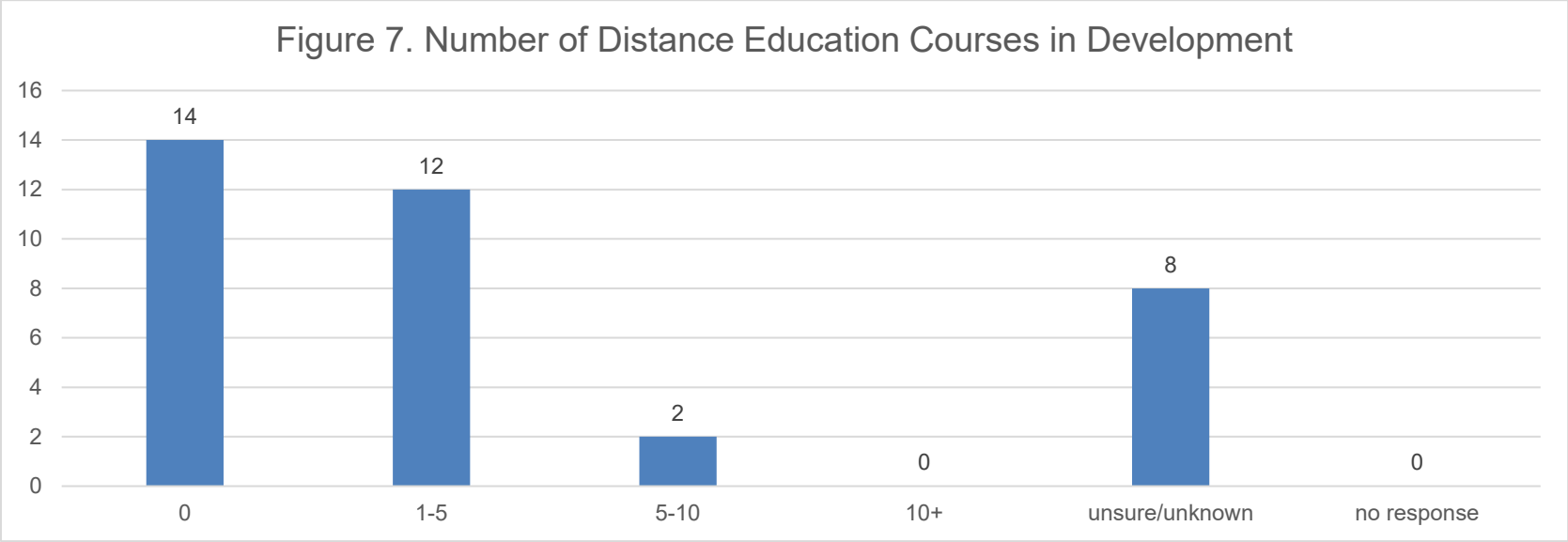
Number of approved distance education courses (0, 1-5, 5-10, 10+, Unsure/Unknown)



Number of distance education courses that have completed development and are currently seeking approval (0, 1-5, 5-10, 10+, Unsure/Unknown)



Number of distance education courses in development (0, 1-5, 5-10, 10+, Unsure/Unknown)

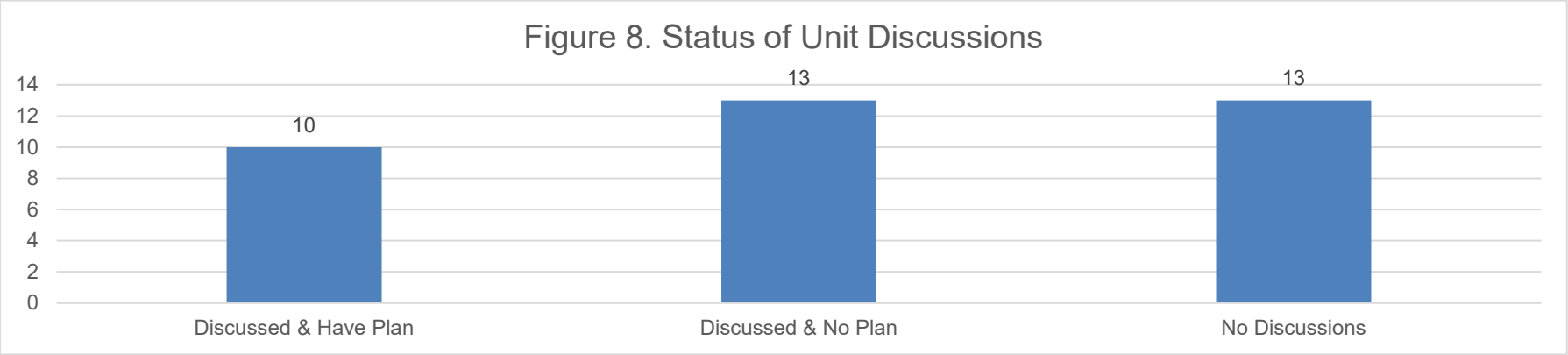


Q. Has your unit discussed plans to offer distance education courses? (Choose One – required)

Yes, we have had multiple discussions and reached consensus on a plan

Yes, we have had some discussions but have not reached consensus on a plan

No, we have not had coordinated discussions about distance education courses



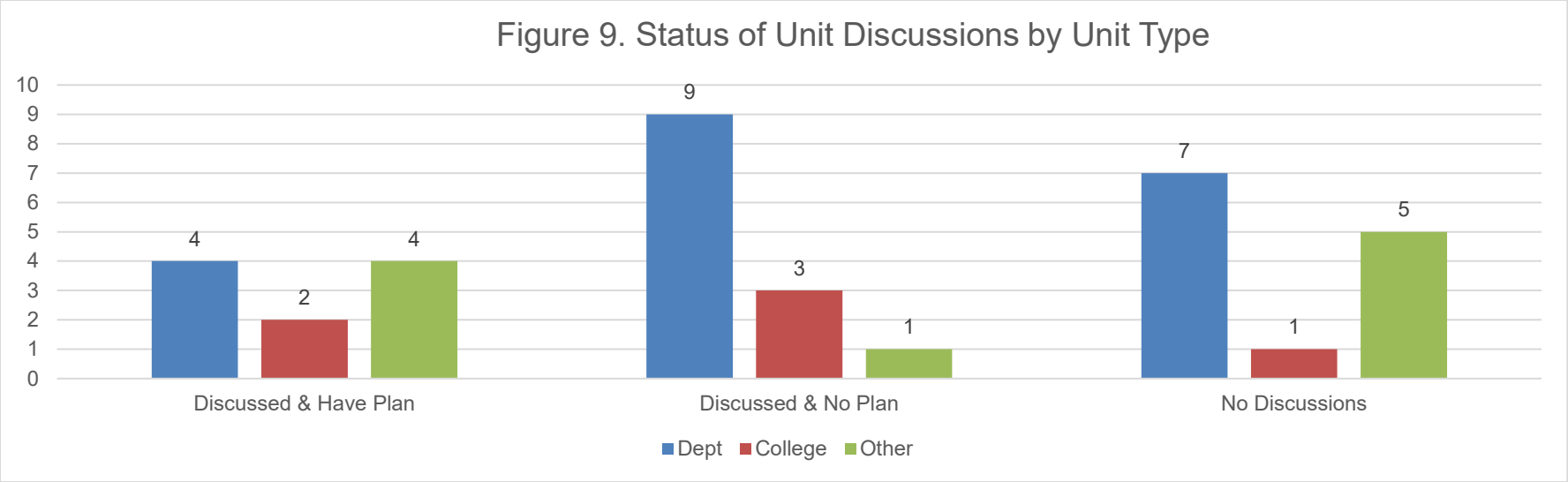


Figure 9. Status of Unit Discussions by Unit Type
10
9
8
7
6
5
4
3
2
1
0
4
2
4
9
3
1
7
1
5
Discussed & Have Plan
Discussed & No Plan
No Discussions
Dept
College
Other

If response to Has your unit discussed plans to offer distance education courses? *was* YES, we have had multiple discussions and reached consensus on a plan ***or*** YES, we have had some discussions but have not reached consensus on a plan*, the following questions displayed.*

Q. What factors initiated your unit's discussions? (Check all that apply, examples are not exhaustive)

Post-pandemic planning

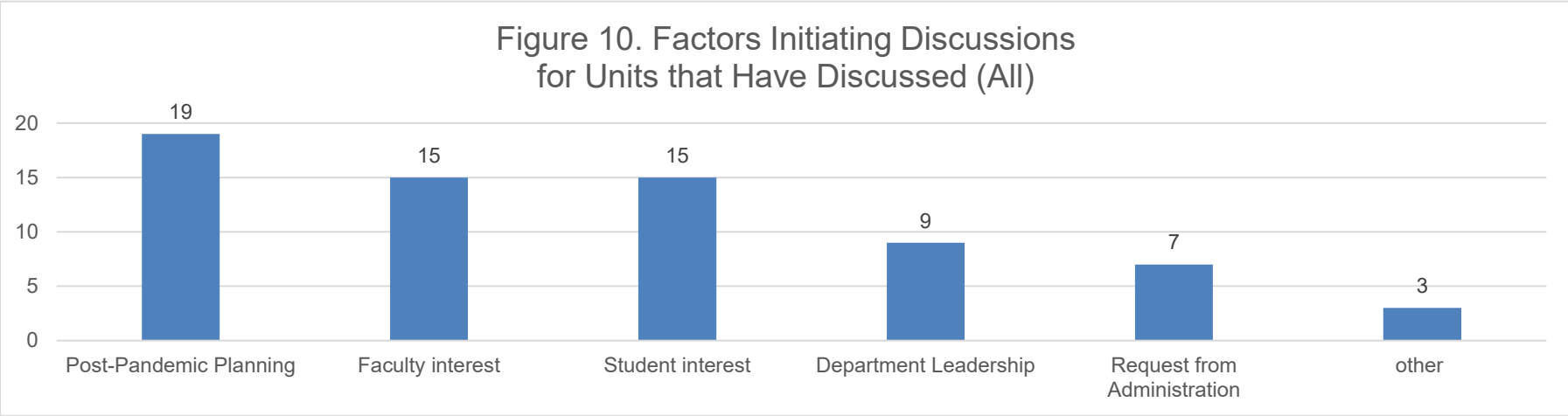
Request from Administration

Department Leadership

Faculty interest

Student interest

Other: _____

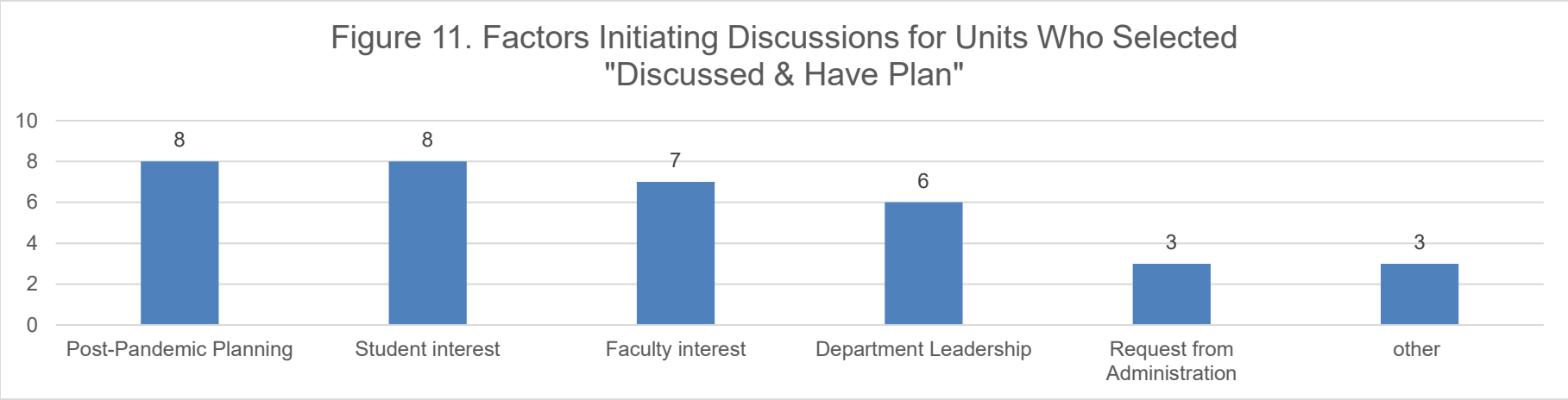


Other: - Text

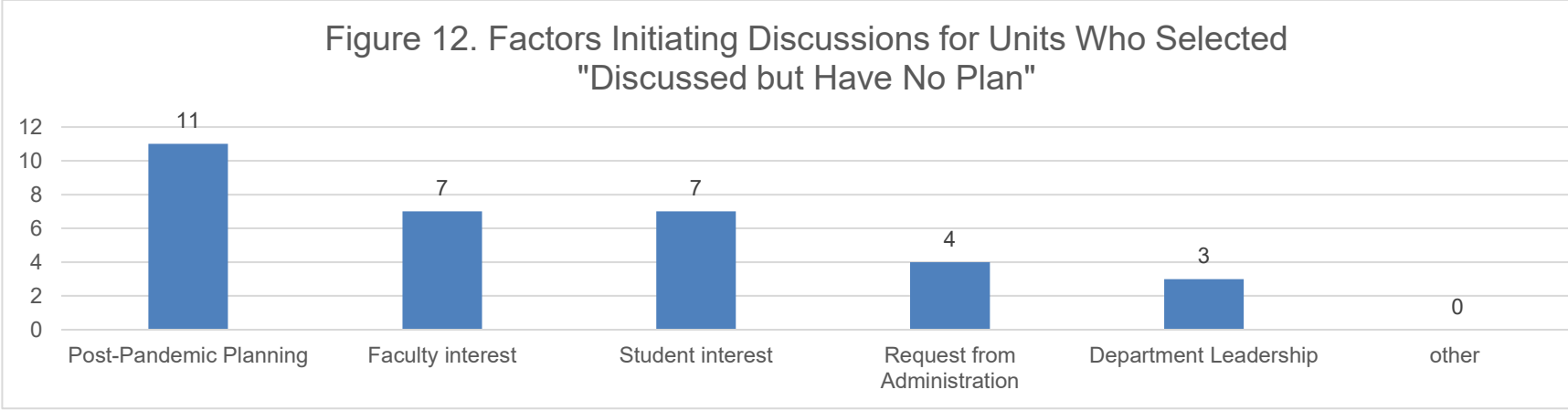
Market demand

Summer Session Enrollments

State-wide changes in education requirements for high school students



Other: - Text
Market demand
Summer Session Enrollments
state-wide changes in education requirements for high school student



Q. Where have these strategic discussions occurred? (Select all that apply, examples are not exhaustive)

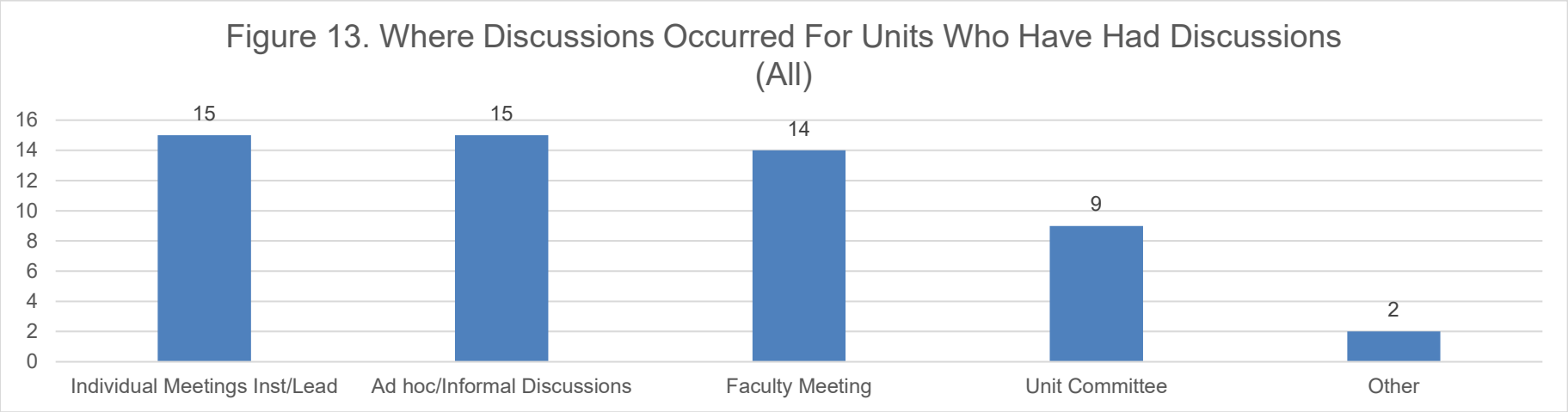
Unit designated committee (e.g., undergraduate or graduate curriculum committee, distance education workgroup, etc.)

Faculty meetings (e.g., unit/departmental meetings)

Individual meetings between instructors and unit leadership

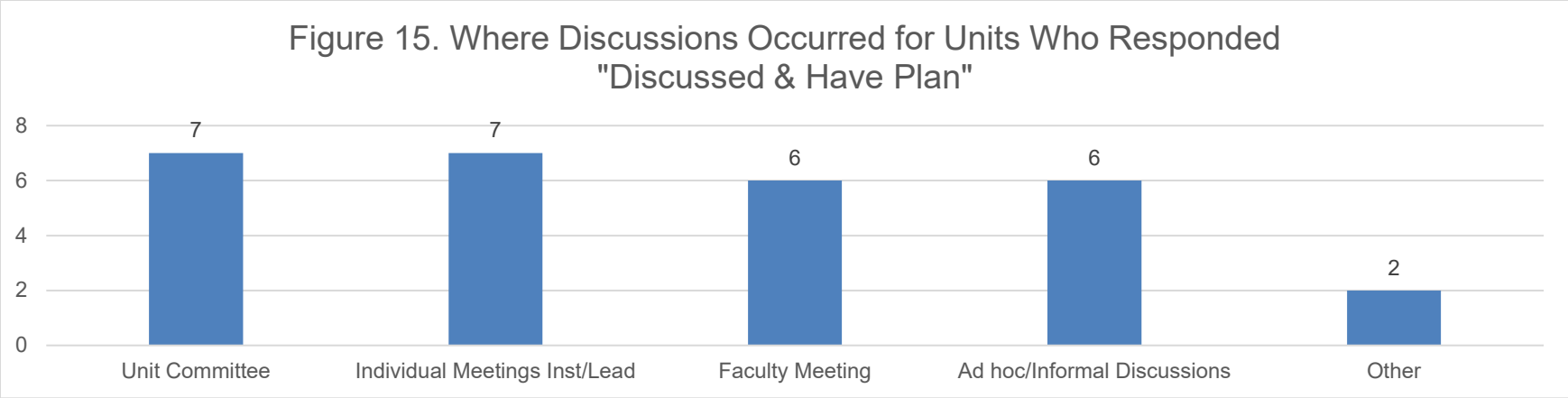
Ad hoc/informal discussions between faculty

Other _____



Other - Text

Working group with all area instructional coordinators.
Division of Educational Innovation we have 3 courses in a new pilot for SDUSD and also have plans for a new online Certificate in [Discipline].

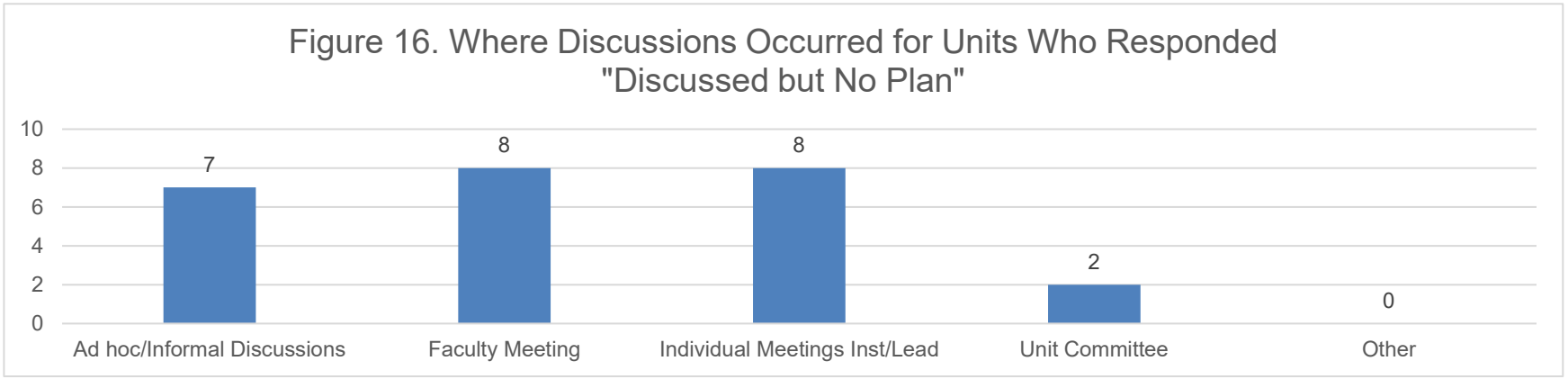


Other - Text

Working group with all area instructional coordinators.

Division of Educational Innovation we have 3 courses in a new pilot for SDUSD and also have plans for a new online Certificate in [Discipline].

Education



Q. What topics are covered in these strategic discussions? (Select all that apply, examples are not exhaustive)

Course types suitable for an online modality (e.g., lecture, lab, practicum)

Course levels/curricular requirements suitable for an online modality (e.g., lower division, upper division, general elective, degree requirement, graduate)

Instructor assignments (e.g., course staffing needs, course loads, etc.)

Instructor interest

Instructional support (e.g., academic student employees, advising, etc.)

Long-term planning for incorporating distance education into the unit's course offerings or curriculum

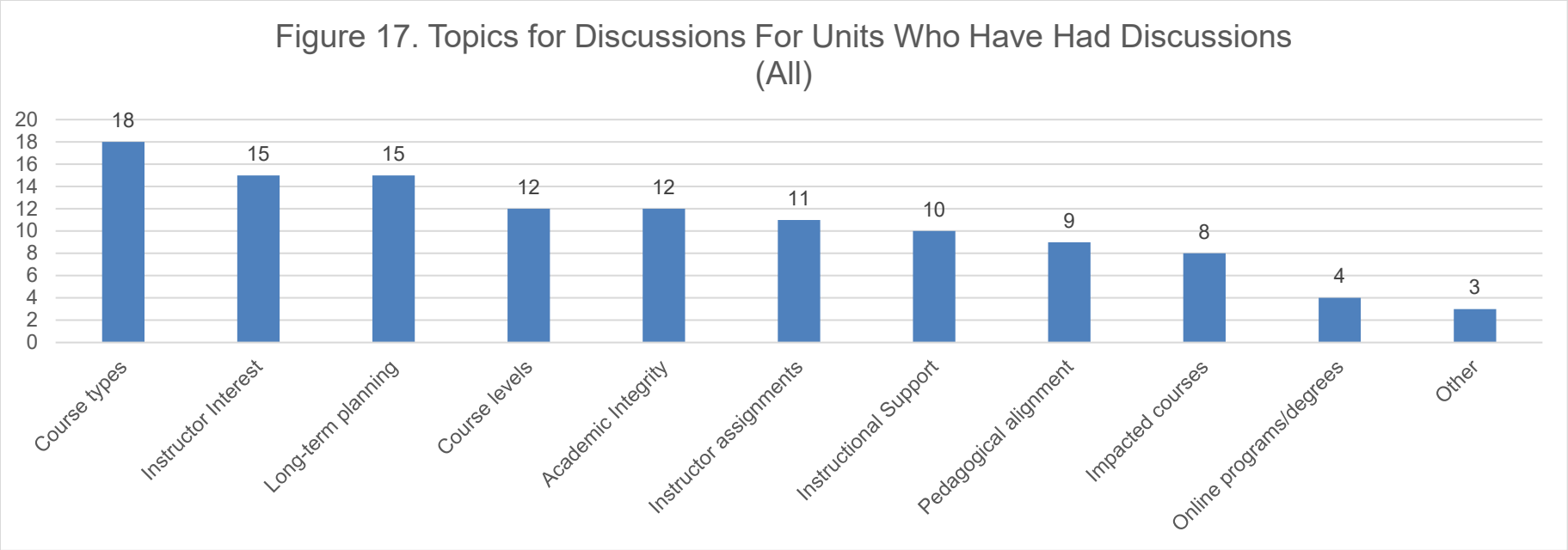
Pedagogical alignment (e.g., the course is about online education)

Academic Integrity

Online programs/degrees

Impacted courses/time to degree

Other _____

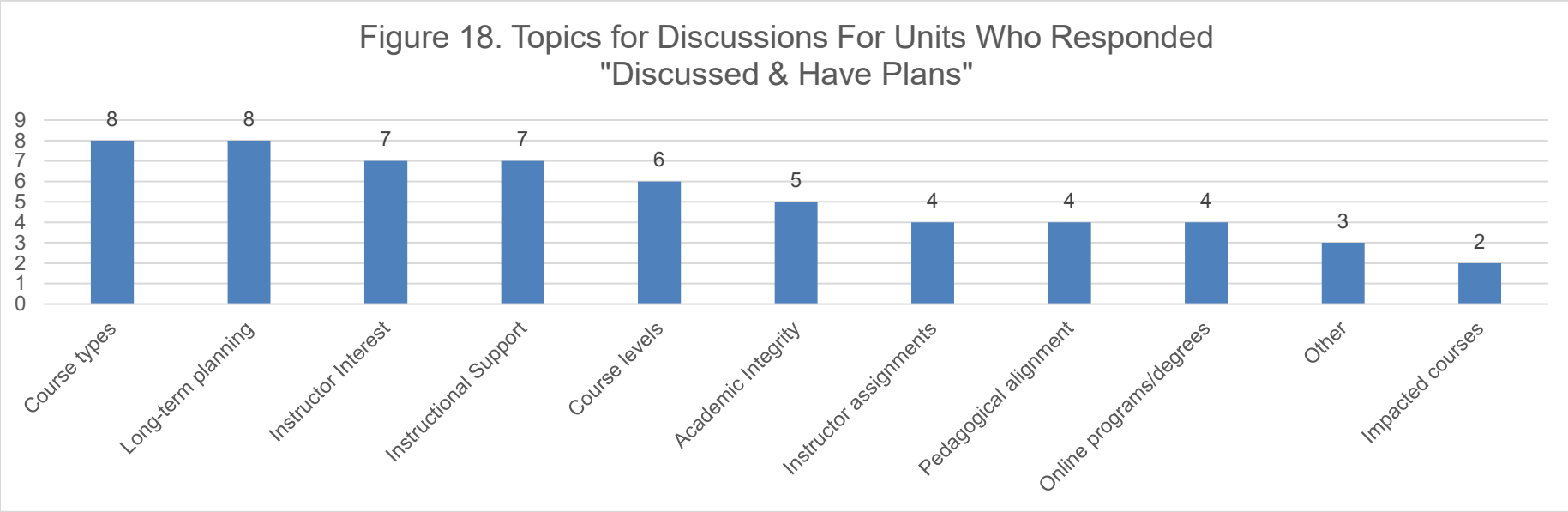


Other - Text

trainees at multiple geographic sites and issues with travel and parking

priority access for dept majors

Assessment methodology; minimizing risk of possible cheating for online assessments



Other - Text

trainees at multiple geographic sites and issues with travel and parking

priority access for dept majors

Assessment methodology; minimizing risk of possible cheating for online assessments

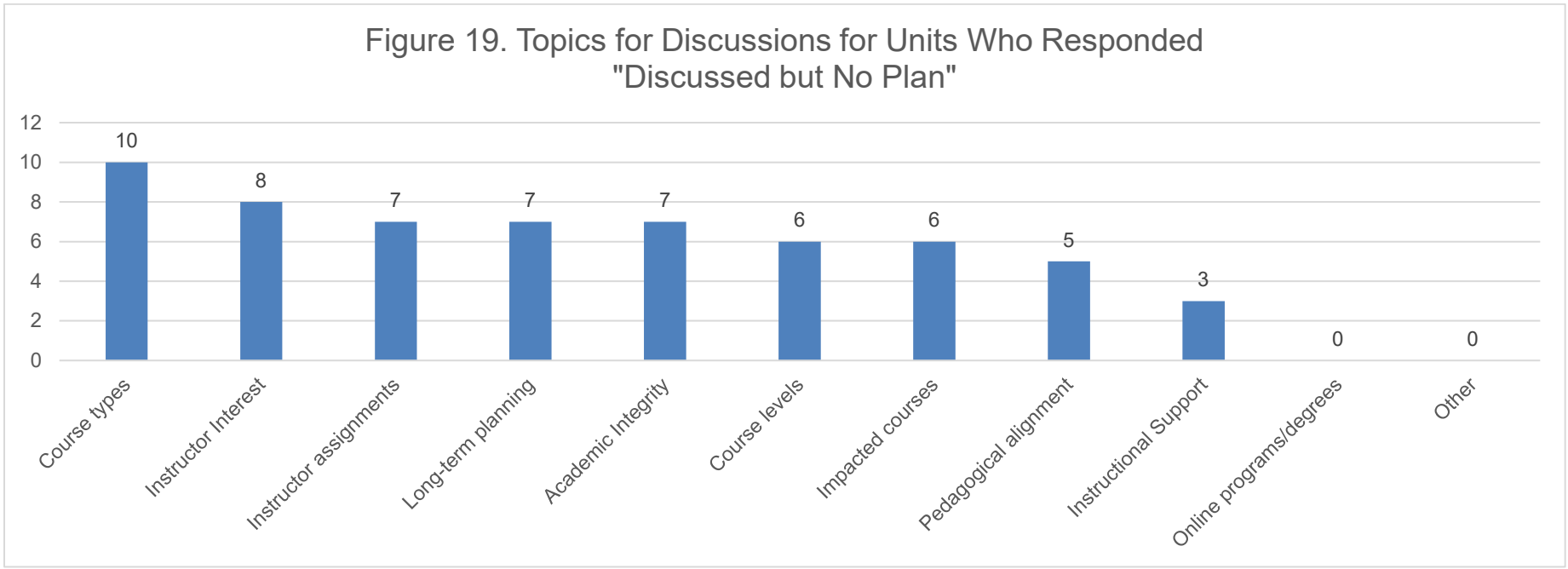
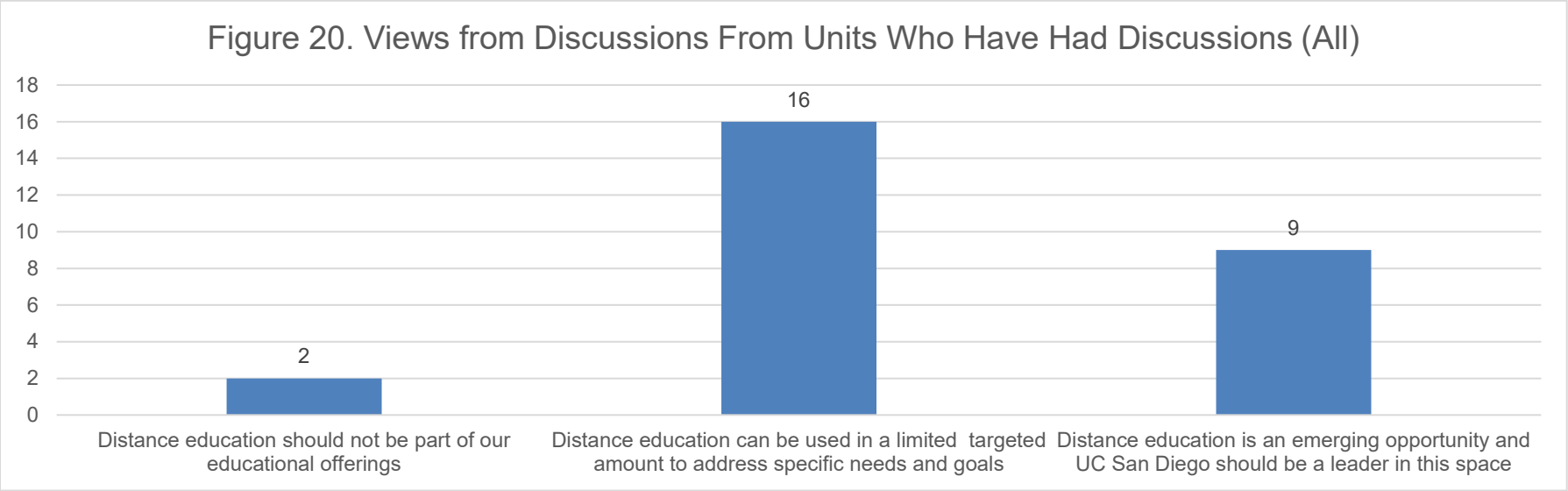


Figure 19. Topics for Discussions for Units Who Responded "Discussed but No Plan"
12
10
8
6
4
2
0
10
8
7
7
7
6
6
5
3
0
0
Course types
Instructor Interest
Instructor assignments
Long-term planning
Academic Integrity
Course levels
Impacted courses
Pedagogical alignment
Instructional Support
Online programs/degrees
Other

Q. After these discussions, what viewpoints emerged about distance education courses? (Select all that apply)

Distance education should not be part of our educational offerings
Distance education can be used in a limited, targeted amount to address specific needs and goals
Distance education is an emerging opportunity and UC San Diego should be a leader in this space



Q. Please elaborate on your unit's viewpoints about distance education courses: (Short answer)

We are only considering distance education courses during the summer, and not during the academic year.
primarily, we know it will help alleviate time to degree and meet instructor desire for flexibility, but there is legitimate concern about time/resources needed to create quality distance education courses
As a program, the view is that distance education is often a poor academic substitute for in-person courses. However, members of the teaching community are interested in further experimentation to see if there are ways to conduct distance education with integrity and quality because

of pressures created by the university's failure to fully fund TA salaries during the academic year, which requires us to offer more summer session courses, and the continued high enrollments in colleges and the pressure this creates for students concerning their time to degree.
At [Unit], we are very interested in distance education courses since market demand has shifted for our graduate programs. There is stronger interest in distance education from students due to the post-pandemic times. We plan to implement a hybrid (60% online and 40% in-person) [degree] program to provide more flexibility to our students. We want to create a 'best-in-class" experience using blended learning with a robust online learning platform coupled with in-person interaction, case discussion and team projects, etc. Our faculty are very interested in this, although we are cognizant of the additional investment of time and resources we will need to invest to re-develop courses into an ideal hybrid format.
Distance education needs to be piloted and benchmarked against existing courses. We have been developing assessments for existing courses that can be used to determine if distance courses are successful. This has also led to an understanding of where our existing in person courses are not operating as intended. Our focus is on expanding distance courses in summer session to develop the courses in a "sandbox" as we roll out assessments. Some courses are uniquely suited for distance offerings and solve particular problems. [Unit's] lab has been redesigned for the distance version and allows more access and an increase lab capacity. We have placed a cap on course size while we determine the policy for how teaching effort should be assigned to lab courses that are large enrollments. Our goal is to adjust our policies in steps as we expand offerings and accumulate additional assessment data.
We have an online [master's degree], and all of our R-courses are designed and intended for this degree program. At the current time, we are not planning to have R-courses outside of the [master's] program.
We currently offer three courses in a remote modality. These are our largest undergraduate courses and enroll 350-410 students in each course every year. We are currently piloting these courses with San Diego Unified School District for Advanced placement credits, so meeting high school and university requirements and we have plans to launch a critical [discipline] certificate degree online for SDUSD teachers who need to have additional [discipline] training to develop high school courses to meet new state high school graduate requirements under [state bill].
We have had strong success with some classes proposed by engaged and enthusiastic instructors. Doing this well and thoughtfully will help us meet demand for our classes, clear some curricular bottlenecks and help us generate more TA opportunities for our graduate students. It can (already has) increase the visibility of our department and we are exploring how/if it could help us reach people we are not currently reaching. In some instances, it also became clear during the pandemic that remote instruction was particularly well-suited for some kinds of material (especially in music technology and computer music). Faculty in that area have continued looking at ways to leverage those insights through hybrid and possibly fully remote classes moving forward.
We see an opportunity to educate more students, assuming that the challenges related to academic integrity can be overcome. Because our unit relies on non-senate instructors to deliver many courses, we have had extensive (and inconclusive) discussions about how to support nonsenate instructors (who are not paid for course prep) in preparing R courses, and how to protect instructors' intellectual property in recorded lectures and online course materials. Those concerns are the two principal barriers we have recognized to the development of R courses.
We have a large UG serving department and have had a few R courses that have been quite successful in terms of serving a large number of students. However, despite support for development and quite a lot of effort invested on the part of the instructors, these courses will likely

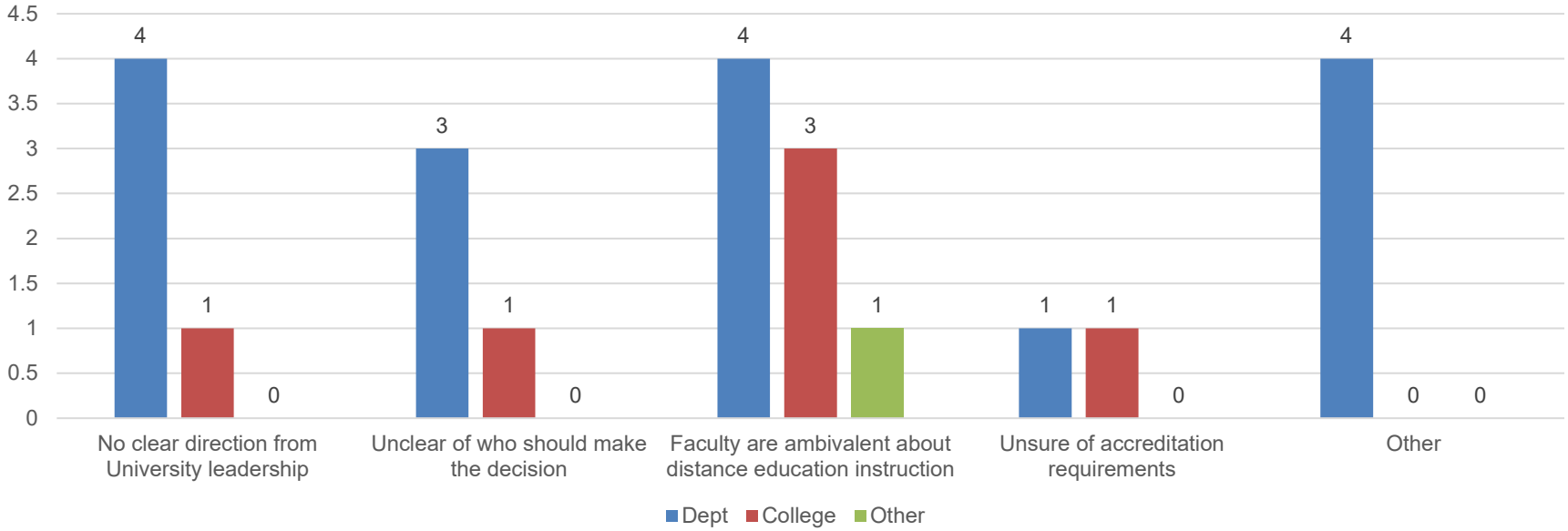
sunset because they are overly burdensome to teach due to extremely high enrollments, it is too difficult to ensure academic integrity, and instructors feel that there is a highly uneven experience for the students.
Only specific classes that are lecture based (often GE classes) can be considered for distance education. Also, some graduate seminars can be considered as well. But making and practice classes are not being considered for distance education-unless a pandemic like condition require that the class enter into distance education modality.
We continue to recognize that legitimate testing and grading of students in online courses is unmanageable and unfair to students with integrity. We also recognize that much is lost when teaching online.
We value in-person education for the pedagogical benefits. But there is room for judicious use of distance learning if it carefully utilized to increase access and maintain high standards. For example, we recently submitted a proposal for an R course version of [course number]. We expect the R version to be particularly useful for summer classes when many students would like to take remote classes so that they can return home and avoid paying high San Diego rents. We are also enthusiastic about the possibility of offering the R course to diverse high schools and community college students, by partnering with Extension.
TBA
We allow very few distance learning courses and have one on record. We plan to remain primarily in person.
The [master's degree program] believes that developing distance education courses is vital to the success of our program, will not detract from student learning, and will offer increased flexibility and opportunities to both students and faculty.
valuable in many respects, but there is some significant value to inperson discussion and hand on training that cannot be replicated
Our Master's graduate program supports a hybrid approach for didactic courses. Students in our program have strongly recommended and requested a hybrid (e.g., R course designation) approach.

If response to Has your unit discussed plans to offer distance education courses? *was* YES, we have had some discussions but have not reached consensus on a plan*, the following question will display.*

Q. Which factors have prevented your unit from reaching consensus? (Select all that apply)

No clear direction from University leadership
Unclear of who should make the decision
Faculty are ambivalent about distance education instruction
Unsure of accreditation requirements
Other _____

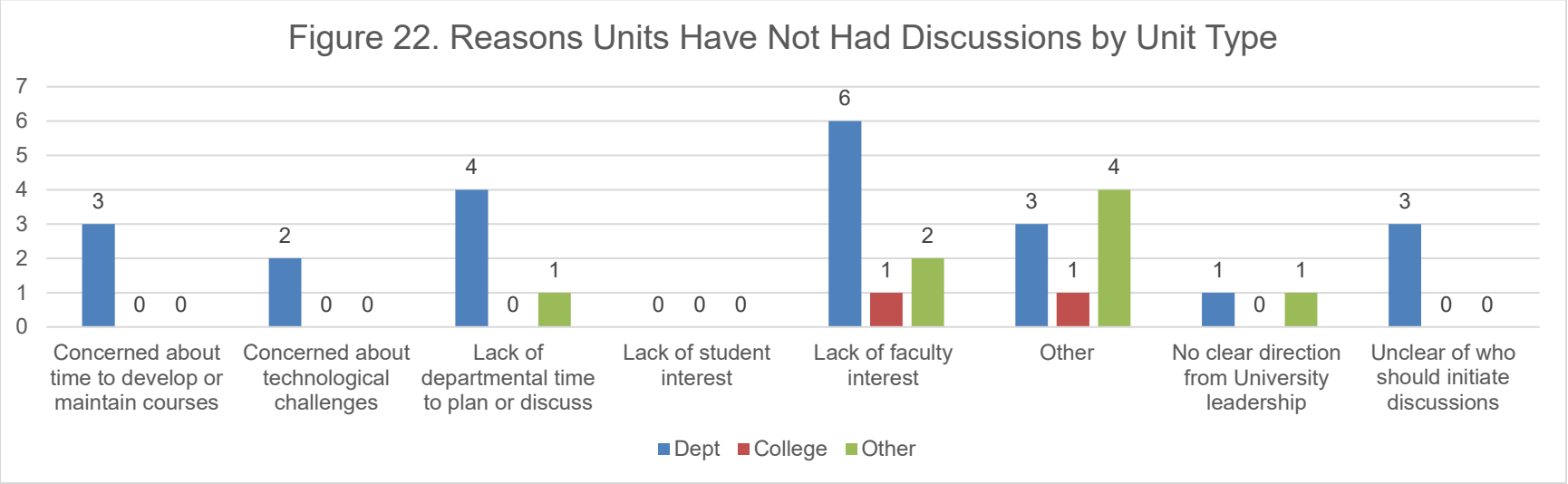
Figure 21. Factors Preventing Consensus by Unit Type for Units Who Responded "Discussed but No Plan"



If response to Has your unit discussed plans to offer distance education courses? *was* NO, we have not had coordinated discussions about distance education courses*, the following question displayed.*

Q. What are reasons your unit has not had discussions about distance education courses? (Select all that apply)

Lack of departmental time to plan or discuss
Lack of faculty interest
Lack of student interest
Concerned about time to develop or maintain courses
Concerned about technological challenges
No clear direction from University leadership
Unclear of who should initiate discussions
Other _____



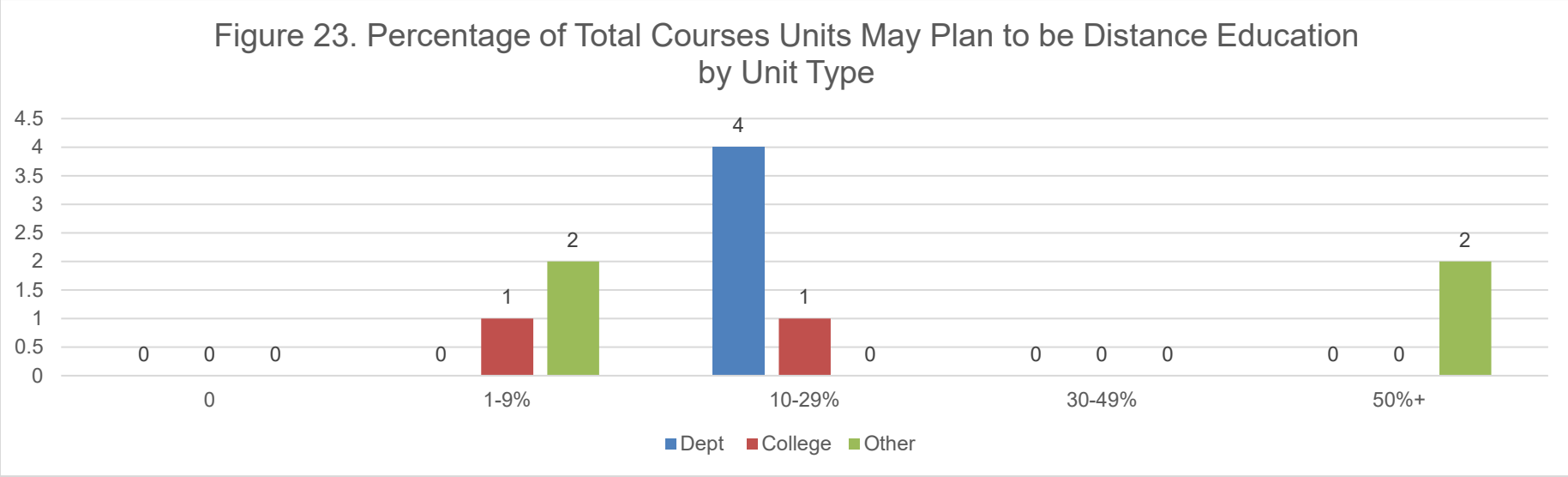
Other - Text
We do not believe online courses are productive for the kinds of classes we teach. We already have one R course regularly offered and one used in Global Seminars.
Faculty have expressed commitment to hands-on learning for lab and field-based classes, in particular
We plan to have a discussion next year
lack of funding
Unclear need and priority to develop distance education courses for our primary clinical doctorate program
we do not have courses
Concern about pedagogical needs and accreditation. Also budget implications. Expensive to do a good job.

The remaining questions asked about general impressions and opinions of the current state of distance education. All respondents were asked to complete the rest of the survey questions.

While some units may not have had discussions on distance education as an academic unit, the ad hoc was still interested in their perspective.

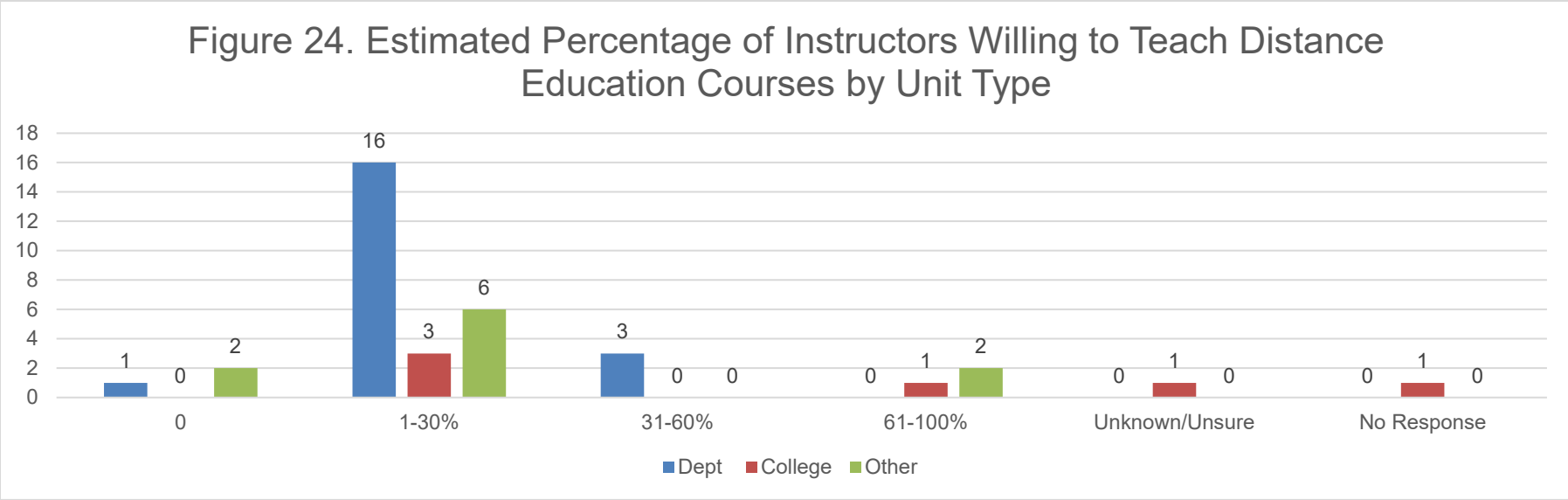
Q. Based on your unit's plans, please express, as a percentage of total courses offered by your unit, how many distance education courses your unit has planned or is planning to offer in the next two years?

Percentage of distance education courses your unit has planned or is planning in the next two years: (0, 1-9, 10-29, 30-49, 50+)



Q. What **percentage** of instructors do you estimate are willing to teach and/or have expressed interest in teaching distance education courses?

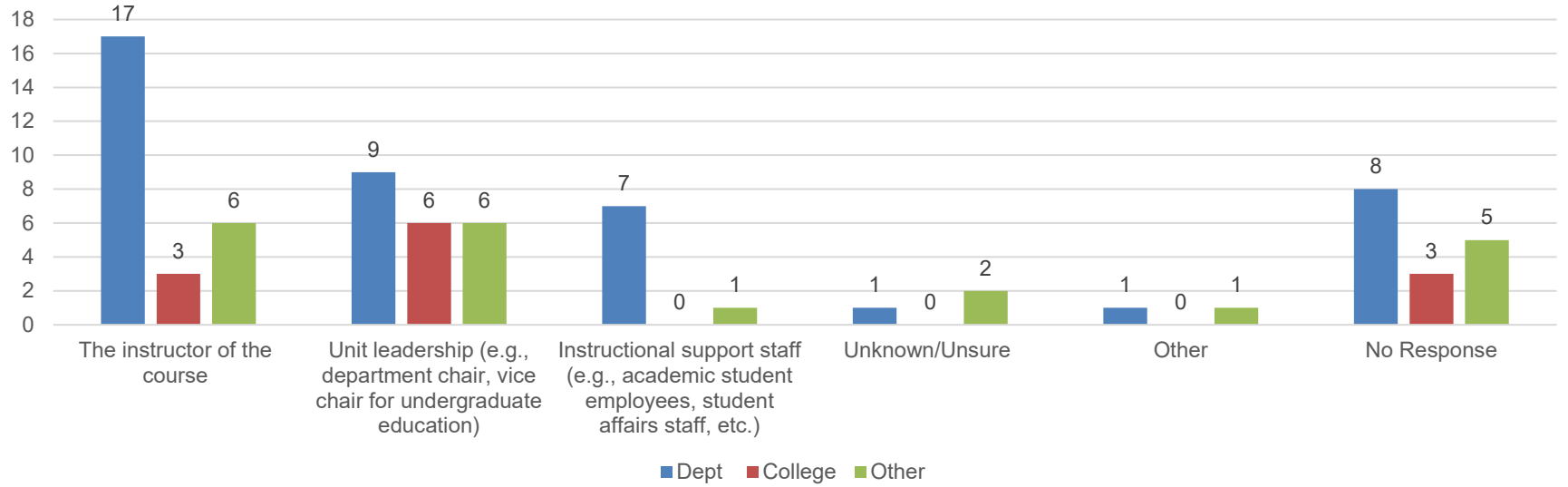
Percentage of instructors willing to teach and/or have expressed interest in teaching distance education courses: (0, 1-30, 31-60, 61-100, Unknown/Unsure)



Q. In your unit, who is, or would be, responsible for developing a distance education course and proposal? (Select all that apply, examples are not exhaustive)

The instructor of the course
Unit leadership (e.g., department chair, vice chair for undergraduate education)
Instructional support staff (e.g., academic student employees, student affairs staff, etc.)
Unknown/Unsure
Other _____

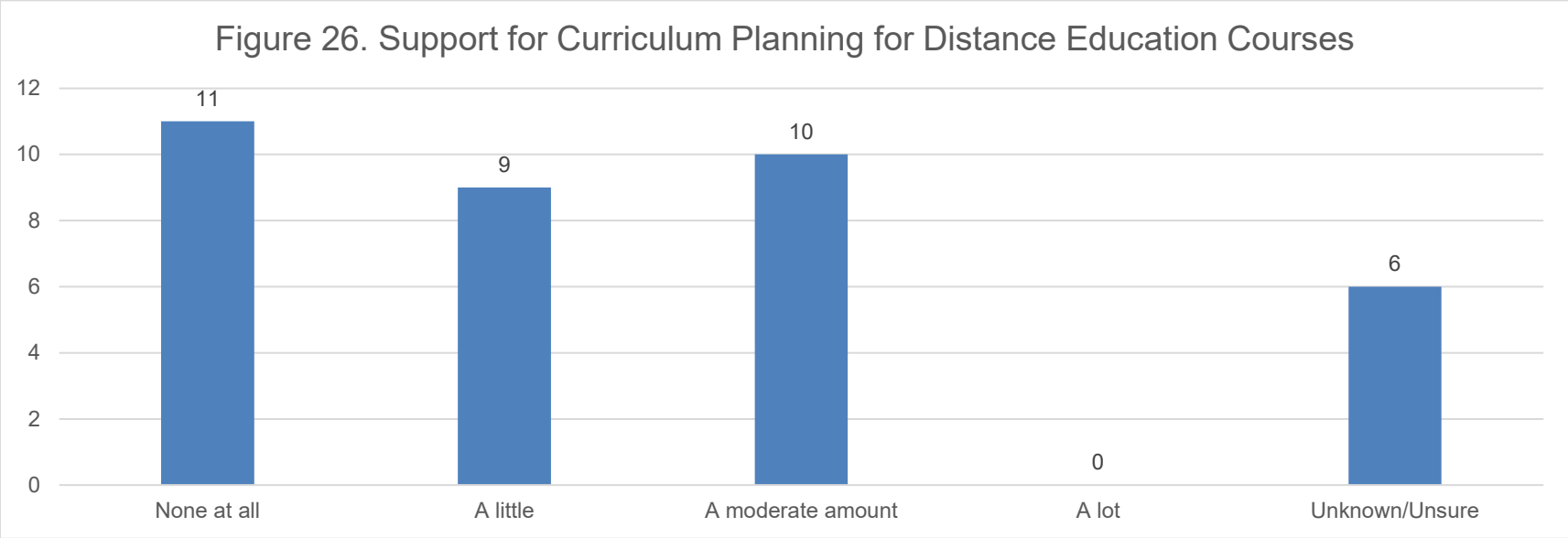
Figure 25. Designated Person/Role Responsible for Proposal Submission by Unit Type (Units selected all that apply)



Q. Below are stages for distance education course development and execution. Please indicate to what level the university's current infrastructure supports academic units in each of these stages.

> **Stages**: Curriculum Planning for Distance Education, Course Creation/Development, Proposal & R-course Approval Process, Course Maintenance, Course Assessment (e.g., learning outcomes, course efficacy), Ensure Academic Integrity Standards
> **Level of support:** None at all, A little, A moderate amount, A lot, Unknown/unsure)

Note: Graphs Displayed for Each Stage



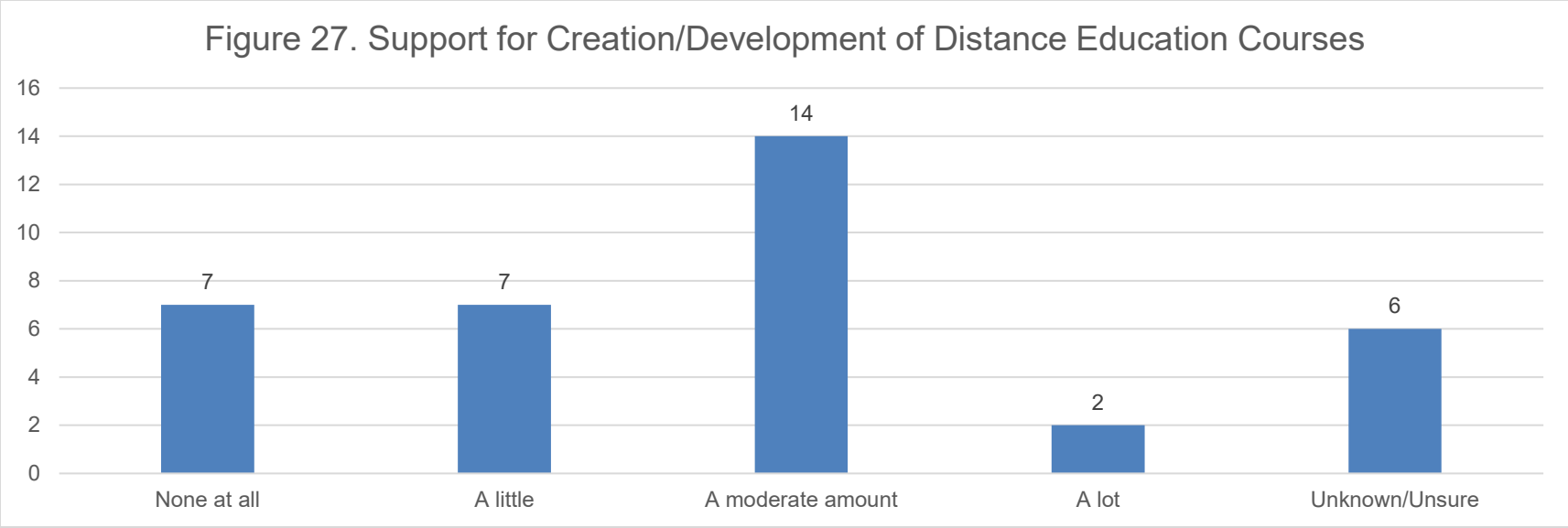


Figure 27. Support for Creation/Development of Distance Education Courses
16
14
12
10
8
6
4
2
0
7
7
14
2
6
None at all
A little
A moderate amount
A lot
Unknown/Unsure

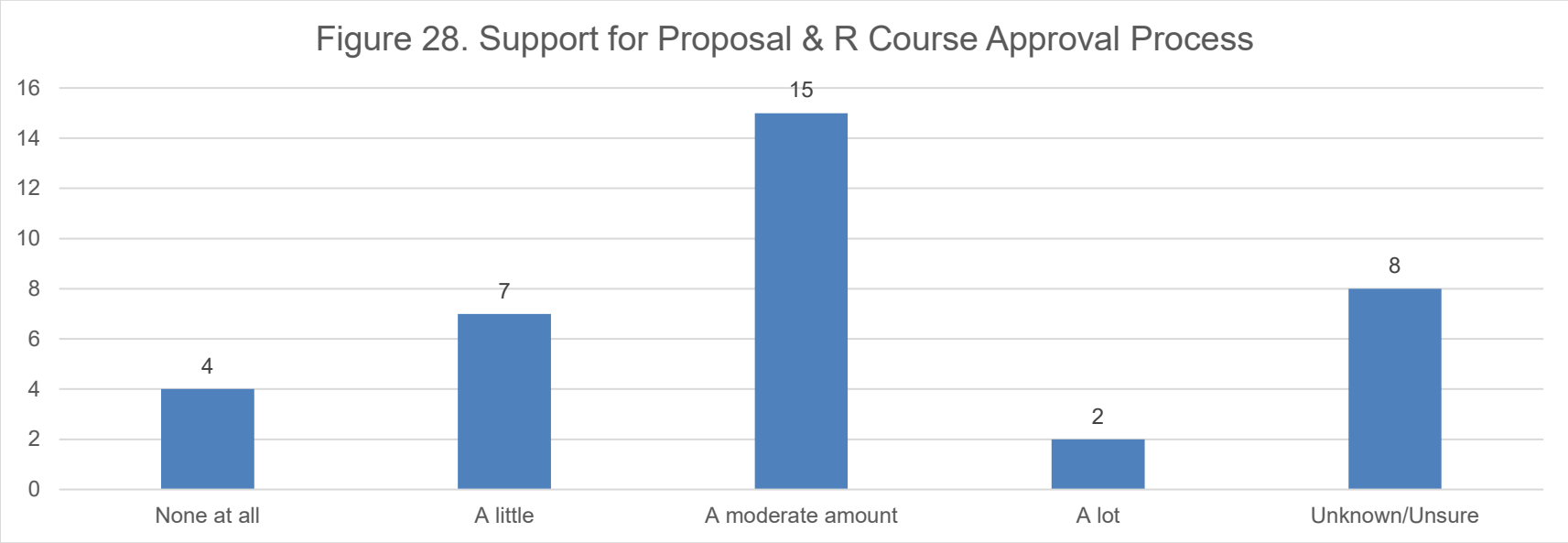


Figure 28. Support for Proposal & R Course Approval Process
16
14
12
10
8
6
4
2
0
4
7
15
2
8
None at all
A little
A moderate amount
A lot
Unknown/Unsure

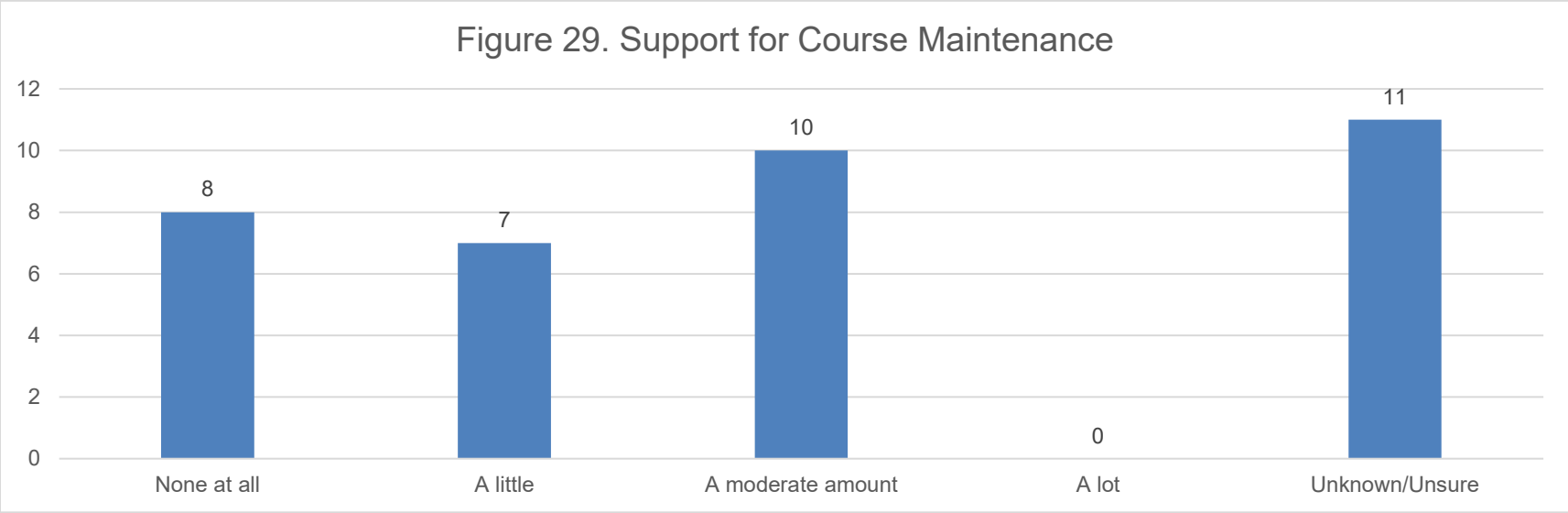


Figure 29. Support for Course Maintenance
12
10
8
6
4
2
0
8
7
10
0
11
None at all
A little
A moderate amount
A lot
Unknown/Unsure

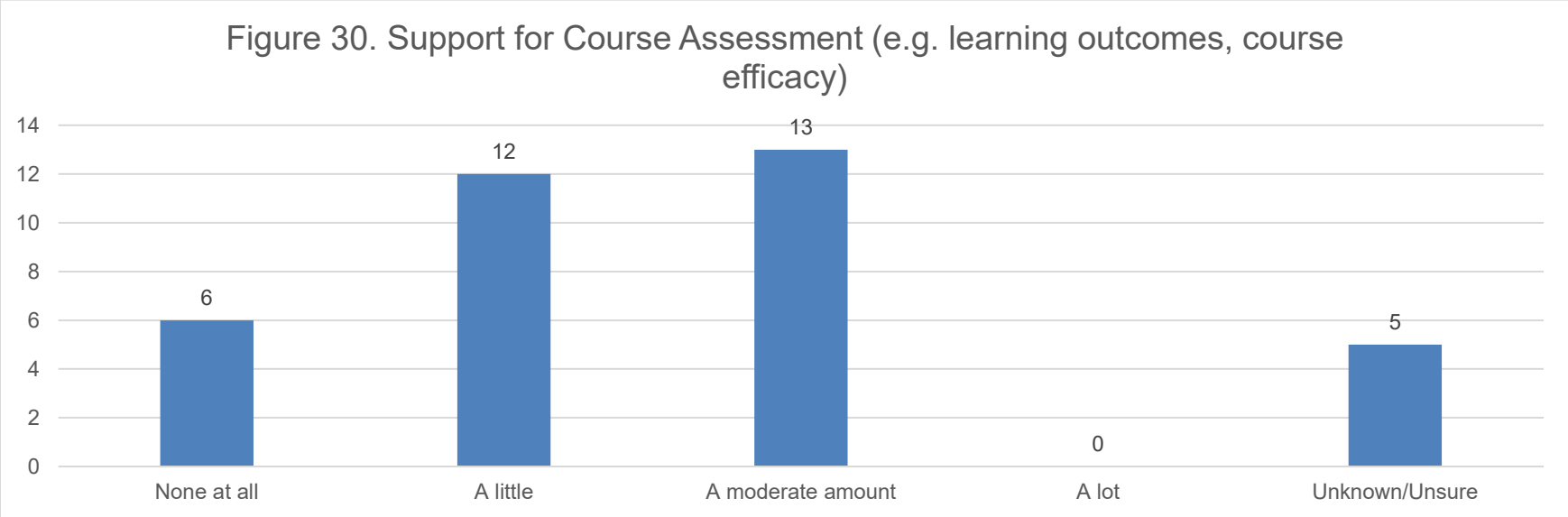


Figure 30. Support for Course Assessment (e.g. learning outcomes, course efficacy)
14
12
10
8
6
4
2
0
6
12
13
0
5
None at all
A little
A moderate amount
A lot
Unknown/Unsure

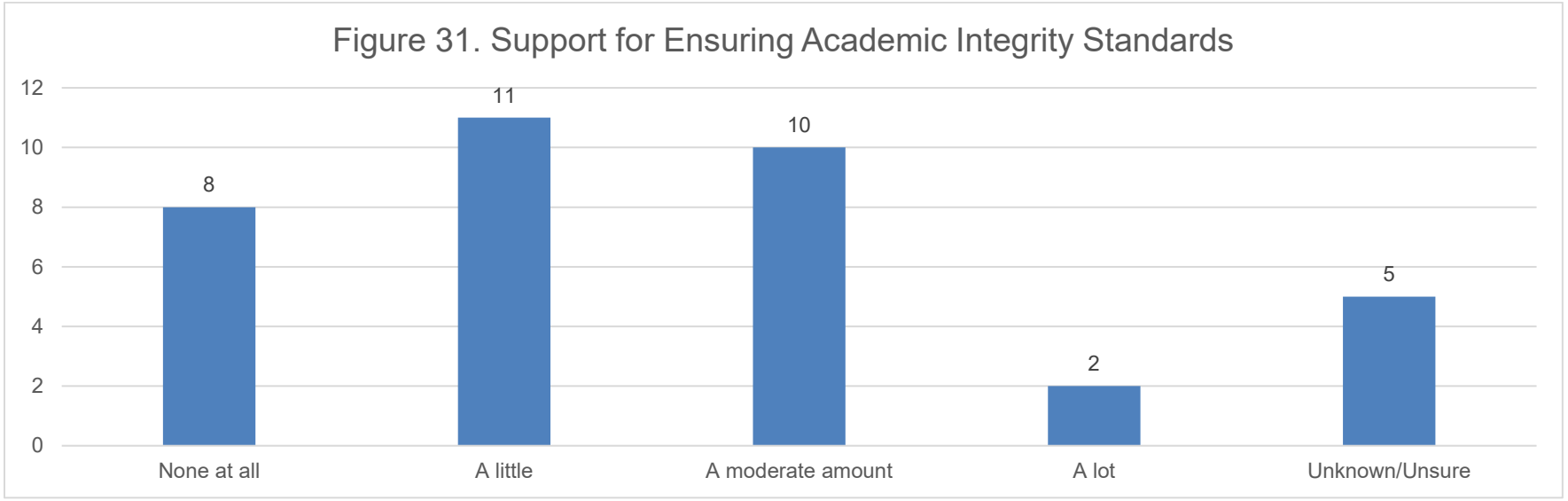
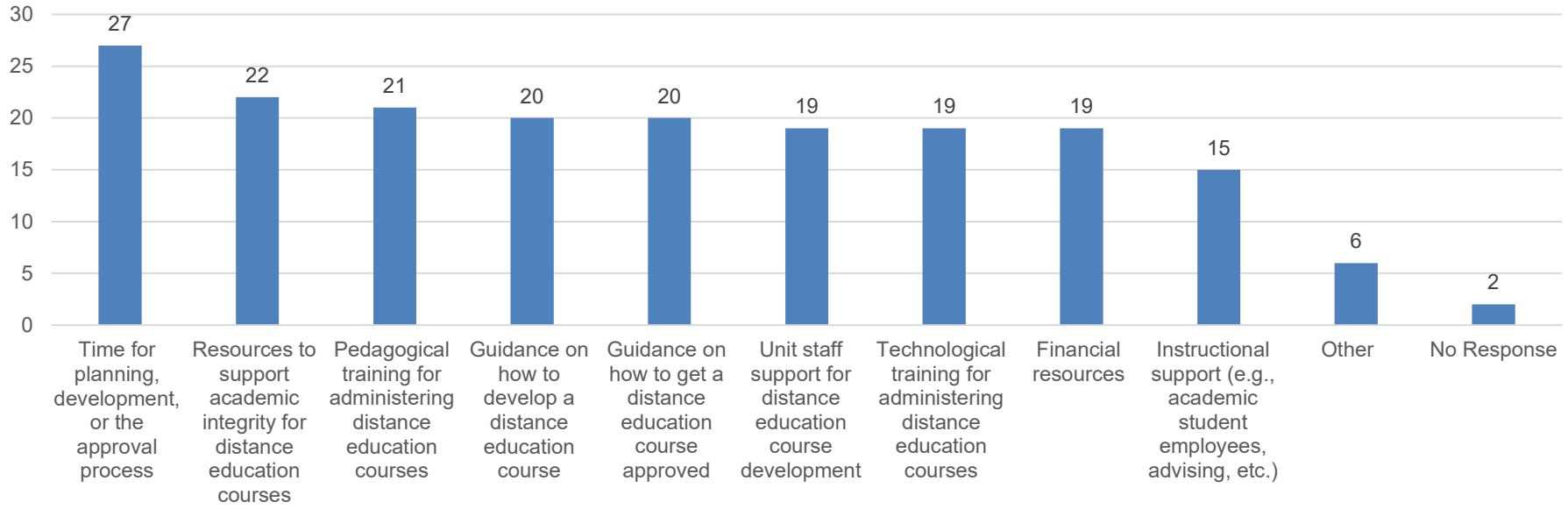


Figure 31. Support for Ensuring Academic Integrity Standards
12
10
8
6
4
2
0
8
11
10
2
5
None at all
A little
A moderate amount
A lot
Unknown/Unsure

Q. What tools or resources are needed from UC San Diego to support any of the stages listed above? (Select all that apply, examples are not exhaustive)

Time for planning, development, or the approval process
Unit staff support for distance education course development
Guidance on how to develop a distance education course
Guidance on how to get a distance education course approved
Pedagogical training for administering distance education courses
Technological training for administering distance education courses
Resources to support academic integrity for distance education courses
Instructional support (e.g. – academic student employees, advising, etc.)
Financial resources
Other _____

Figure 32. Tools/Resources Needed to Support Stages for Distance Education Course Development and Execution (Respondents asked to select all that apply)



Q. Below are reasons a unit may plan to offer a distance education course. Please drag and drop each of these reasons into the box that corresponds to how important these reasons are when planning distance education offerings. Please rank order the reasons within each category by dragging and dropping into the boxes [Four boxes were provided, representing different degrees of importance, as described below].

Reasons: Time-to-degree issues, Bottleneck courses, Increase academic year course offerings, Instructor preference for teaching remotely, Pedagogical alignment (e.g., course is about online education), Pedagogical advantage (e.g., remote guest speakers), Scheduling flexibility, Space availability, Student interest/preference, Student accessibility to courses
Level of Importance: Most Important, Somewhat Important, Not Important, Not a valid reason

Figure 33. Most Important Reasons to Plan to Offer Distance Education Courses

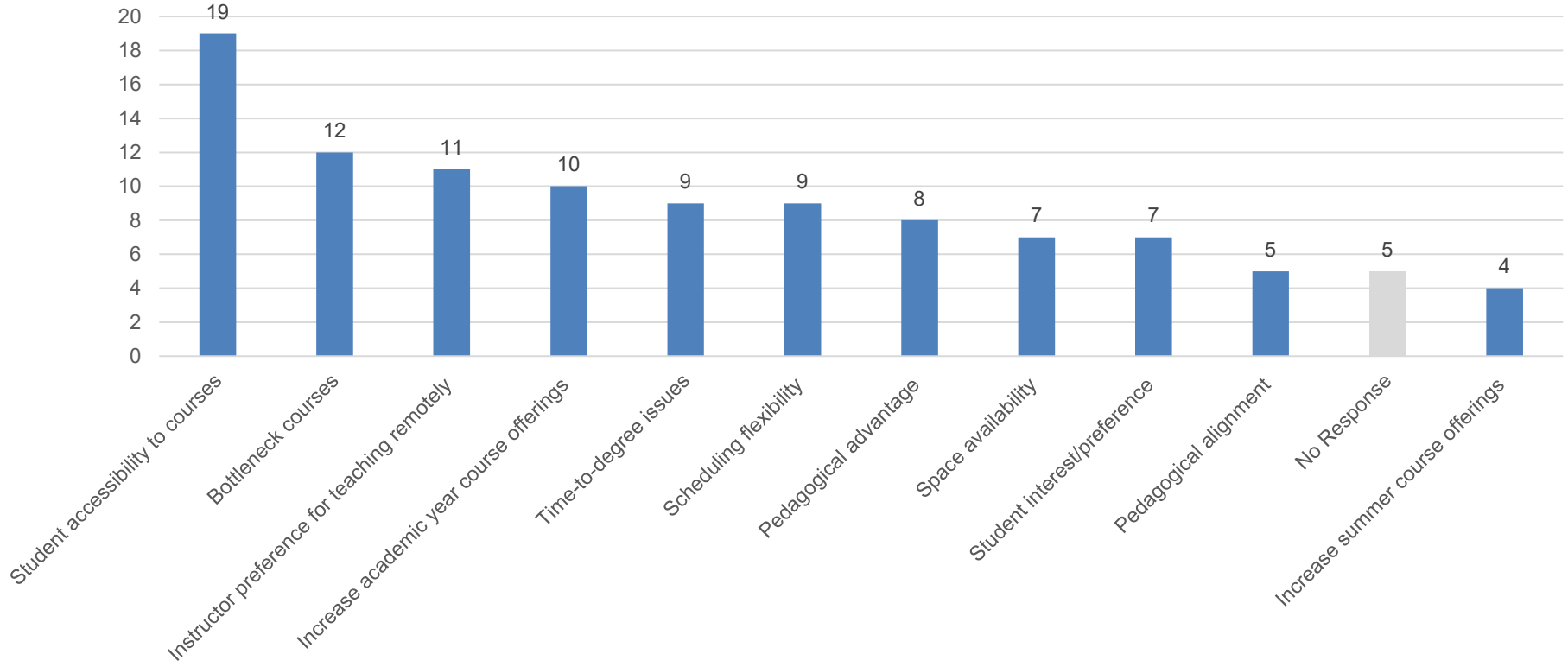
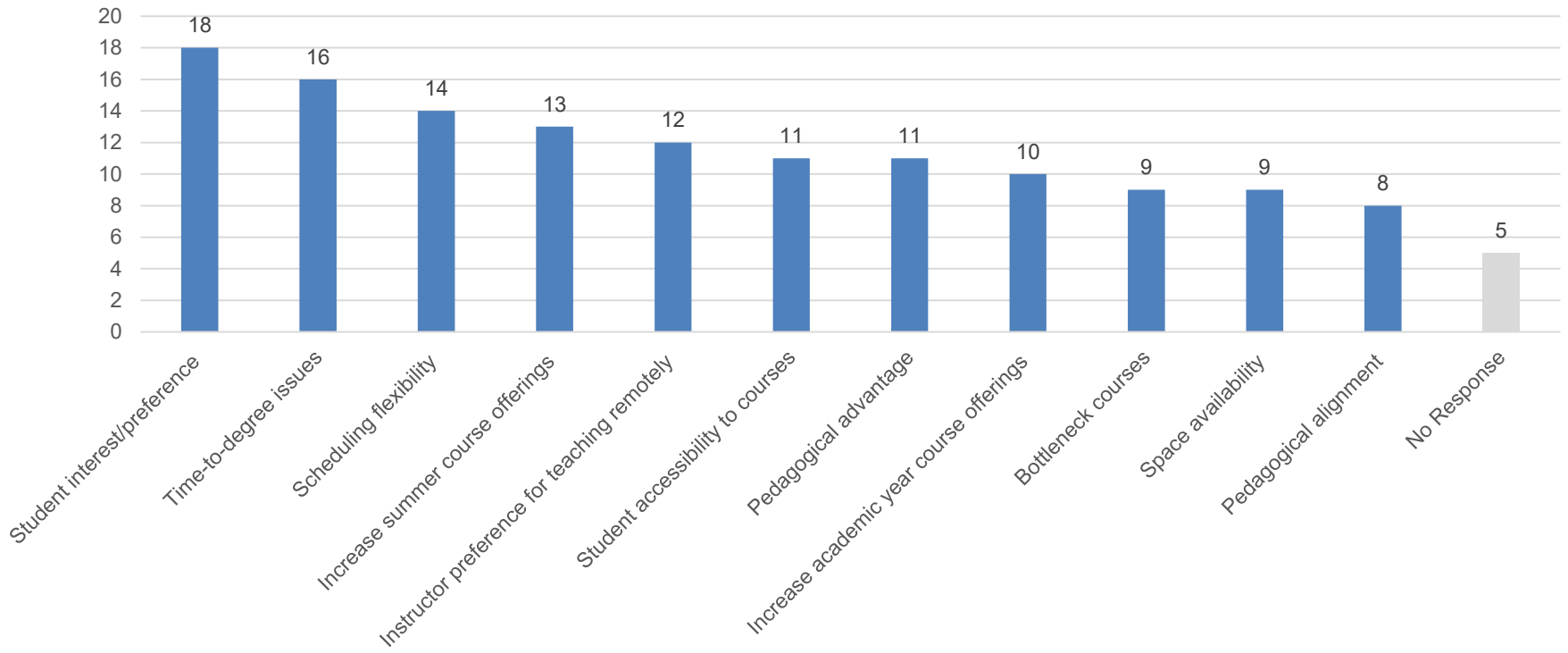
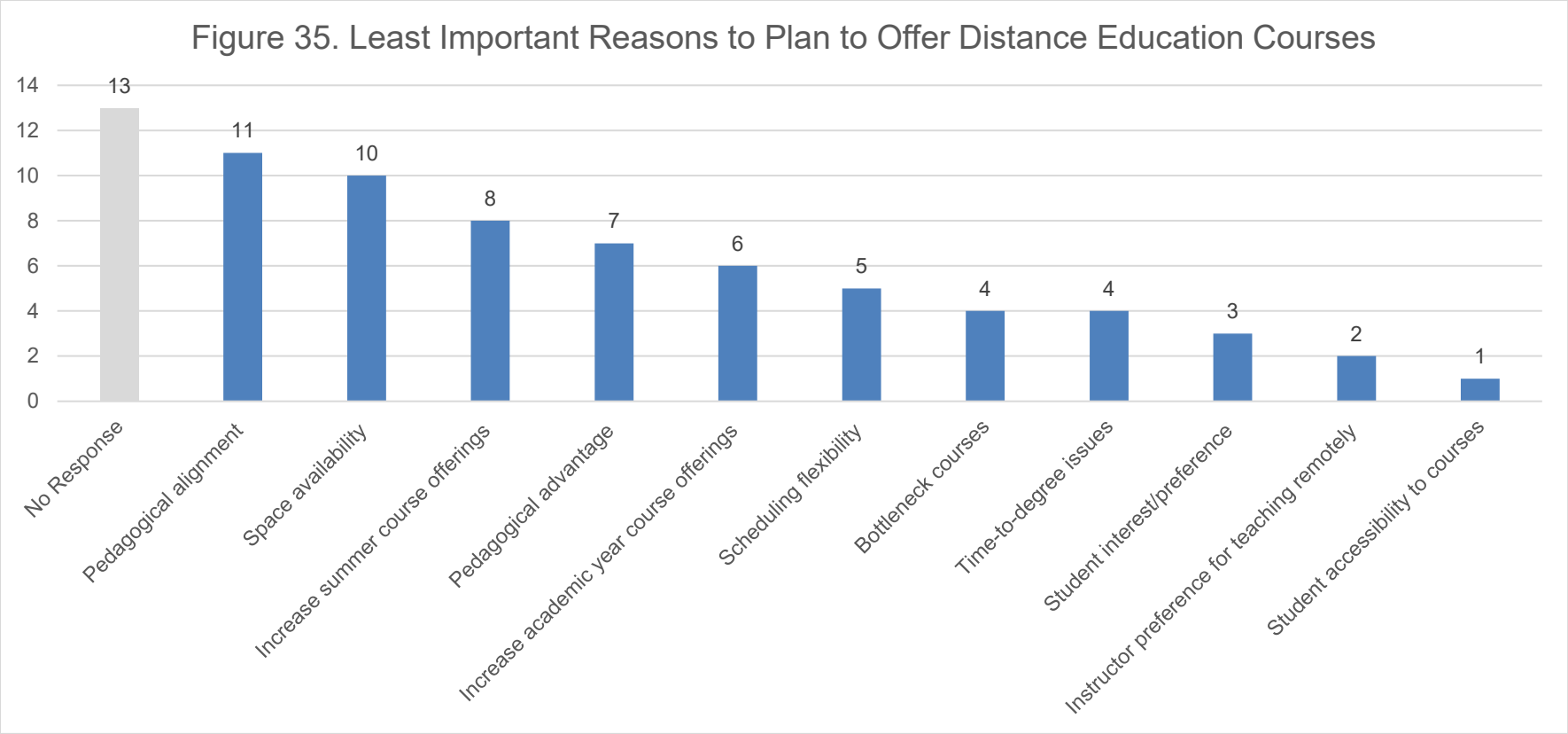


Figure 34. Somewhat Important Reasons to Plan to Offer Distance Education Courses





Q. Below are reasons a unit may not plan to offer a distance education course. Please drag and drop each of these reasons into the box that corresponds to how important these reasons are when planning to not offer distance education offerings. Please rank order the reasons within each category by dragging and dropping into the boxes [Three boxes provided representing different degrees of importance, as described below].

> **Reasons:** Academic Integrity concerns, Doesn't fit within the curriculum, Lack of resources, Lack of student interest/preference, No interest from instructors, Skepticism about distance education efficacy, Takes too much time to develop, Takes too much time to get approved, Takes too much time to maintain, Technology used is too complicated
> **Level of Importance:** Most Important, Somewhat Important, Least Important

Figure 36. Most Important Reasons to Not Plan to Offer Distance Education Courses

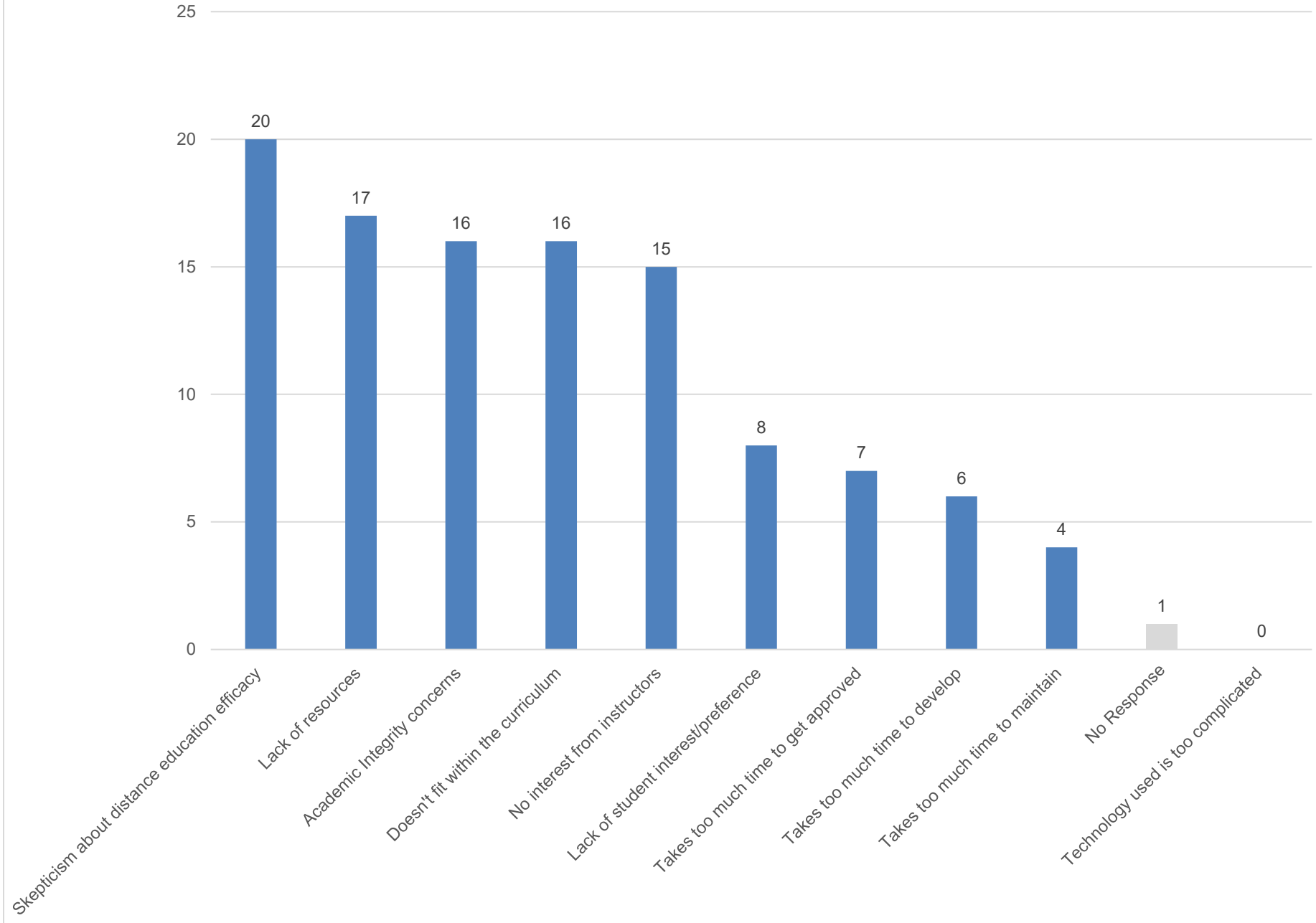


Figure 37. Somewhat Important Reasons to Not Plan to Offer Distance Education Courses

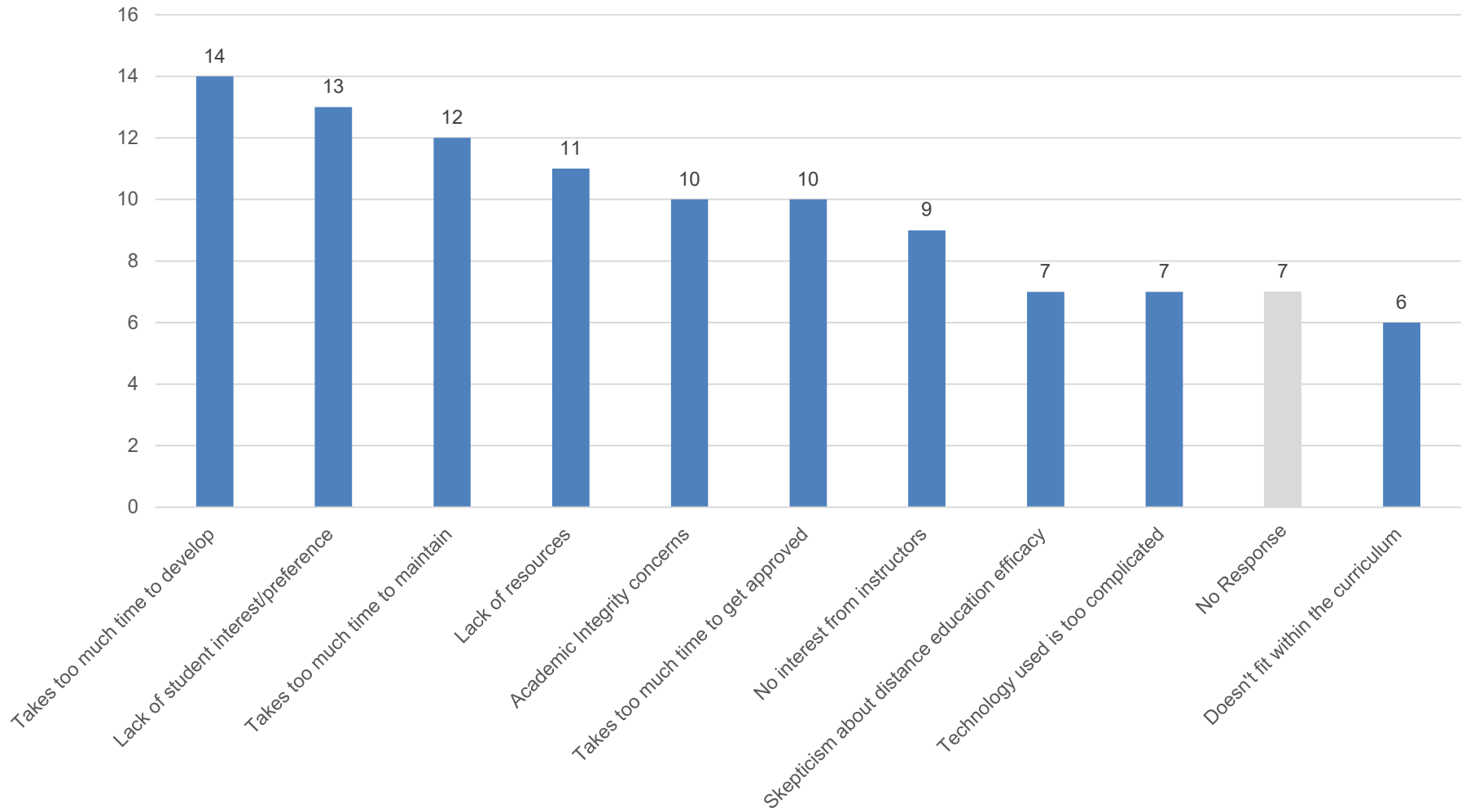
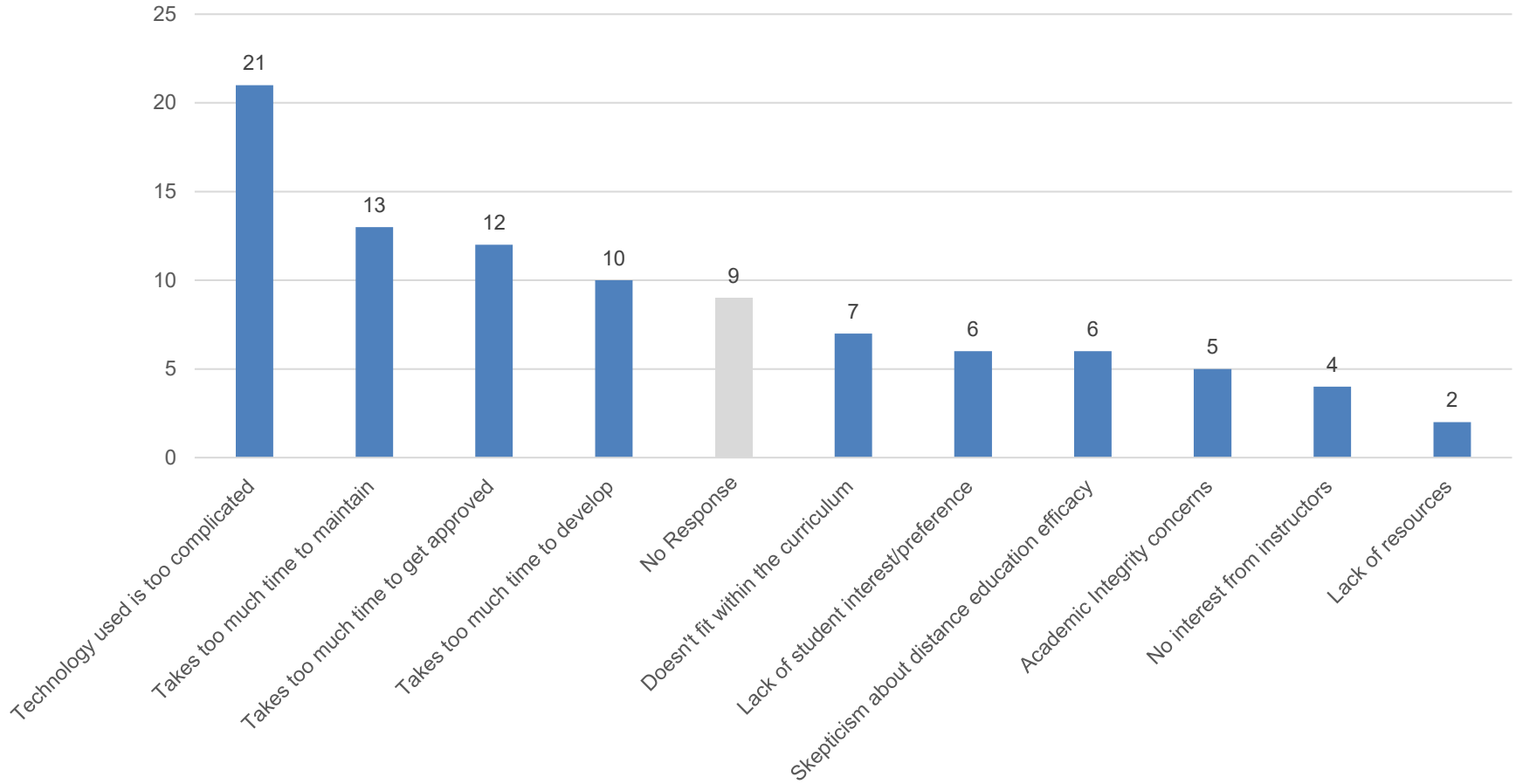


Figure 38. Not Important Reasons to Not Plan to Offer Distance Education Courses



Q. Of the courses that do not already have the R-course designation in your academic unit, what are the top three that you would prioritize to develop as distance education courses? Why were these three courses selected?

Table 1. Summary of Courses Designated by Course-Level

Course Type	# of Courses
Lower Division	34
Upper Division	10
Graduate	7
Note: 19/36 respondents provided at least one course they wish to make a DE course	

Reasons for Course Selection

[Course title] is offered jointly with [course number]. We expect the R version of [course Number] to be particularly useful for summer classes when many students would like to take remote classes so that they can return home and avoid paying high San Diego rents. We are also enthusiastic about the possibility of offering the R course to diverse high schools and community college students, by partnering with Extension. Having an R version of the course will help to make it possible for to handle high numbers of enrollments.
A required course for transfer students. We would prioritize because some non traditional students have requested distance learning to accommodate work and family conflicts with classes.
Compulsory lower division class
Could fit with new program for outreach to high school students
[Course title] course, well suited upper division course for an online [unit name] graduate certificate
Elective course that could be remotely taught together with the other 2 UC Schools [of school name] for synergy and collaboration. Instructor already teaches same content at another UC [school]
[Course title] - selected due to popularity of course and importance of material for subsequent coursework
[Course title] - selected to allow for congruence with predecessor course
Fits the medium very well [medium name]. Key instructor has been extremely successful at developing and running remote courses. Current student interest way outstrips capacity.
Gateway course for entry to the major. Often used as part of summer bridge programs so it would expand access if in a distance format
Gateway course to one of our majors; we are the only UC campus to offer such a major, so we anticipate substantial interest from students at other UC campuses
GE course - Course format has been adapted to accommodate large audience (400+)

GE course - internal discussions about how course could be adapted to reach a larger audience, though not specifically regarding a distance learning format
GE course and also a core part of the [program Name] minor curriculum. Could be a valuable course in campus's growing climate curriculum.
GE requirement without intensive writing instruction
High enrollment course. We already have taught this remotely during COVID and in every summer session up to the present time (since Covid). We want to offer this as an R course during the academic year. We already have the 1st course in the sequence as an R course [course number]. The director submits the proposals and has not had the bandwidth to develop another proposal. He will do so in AY23-24
In order to allow students who couldn't complete first year writing sequence due to AWP placement to get started on sequence in summer after completion of AWP
Large enrollment course that fulfills DEI requirement. Medium would work v well and allow for guests/interviews and demonstrations well beyond what's possible in the classroom. Would solve scheduling/space problems w the class and ensure solid coverage of DEI goals in a course.
large lower division/DEI course/and/or high demand
Lower division introductory level [discipline] course in [subject] will support an online [discipline] certificate
Mostly computational
Numerical class, should work online
Lower division introductory level [discipline] course in [subject] will support an online [discipline] certificate
[Course title] selected to allow for congruence with predecessor course with R-course designation
[Course numbers] are the same course on [subject with description of subject]. [Course description removed]. We expect the R version of [course number] to be particularly useful for summer classes when many students would like to take remote classes so that they can return home and avoid paying high San Diego rents. Having an R version of the course will help to make it possible for to handle high numbers of enrollments.
Programming class, should work online
Required course for one of our majors; we are the only UC campus to offer such a major, so we anticipate substantial interest from students at other UC campuses; recruiting lecturers with the requisite skill set is difficult, and remote instruction would open up a larger instructional labor pool
Required course to one of our majors; we are the only UC campus to offer such a major, so we anticipate substantial interest from students at other UC campuses; and one of our instructors who lives outside the San Diego area is interested
Required for many majors and often causes students difficulty. [Course subject] lend it to a redesign that would fit well with distance learning (see [course number])
required for the major - high enrollments
Space availability, time to degree, access to the class for transfer credit, AP
Upper division survey of key styles and practices associated with our department. Enrolls strongly and meets a number of college GE requirements as well as for our major. Medium would allow for more kinds of discussions and detailed engagement with [subject content]. Key instructor was v successful modifying this during the pandemic and already has a lot of good recorded lecture material. Would address space/scheduling issues also

We are not looking to convert any non-R courses into an R designation
We might consider as a summer course for students who return home for summer.
We plan to develop an entire program as hybrid (all courses)
Would also have to be synchronous. Would not want to offer many sections remotely, as this class works better in person. But student accessibility to this required class is important.
Would have to be synchronous, but could stimulate enrollment.

Q. If you have any further comments that you would like to share about distance education, please put them here.

Our degree is designated as an [degree type] as we cater to a professional/working audience. Following the COVID-19 pandemic, this audience has become dramatically less tolerant of required in-person classes.
The overall thinking about distance education in [unit] is that while see both pros and cons, we are definitely interested in developing a stronger offering of online classes, especially for our lower-division courses. We think that if the offering is developed in the context of a larger campus push to distance education, which includes resources to develop and maintain the courses, and resources to address the issues around academic integrity, the pros will outweigh the cons. A further important aspect of distance education for [unit] is clarity about the intellectual property rights of the course material and clear commitment from UCSD to respect the agency of instructors to change and update the instructional material when desired.
I feel that the university should invest further in in-person education, rather than distance education. I think students benefit most from being in class and in person, and are better able to build community. I think the only real reason to add distance education is pedagogical value and at least in our unit there is no added pedagogical value (in fact the R courses are some of the most difficult to teach because of a lack of student participation)
I am skeptical that distance education, done correctly, would allow the university to save on labor costs; its virtue is that it allows highly specialized curricula to reach more students who want to learn those particular subjects.
The process needs to be focused on making approvals easier, but that there is more oversight on effectiveness. This oversight should probably be applied broadly to all courses regardless of modality since assessment usually uncovers that the in person courses have issues that need addressing as well.
We have had experience trying to get senate approval for a remote Masters program. Our faculty have had significant roadblocks in obtaining approval for this program to move from in person to remote.
This is a complicated subject. Doing this well requires time, money and training. It's critical to have units involved to make sure that pedagogical needs are met, and to retain Academic Senate control over the curriculum.

Q. Are you willing to meet with a representative from the Distance Education Ad-hoc?

Yes, I have more I'd like to share
Yes, if there are more questions
No, thank you

Appendix 5. Summary of the Senate Administration Workgroup (SAWG) on Distance Education for Academic Excellence and Resilience Recommendations (Section 9 of the SAWG Report), Senate Council's July 27, 2022 Response, and the Senate Ad Hoc on Distance Education's Recommendations[1]

Note: Rows highlighted in blue are recommendations that were referred by Senate Council to the Senate Ad Hoc on Distance Education for further consideration.

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
i.	Encourage best practices in course design for both in-person and remote courses. The Teaching + Learning Commons already provides these resources for faculty; the Undergraduate Council's course subcommittee is best equipped to provide oversight.	Senate Council will refer the recommendation to a Senate ad hoc committee to consider standards and best practices for oversight, in consultation with the Educational Policy Committee (EPC), Undergraduate Council (UGC; for undergraduate courses) and Graduate Council (GC; for graduate courses).	**Ad Hoc Report 1, Recommendation 1:** *The Ad Hoc recommends that the Policy on Distance Education Courses include standard terminology to clarify the types of courses that qualify as distance education courses based on course design (such as asynchronous, synchronous, and hybrid online). The Ad Hoc also recommends providing guidance on what qualifies as substantive interaction between instructors and students.* **Ad Hoc Report 2, Section 2.4:** *The Ad Hoc recommends that a budget be put forward for Senate faculty to engage in helping others with online course development. These faculty leaders should be placed in a collaborative relationship with the Commons and perhaps their selection could be by the Committee on Distance Education [Ad Hoc Report 2, Section 2.3].* **Ad Hoc Report 2, Section 2.5:** *The Ad Hoc recommends that the Administration and Senate work together to*

[1] See Appendix 2 of this Report for the full SAWG on Distance Education for Academic Excellence and Resilience's Recommendations and Senate Council's July 27, 2022 Response.

[2] Ad Hoc Report 2 refers to this Report (Senate Ad Hoc on Distance Education Part II – Final Report); Ad Hoc Report 1 refers to the Ad Hoc's May 17, 2023 Memo (see Appendix 3 of this Report).

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
			formulate and communicate a clear strategy for funding the creation and upkeep of distance education courses, ensuring sustained support for their evolution and maintenance. Online education requires heightened support to become a more vital element of our educational programs. Resource allocation should be strategic and occur within a framework of shared governance. It is critical that the Teaching + Learning Commons work collaboratively with the Senate, and the Commons Senior Council is an important means to facilitate communication. However, current infrastructure for online course development may not be the only viable one. For instance, it may be appropriate to collaborate with entities beyond the Commons such as ETS and the Division of Extended Studies. The recommendations included in response to SAWG 2022 Report Recommendation iii also apply to SAWG 2022 Report Recommendation i.
ii.	Encourage more hybrid ('flipped') courses. This is an established best practice and provides increased accessibility and resiliency. Because the Course Development and Instructional Improvement Program (CDIIP) already funds such projects, the campus might look at ways to expand this support or accelerate efforts.	Senate Council endorses this recommendation, noting that offering hybrid courses, designed with more than 50% in-person student-instructor time, is consistent with existing Senate policy and does not require the R-designation. Senate Council supports the recommendation for the administration to invest in resources to assist instructors in hybrid course design and encourages exploring whether there are ways to facilitate making access to pedagogical tools and support openly available	

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
		to instructors without having to develop and submit detailed proposals through programs such as CDIIP.	
iii.	Increase the inventory of well-designed R-courses. This might require additional resources for the Commons. Faculty should be encouraged to think in terms of both asynchronous and synchronous R-courses.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration.	**Ad Hoc Report 2, Section 2.3:** *The Ad Hoc recommends implementing a shared governance model for distance education funding. A new joint Senate-Administration Committee on Distance Education should be created, with a Senate-selected member as chair. The Committee would be consulted on campus strategies for the investment of funding for distance education course development and infrastructure, and charged with reviewing funding requests and making recommendations to the Executive Vice Chancellor who makes final allocation decisions. Building upon the model employed by CDIIP may be a useful starting place.* **From Ad Hoc Report 2, Section 3.2:** *The Ad Hoc recommends that the Senate and Administration partner on a strategic planning initiative with academic departments and units. Departments should be asked to create strategic plans to assess whether online courses have the potential to enhance instructional outcomes specific to their academic focus. The outcome of these discussions should be documented as part of the regular program review process. The EPC, GC and UGC should undertake discussions of guiding principles for online education.* The recommendations included in response to SAWG 2022 Report Recommendation i also apply to the SAWG 2022 Report Recommendation iii.

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
iv.	Monitor the success of online Master's degrees with an eye towards the possibility of future online undergraduate degrees. Consider the results of the campus' Online Readiness Assessment. The campus may need a separate workgroup to study this.	Senate Council does not endorse fully online undergraduate degrees at this time. In order to draw insights from online Master's degrees, it is important to articulate how success is defined at the institutional level and what data will be collected to measure success.	
v.	The Policy on Distance Education Courses should remain with EPC, but Senate Council should be the body that decides whether it might be suspended under emergency circumstances. This is the current practice; the workgroup feels that this is the right balance between oversight and flexibility. Because in-person and R-courses are otherwise subject to the same policies (e.g. credit hours, faculty workload, etc), the workgroup makes no new recommendations in this area.	Decisions on the approval authorities for suspending Senate policies and Senate Regulations are determined by the Academic Senate. At present, EPC is the authority for suspending the Policy on Distance Education Courses, including under emergency circumstances. Senate Council supports being consulted by EPC on their decisions prior to conveying the outcome outside of the Academic Senate.	
vi.	The Senate should consider modifying the Policy on Distance Education Courses to require that R-course proposals come from academic units and not from individual faculty members. The proposals should make clear how the proposed R-course fits in with a larger academic plan (e.g., to avoid bottlenecks, reduce over-large courses, provide greater scheduling access, accommodate the needs of diverse learners, and improve student success and time to degree). This should lessen the burden on	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.	**Ad Hoc Report 1, Recommendation 4:** *The Ad Hoc recommends removing the Commons review, and adherence to the Quality Matters Rubric, as requirements for R course approval. The Ad Hoc has concluded that application of the Quality Matters Rubric standards should be left to the discretion of individual instructors and academic units, based on their course design, and to encourage collaboration with the Commons to determine when and how its application is most beneficial.*

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
	Graduate and Undergraduate Councils in reviewing such proposals and ensure that the sometimes significant resources needed to create an R-course are invested wisely. Finally, the requirement that R-courses employ the Quality Matters rubric should be clarified to ensure that both synchronous and asynchronous sub-modalities are supported.		**Ad Hoc Report 1, Recommendation 7:** *The Ad Hoc recommends removing the requirement for a department letter but recommends adding a question to the short form in [Ad Hoc, Report 1] Recommendation 6, to alert proposers that department consultation is a required step prior to Senate R-course review.*
vii.	The Senate should consider ways to strategically increase remote options during Summer Session.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.	**Ad Hoc Report 2, Section 3.1***: The Ad Hoc recommends that the Educational Policy Committee consider carving out a limited-term exception to the Policy on Distance Education Courses to allow any undergraduate or graduate course to be offered online during Summer Session without formal approval of the R-course designation for a three-year period (Summers 2024-2026). It is recommended that EPC consider this early in Fall 2023 to give departments and Summer Session time to plan for Summer Session 2024. Given the current limited inventory of approved R-courses, students will likely fulfill the in-person campus experience requirement specified in SR 630 during the academic year for the next few years. However, a blanket exception cannot be relied on as a long-term solution, as the number of distance education course offerings increases and students have the potential to fulfill more degree requirements online. During the recommended three-year period, the Senate and Administration should work together to come up with a long-term solution for approval of all courses (ones offered both during the academic year and in summer) and to track modality as*

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
			the new Curriculum Management System and Student Information System are implemented.
viii.	In-person and R-courses with identical numbering (e.g., CAT 125 and CAT 125R) should automatically satisfy the same requirements (general education, minor, and major) and serve as pre- or co-requisites for the same courses. No extra petitions should be required to use an R-course to satisfy a requirement.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.	**Ad Hoc Report 1, Recommendation 2**: *The Ad Hoc recommends that the Policy on Distance Education Courses be updated to explicitly state that if an academic unit offers both an in-person and distance education version of a course with the same course number and the only differentiation being the R-designation, then these courses are deemed equivalent and fulfill the same degree requirements for students.*
ix.	Courses that are otherwise entirely remote (both R-courses and emergency remote instruction) must have remote exams, unless there are provisions to accommodate students not in the San Diego area (e.g. through testing centers). Optional in-person exams or activities should be allowed, but remote students should not be disadvantaged.	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration and consultation with EPC, GC, and UGC.	**Ad Hoc Report 2, Section 2.6:** *The Ad Hoc recommends that in-person exams be allowed for all courses, regardless of the mode of instruction. Decisions about assessment are at the instructor's discretion, in consultation with their department, and should be based on best pedagogical practices rather than a blanket policy that online courses have online assessments. It will be important that information about assessment is clearly communicated to students, and the mode of testing for a distance education course should be made known to students in advance of registration and communicated again by instructors at the start of the quarter and in the course syllabus. The availability of in-person exams for all courses will require more attention to how classroom space is utilized during the exam period and the expansion of on-campus testing capabilities (such as the Triton Testing Center).*
x.	The Teaching + Learning Commons provides a valuable resource for course design - for both in-person and R-courses; they should	Senate Council endorses providing additional resources to the Teaching + Learning Commons to provide pedagogical support to instructors on effective course	**Ad Hoc Report 2, Section 2.5:** *The Ad Hoc recommends that the Administration and Senate work together to formulate and communicate a clear strategy for funding*

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
	be appropriately resourced to help the campus increase well-designed courses and also increase the number of R-courses.	design for both in-person and R-courses. As noted many times throughout the Report, the Commons has been an important resource to instructors designing effective R-courses. Given the important role of the Commons in the development of R-courses, enhanced communication between the Senate and the Commons is imperative to furthering the University's commitment to engaged teaching and learning. Senate Council strongly supports using the Commons' Senior Council as a means to facilitate communication and Senate involvement with the Commons.	*the creation and upkeep of distance education courses, ensuring sustained support for their evolution and maintenance. Online education requires heightened support to become a more vital element of our educational programs. Resource allocation should be strategic and occur within a framework of shared governance. It is critical that the Teaching + Learning Commons work collaboratively with the Senate, and the Commons Senior Council is an important means to facilitate communication. However, current infrastructure for online course development may not be the only viable one. For instance, it may be appropriate to collaborate with entities beyond the Commons such as ETS and the Division of Extended Studies.*
xi.	Once the justification for R-courses is handled at the departmental level, Undergraduate Council should consider moving R-course approval to the course subcommittee.	Senate Council does not endorse specifying how UGC should review R-course proposals. UGC is tasked with authorizing and supervising all undergraduate courses and decisions about how UGC chooses to review both in-person and R-course proposals are within the committee's purview. Although not mentioned in the report, Graduate Council exercises this authority for graduate courses and will determine how to review graduate course proposals.	
xii.	The administration should work with the Office of the Registrar to identify and remedy causes for delays in the eCourse approval process.	Senate Council endorses efforts to improve the eCourse approval process.	
xiii.	The university's schedule of classes should have the ability to distinguish between in-	Senate Council will refer the recommendation to a Senate ad hoc committee for further consideration of	**Ad Hoc Report 1, Recommendation 3**: *"The Ad Hoc recommends adding a statement in the [Policy on*

SAWG 2022 Report Recommendation		Senate Council July 27, 2022 Response	Senate Ad Hoc Recommendations[2]
	person, remote, hybrid, synchronous, and asynchronous instruction. Class modalities should be transparently coded so that it is clear when students are expected to attend in-person or synchronously. This lack of transparency has been the source of much frustration.	standards for transparently coding modality types and consultation with EPC, UGC and GC. In the interim, this could also be included as recommended information to include in the course syllabus.	*Distance education Courses] advising instructors to provide a clear account to students on the requirements and expectations for course modality in the syllabus and other class-related materials."* **Ad Hoc Report 2, Section 2.1**: *As the capabilities for the new SIS are defined, it will also be important to consider: 1. how to efficiently track modality on student records and degree audits to comply with the new campus experience requirement; and 2. how to enhance the information provided to students about expectations for course participation in all courses in the Schedule of Classes and for course registration: in-person, synchronous, and asynchronous components as well as assessment plans. As new system capabilities become available to track modality, the University may want to reconsider whether the R-designation continues to be needed.*