

## CEP Policy on Remote and Distance Instruction

### REMOTE INSTRUCTION

All courses offered at UCSD 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, regular interactions between the instructor and students, and a means for students to periodically assess their progress towards achievement of course learning goals. Courses may be offered at UCSD that meet these standards by employing (primarily or exclusively) online modes of instruction. For the purposes of this policy, such “remote instruction” courses will be defined as those in which the full class meets in person for less than one hour per week for instruction (excepting Special Studies courses and courses focusing on fieldwork taking place off campus). Please note that all courses, including those employing remote instruction, must be available to all students, including those with disabilities.

#### A. POLICIES FOR REMOTE INSTRUCTION COURSES

1. Remote instruction courses satisfying requirements for B.A., B.S., M.A., M.S. and Ph.D. degrees must be proposed and taught by Senate faculty. However, the Undergraduate Council and Graduate Council will consider requests for exceptions to this restriction on a case by case basis from departments that believe they have an exceptionally well-qualified instructor for a remote instruction course who is not a Senate faculty member.
2. Remote instruction courses must bear the letter R at the end of the course code, and proposals for such courses must be accompanied by a supplementary statement addressing each of the points listed below. For a course that is already offered at UCSD in a conventional (non-remote) format, a new course proposal must be submitted for the remote version (e.g. to offer BILD 1 using remote instruction, Biology would have to propose a new course, BILD 1R).
3. Remote instruction courses will be approved initially for up to three offerings of the course. (*Note: All courses proposed by non-Senate faculty may only be approved for a one-year period.*) Continuation of the course beyond three offerings will require submission of a proposal for permanent approval, which must be accompanied by the results of an assessment of the course’s effectiveness. Guidelines for assessment are available upon request from the Office of the Associate Vice Chancellor of Undergraduate Education.
4. All campus policies and regulations for courses and instruction (registration deadlines, academic integrity, etc.) that apply to conventional courses also apply to remote instruction courses.

#### B. SUPPLEMENTARY INFORMATION FOR REMOTE INSTRUCTION COURSE PROPOSALS

1. In the absence of regularly scheduled meetings of students with the instructor in a single classroom, how will course content be delivered to students?
2. Students must have the opportunity to interact regularly with their instructor, teaching assistants (if applicable), and other students, e.g. to ask questions and exchange ideas. How will this be achieved?

*Please include in your answer to points 1 & 2 above an explanation of the technologies to be employed and include a statement from Academic Computing and Media Services (ACMS), or other responsible campus organization, ensuring the availability of this technology or committing the resources to obtain it. Also explain how you will ensure that all students understand and have access to the technology needed for full participation in the course, including students with disabilities. Guidance on disability accommodation in an online learning environment can be obtained from ACMS.*

3. Remote instruction creates different expectations for teaching assistants (TAs) compared to conventional courses. If the proposed course will involve TAs, how will they be trained to serve their intended role?

4. Please explain how students will be able to assess their progress in the course as it proceeds.
5. Remote instruction courses raise heightened concerns about academic dishonesty. What graded work will be required of students and what measures will be taken to minimize the opportunity for academic dishonesty in completing this work? For example, if the course employs online exams or quizzes, how will you ensure that the enrolled student is the one taking the test and that unauthorized aids are not used? Alternatively, will proctored, in-person exams be given and what choices will students have regarding where and when they can take them?

## **DISTANCE INSTRUCTION**

The Committee on Educational Policy (CEP) has established a minimum set of academic and technical standards for distance instruction, defined here as a course taught in a conventional manner with some or all of the students participating from a location outside of UCSD, but connected to the instructor and classmates via a synchronous, two-way video and audio link. The requirements below apply to students participating in the course from outside of UCSD. Essentially, the experience for students at all sites must be comparable.

### **A. TECHNICAL STANDARDS FOR DISTANCE INSTRUCTION COURSES**

1. Students must be able to both see and hear the instructor and the instruction materials (chalkboard or whiteboard, computer slides, experimental setups, etc.) with sufficient fidelity that no significant information is lost.
2. Students must be able to interrupt instruction in an appropriate and effective way in order to ask questions. Student should also be able to hear questions asked by students in the host facility and the instructor's answers.
3. Students must be able to participate in all classroom discussions.

### **B. ACADEMIC STANDARDS FOR DISTANCE INSTRUCTION COURSES**

1. Examinations must be held at all sites simultaneously, with an appropriate proctor at each site.
2. Assignments must be marked and returned to students at all sites on the same timetable.
3. Instructors must make office hours available for students at all sites and ensure that students who may be participating in the course at an off campus location are not at a disadvantage in getting their questions answered.

The ability of students to effectively participate in the classroom experience is mandatory for a course approved for distance instruction. 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 the UCSD and off-campus sites. ACMS can provide an updated list of UCSD facilities equipped to provide such a connection.

Requests to offer distance instruction courses will be reviewed and approved, as appropriate, by the Graduate and Undergraduate Councils. The Graduate and Undergraduate Councils will track and may assess courses requesting distance instruction.

*Approved by the Committee on Educational Policy on July 13, 2011.*