

ACC Action Item – 13 October 2020

Guidance for faculty regarding curricular changes and scheduling (COVID response)

Motion (forwarded by Aquila Flower and seconded) to issue guidance for faculty regarding curricular changes and scheduling as set out in Exhibit C with correction of any typographical errors.

Unanimous vote in favor (11 in favor, 0 opposed, 0 abstaining).

Exhibit C (typographical errors corrected):

Guidance for faculty regarding curricular changes and scheduling (COVID response):

The ACC would like to provide faculty with some additional guidance as you plan for your curricular changes and scheduling this year.

Credit hours for remote teaching during the pandemic:

Every course should meet the standard of three hours of work a week per credit. This is our most basic requirement and applies to every course modality. Furthermore, the credit hour policy should be honored as much as possible and instructors should offer direct instruction commensurate with what would be normally associated with each class. Departments and instructors can determine how this is accomplished through real time meetings, pre-recorded lectures or other forms of instruction.

Modality for new course requests:

If you intend to teach the new course only as a face-to-face course after the pandemic, then you should submit a proposal for face-to-face modality. You can ignore the fact that you might need to teach it remotely on a temporary basis and provide information regarding the face-to-face version of the class only.

If you wish to teach the course in an online format beyond the period made necessary by the pandemic, then it should be approved for an online modality. Select the online modality in your Curriculog form and provide documentation (usually in the syllabus or justification section) regarding how the standard for 3 hours of work per credit will be met.

If you want to offer the course both face-to-face and on online, you can select both, and provide a syllabus for each modality.

Modality for existing courses:

If you want to teach an existing course that was previously only approved as a face-to-face course in an online modality beyond the period made necessary by the pandemic, you must submit a course revision request. Select the online modality and provide documentation (usually in the syllabus or justification section) regarding how the standard for 3 hours of work per credit will be met. Teaching a course remotely during the pandemic does not imply that it is approved as an online course in the long term.