Instructional Continuity Workgroup Meeting
September 2nd, 2021

Attendance

Absent: Anil Deolalikar, Ben Harder, Christine Mata, Juliet McMullin, Lucille Chia, Nichi Yes, Robin Hungerford, Stefano Vidussi, Steve MG, Subramanian Balachander

Meeting Minutes

Welcome (Liz Watkins)
Overview of agenda.

Updates from Berkeley’s first week
• Anxiety spiked before fall classes began
• No issues in classrooms once classes started
• Everything has gone smoothly in terms of instruction and on-campus activities
• More issues off-campus and with social events.

School of Medicine Updates
100% mask mandate and 100% vaccination compliance. Returned to full density with little to no issues. Similar to Berkeley, some anxiety leading up their in-person return but quickly dissipated once people were back on campus.

Review Additional FAQs
When is it acceptable to pivot to remote instruction?
• A larger discussion is needed about redefining an “in-person” course. Right now, a small amount of in-person activity equates to an in-person class. Our accreditor says a degree program with
more than 50% remote instruction is considered a distance learning degree and needs to be registered as such after pandemic exceptions end in December.

- Decision to pivot to remote for short-term has to rest with the faculty/instructors.
  - Technically the authority may rest with the chair, but it’s too much to route everything through the chair. Could cause major delays or disruption.
  - Based on the composition of the class (whether an instructor is sick or students are getting sick) it should be instructor’s call.
- What is the communication flow for a confirmed case? COVID Management will be main point of contact. They will reach out to facilities and facilities will connect with Registrar if class needs to come offline for cleaning.
  - Registrar will notify faculty for a period of time for disinfecting.
  - There will be a notice on the building (legal requirement) and instructors will be notified if/when their course section is added to a building notification.
- Reminder that students are expecting in-person courses.
- **We need a consensus about faculty who were assigned to teach in person in fall, wanting to change to remote for long-term.**
  - There needs to be a difference between short-term transition to remote and a long-term change in modality for fall quarter.
  - Miscommunication about changing to remote; some departments changed a lot of courses but have been asked to hold.
  - We would not like to make the permanent switch up to instructor request. It could result in too many courses changing to remote.
  - Are we are considering legitimate requests? All requests? Are we holding the line? Or are we going with individual college decisions?
  - We have to ensure faculty who have legitimate cases for exceptions have a process in place to make their requests.
    - Will there be a different process to request a change in modality for faculty who feel very strongly that they can’t come back?
    - Who will adjudicate all of these exceptions?
  - There are already medical and disability accommodations.
  - There is already a policy for taking leave.
  - Can deans or senate create the universal criteria for these accommodations?
    - If not, who?
- Office hours – can faculty hold those remote? Yes.

*Do I have to provide a remote option for students (last one)?*  
Answer also on the Berkeley website, we will restate.

What are we doing about density?  
Departments were allowed to choose what to do with the extra seats. These extra seats resulted from our initial plan which gave larger classes lower densities (no longer applicable).

Some departments chose to increase enrollment, others decided to keep the seats as a buffer and source of comfort. Right now, we have some classes still scheduled at 50 – 67% and some are scheduled above those limits. Registrar is not controlling density – instructors and departments are doing that.
Concerns about requiring student medical notes. Can the daily wellness survey work? Will bring this up to legal. This is also a DEI discussion, given that not everyone has access to the same healthcare. In general, yes. The Daily Wellness Survey is the mechanism for determining if a student (or anyone) can be on campus.

Webinar on September 10th

- Declan McCole and Brigham Willis will attend
- Representatives from COVID management workgroup will also be there

We will be going over the FAQs and Fall Guidelines posted on the website and answering additional pre-submitted questions and live Q&A.

Final
Will circulate these new FAQs via email for consensus and then we will post.

Syllabus language needs to get to the faculty before our next meeting on the 16th. We will post it on the ICW Campus Return site and push to FEC and Deans to ask instructors to add to syllabus.

Closing
Thank you for your continued work and dissemination of information from this group to your constituents.

Next Meeting: Thursday, September 16th
Addendum:
Emergency ICW Meeting on Modality Changes for Fall Quarter
September 9th, 2021

Charge
This meeting is called to discuss the campus policy for changing courses which are scheduled for in-person instruction this fall, to remote instruction for the entirety of the quarter, based on instructor request.

Last meeting, we discussed the two scenarios for a class pivoting to remote:

- A short-term change to remote instruction at the instructor’s discretion
- A change in modality from in-person to remote instruction for the duration of fall quarter

We discussed several options for where this decision would be adjudicated or whether we should even have such a process/policy.

It has been decided that we should have such a policy. Several other campuses, including within UC system have or will have a process by which instructors can make this request.

Largely, we decided that the decision should not be at the instructor level and that it should perhaps go up the chain of command from chairs to deans.

- Deans are willing to hold the responsibility but only if there is a set of pre-determined criteria which are acceptable to grant a change in modality.
- We previously discussed that Academic Senate, ideally, should be responsible for these criteria
  - Due to the urgency of fall quarter starting, Academic Senate does not have time to convene a group to make those criteria.

Today, we need to decide what the criteria are and the process by which a faculty member requests a change to remote instruction. We have our campus briefing tomorrow and need to be prepared to announce.

Thoughts/Discussion:

- Can we hold the line and only allow medical/disability requests?
  - There is already a process in place for those.
- What do we say to faculty who know that their colleagues have already changed modalities? The misunderstanding in CHASS resulted in many courses already being switched to remote.
- Are we absolutely required to hold to the threshold of 80% in-person instruction? No.
  - But do we want to veer far away from it? Also no. We want students on campus and students have made it clear that they want to be on campus.
- Can there be a hybrid model? Where faculty who are uncomfortable teaching in-person so many days a week or with so many students in a room can teach half the students one day and half another? This could be very difficult to implement on such short notice
- If we give deans the responsibility to approve/deny, they all need to have the same criteria. It can’t just be because a faculty member prefers remote.
- Suggested criteria – if they have dependents or others living in their household who are unable to be vaccinated?
  - General agreement.
- We don’t have a lot of time before the start of fall quarter there needs to be a fast deadline.
- Could there be a process by which faculty who request by a certain date, for colleges who are under their threshold are approved for any of the compassionate criteria? And after that deadline, exceptions only apply for disability or medical?
  - Let’s disregard the remote targets for each program, assuming that with the necessary quick deadline we will likely stay near or under it.
  - Correct after that deadline, exceptions (as always) will be available through disability accommodations.
- What about implications to staff? For consistency, a similar option should be available to staff who would like to work remotely fall quarter for these reasons.
  - Yes, we will work with Gerry to announce a similar accommodation for staff.

**Decision:**
We will announce the compassionate clause which allows changes to the fall 2021 course delivery modes currently listed in the schedule of classes (only from in-person to remote, not the other way around), through an approval process starting in the home department that is offering the course. The modality changes are limited to instructors who either:

(a) Live with children under the age of 12 who do not attend in-person school or daycare.

(b) Live with one or more immunocompromised individuals, or are themselves immunocompromised.

This will be announced tomorrow at the campus briefing and deans should also announce to their units. The deadline will be to have requests into the Registrar by Wednesday, which means Deans may want to set their deadline to Monday.

**Next Meeting:** Thursday, September 16th