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3/12/2020 Message sent by EVC Simmons to deans, chairs, provosts, and key support staff to give further guidance regarding information presented in the March 9, 2020 campus notice on Spring 2020 teaching from remote.

March 12, 2020

Dear Colleagues,

I am writing to provide additional guidance with respect to the guidance in the [March 9th all-campus memo](#) that stated: “*Starting in Spring Quarter, all lecture and discussion courses will be delivered remotely. In the context of our campus, this will mainly involve offering conventional courses via online teaching and learning tools.*” Please share this note with faculty in your schools/divisions/colleges and encourage them to visit the resources listed below.

UC San Diego has decided to minimize face-to-face instruction to the greatest extent possible, in order to enhance social distancing, while also enabling any quarantined or ill instructors or students to access all educational materials remotely.

While they will be offered in a remote-delivery format, our Spring Quarter courses will go forward, as originally scheduled and enrolled.

- Courses will not be cancelled without prior written concurrence from campus administration.
- Enrollments will be maintained at the original sizes. We are teaching our usual, conventional classes in a remote-delivery format. The original number of faculty and instructional staff (including teaching assistants) will still be needed to serve the original number of students.

Our existing rigorous curriculum will be taught by our own faculty and instructional staff using educational technology that supports social distancing. The typical array of lectures, discussions, course materials, assignments, and assessments for our scheduled undergraduate courses will be delivered remotely.

Our comprehensive educational and personal support services will be available in both in-person (small groups with social distancing) and remote formats, to meet the widest possible range of student needs. This includes, for example, office hours, academic advising, tutoring, supplemental instruction, and mental health services.

With the written concurrence of campus administration, a divisional dean may designate courses of the following types to be offered in person if it is not feasible to use remote instruction for them – provided the course has 20 or fewer students:

- Undergraduate laboratory, studio, internship, or field courses
- Graduate seminars; graduate laboratory, studio, internship or field courses

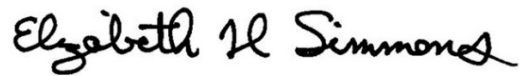
However, any elements of such courses that can be delivered remotely should be delivered remotely.

To assist students, faculty and instructional staff with the implementation of these changes:

- Comprehensive information on educational continuity at UC San Diego is available at: [COVID-19 Information](#).
- Specific steps that faculty, chairs/directors/provosts, and deans are expected to take to ensure educational continuity are discussed at: [COVID-19 Campus Requirements](#).
- An FAQ site addressing issues of interest to faculty is at: [COVID-19 FAQ](#).
- Educational Technology Services, in collaboration with the Teaching and Learning Commons has developed a [resource page](#) where faculty, staff and students can access tools, support and guidance for remote delivery of course materials or instruction. Questions can be directed to: edtech@ucsd.edu.

Thank you for your proactive attention to the educational needs of our students during this challenging time.

With best regards,

A handwritten signature in black ink that reads "Elizabeth H. Simmons". The signature is written in a cursive, flowing style.

Executive Vice Chancellor, Academic Affairs
Distinguished Professor of Physics
University of California, San Diego