MEMORANDUM

To: Chairs & Academic Directors

Cc: Business Officers, Chairs & Academic Directors' Assistants

From: Professor William Gough, Vice-Principal Academic & Dean

Date: 11 May 2020

Re: **Remote Guarantee**

Dear Colleagues:

Following our discussion at the May 1 CAD meeting of how best to offer a quality experience in undergraduate classes in Fall 2020, I have consulted further with members of the UTSC Executive, and the Deans of the Faculty of Arts & Science and UTM. Although some details may differ, all three Faculties are on the same page with respect to how to move forward this fall without causing confusion to our undergraduate student population and to our faculty.

As discussed, UTSC's Fall session undergraduate courses will be delivered with a **"Remote Guarantee."** This guarantee to our students is that incoming students can begin, and continuing students can continue, progress towards their degrees during the Fall session without the necessity to be present on campus. No decision has yet been made regarding the Winter session; we will continue to plan for the winter and modify these plans as necessary with changing conditions.

Operationally, this means that ***every undergraduate course offered by your department in the Fall session must be fully completable remotely***. While departments are encouraged to offer some course content on campus, if possible, during the fall session, this content must not be substantively different from that offered on-line for remote delivery, and subject to space availability. In particular, classroom space limitations set by public health safety restrictions will very likely severely restrict our capacity to offer anything other than a small number of low enrolment, in-person components of a course, such as tutorials or seminars. In-person laboratory sections may only be offered for classes which can be accommodated in the available laboratory spaces, given public health restrictions, and for which there is an on-line equivalent. We have done an analysis of classroom capacities in light of physical distancing requirements, and the logistics of traffic flow into and out of the rooms. Even our largest classroom spaces can accommodate no more than about 50 students; most rooms will hold fewer than 25. This limitation will certainly restrict our ability to mount in-person sections or components of courses and require some prioritization in the allocation of classroom space. For those departments who wish to schedule course elements on campus, Chairs and Academic Directors should consult with the Registrar (*curtis.cole@utoronto.ca*).

The requirement to have all courses offered in the Fall term fully delivered on-line presents an opportunity for instructors to (re)consider how best to provide "value-added" to the student experience at UTSC. In one mode of delivery, the class proceeds at the same times as usual, but with the instructor giving lectures using an on-line platform. This mode we will label **"synchronous delivery"**. Another mode has the lectures recorded and posted online, but not (necessarily) at the specific time listed in the current timetable. In this **"asynchronous delivery"** mode, instructors may choose to use scheduled lecture times to offer extended office hours, tutorial sessions, etc. This has the added benefit of providing greater flexibility to permit enrolment by students located in other time zones.

The Registrar's Office had already completed the fall and winter timetable based on requests received from the departments. The Academic Activity Report will be distributed to your department on Monday May 11 with days and times for course offerings retained, but with locations removed for the Fall session.

While your plans for courses in the Winter term can stand for now, in light of the *Remote Guarantee*, we ask that departments re-examine their course offerings for the Fall term. We ask that you submit changes via the Academic Activity Change form to the Registrar's Office **no later than Friday May 22**. This form will be available by Thursday May 14 at:

https://registrar.utsc.utoronto.ca/regoffice/scheduler/index.php?req=change_form

and will allow departments to indicate that a course, or course element (lecture, tutorial, practical), will be:

1. In-person*
2. Hybrid: Online synchronous with in-person* component
3. Hybrid: Online asynchronous with in-person* component
4. Online – Synchronous
5. Online – Asynchronous
6. Cancelled

*Note that in-person components MUST be approved by the Registrar's Office

Please note, the lecture section codes will remain the same, and you are not required to make changes to the lecture section codes (i.e., Lec 1, 30, 60, 99, etc.). Instead of changing the codes, we will be requesting a course delivery mode that will indicate the different types of deliveries. It may also be possible in some cases to revise course enrolment limits and we urge departments to consider doing so in an effort to meet the needs of our students – either now or as wait lists grow following early course enrolment.

Yours sincerely,

Professor William A. Gough
Vice-Principal Academic & Dean