

20 March 2020

Dear Chairs and Directors:

This memo is a follow up on our discussion about summer offerings. Thanks first to all of you who have already contributed to the summer offerings. As I mentioned, I am encouraging additional on-line offerings. These offerings can take three forms.

The first arrangement is to provide on-line options for courses that have already been submitted for the summer. If these are lecture-based courses, this would involve adding an online (LEC60) section of the course. Such a section will provide an option for students who cannot come to campus. These sections do not require an additional instructor, because the lectures delivered in the on-campus section of the class are video recorded for online viewing. This arrangement adds the flexibility that we will require if we are unable to provide on-campus instruction for part of the term. Although this may require some creativity for mid-terms and final examinations, we do have time to develop these alternatives.

The second arrangement is to provide new offerings that are solely on-line delivery. Such offerings are LEC99 courses, and such courses have been successfully delivered in recent summer terms by some departments. They generally involve a rebroadcasting of previously video recorded courses, or courses based on some of the technologies we have deployed for the last three weeks of the term. CTL can be consulted on these delivery options.

The third arrangement uses the same technologies as the first option (WebOption, video capture), but now there is no in-person component. These are also LEC99 courses.

The VP Dean's Office has funds to support this increased array of summer offerings (stipendiary, TA).

We have set a new deadline of Tuesday, March 24<sup>th</sup>, 5 pm for submission of new and modified offerings. We will process those submissions on March 25<sup>th</sup>. We will then communicate the new offerings to students on Thursday March 26<sup>th</sup>. We note that students enroll in summer courses beginning April 1.

Sincerely,



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