

**From:** [AS00](#) on behalf of [Academic Senate](#)  
**To:** "[AS00@uci.edu](mailto:AS00@uci.edu)"  
**Subject:** Academic Senate Update on Fall Instruction  
**Date:** Tuesday, September 7, 2021 12:32:08 PM  
**Attachments:** [ATT00001.txt](#)

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Dear Colleagues,

As a follow-up to the joint message with the Administration of August 27, 2021, Academic Senate leadership recognizes the challenges associated with planning for fall courses when the public health situation remains uncertain. We appreciate your conscientious efforts as you prepare to teach our students during the upcoming academic year.

We share the campus administration's desire to safely offer as many in-person educational experiences as we can this fall. Early reports from Berkeley, Merced and our Law School indicate great student enthusiasm for the in-person experience. At the same time, the Academic Senate also recognizes that some instructors may need additional flexibility this quarter. To that end, we remind you that the Council on Educational Policy has extended an emergency policy that allows departments to offer existing undergraduate courses in a hybrid or fully remote modality as needed this fall. Colleagues who are at an exceptional risk should consult their department chairs on any changes in course modality to ensure that their unit is serving its students with as many in-person classes as possible.

Teaching in-person during a pandemic presents several unique challenges, including how to address students who refuse to wear face coverings. UCI's current executive directive on face coverings can be found [here](#). In the event a student refuses to wear a face covering in class, instructors may ask them if they need a face covering and ask the student to leave if they refuse to wear a face covering and are not exempted from doing so (you will be notified in advance of any students with a disability accommodation by the Disability Services Center). If necessary, instructors may ask to speak with a student 1:1 outside of class, but it is important not to embarrass or confront them publicly. Instructors should report any non-compliance with the face coverings executive directive to the [Office of Academic Integrity and Student Conduct](#). More information about the student conduct process related to compliance with COVID-19 directives can be found [here](#), and the Office of the Vice Provost for Teaching and Learning has additional information about addressing face coverings with students in its [Frequently Asked Questions](#).

Some students will be unable to attend in-person classes due to COVID-19 considerations this fall. Faculty are not expected to fundamentally alter their in-person courses in response to students' inability to attend class. That said, it is important that we provide access to the instructional content that will allow these students to be successful. Recording in-class activities and making the recordings available to exempted students is one good approach. If you do record your class, please note that, due to privacy concerns, you should not turn the camera on the students without their written permission (recording their voices is okay). It is also acceptable for you to walk away from the camera from time to time, if that is an integral component of how you teach an in-person class. Lapel microphones and other equipment will be available for instructors to check out for the quarter. If you are interested in checking out equipment, please email [smartclassrooms@uci.edu](mailto:smartclassrooms@uci.edu). If you write on the board extensively, it would be helpful to capture this on camera. Instructors who choose to make lecture recordings available may wish to include in their syllabi language from

Section 102.23 of [Policies Applying to Campus Activities, Organizations and Students](#), which states that the following activities constitute grounds for discipline:

*“Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing...the unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings.”*

We recognize that the prospect of returning to in-person instruction is a source of anxiety, and want to emphasize that various units on campus are working together to support instructors this fall. We trust our colleagues to make responsible decisions regarding their individual courses and appreciate our shared commitment to helping our students learn.

We are looking forward to co-hosting a town hall for instructors with Provost Stern on Tuesday, September 14<sup>th</sup> from 3:00-4:00pm. If you have questions related to fall instruction, we encourage you to register for the town hall [here](#).

All best wishes,

Joanna Ho, Chair  
Academic Senate, Irvine Division

Georg Striedter, Chair Elect  
Academic Senate, Irvine Division