



May 12, 2020
Updated membership

Cathy Koshland, Vice Chancellor, Undergraduate Education (Co-chair)
Oliver O'Reilly, Chair, Berkeley Division of the Academic Senate (Co-Chair)
Lisa Alvarez-Cohen, Vice Provost for Academic Planning
John Arnold, Associate Dean for Undergraduate Affairs, College of Chemistry
John Battles, Chair, Graduate Council Academic Senate Committee
Tom Buresh, Professor, Architecture
Jennifer Chatman, Professor, Management and Associate Dean for Learning Strategies
John DeNero, Associate Teaching Professor, Electrical Engineering and Computer Sciences
Shawna Dark, Chief Academic Technology Officer and Executive Director of Research, Teaching, and Learning
Kathleen Donegan, Associate Professor, English, and Associate Dean of Arts and Humanities
Lynn Huntsinger, Associate Dean for Instruction and Student Affairs, College of Natural Resources
Terry Johnson, Faculty Director, Center for Teaching & Learning
Britt Koskella, Assistant Professor, Integrative Biology
Jovan Lewis, Assistant Professor, Geography and African American Studies
Jonah Levy, Chair, Undergraduate Council Academic Senate Committee
Mara Loveman, Professor, Sociology
Ignacio Navarette, Chair, Admissions, Enrollment, and Preparatory Education, Academic Senate
Deb Nolan, Professor, Statistics
Maya Petersen, Associate Professor, Biostatistics and Epidemiology
Erica Bree Rosenblum, Associate Professor, Environmental Science, Policy and Management
Mary Ann Smart, Chair, Budget and Interdepartmental Relations Academic Senate Committee
Alix Schwartz, Director of Academic Planning, College of Letters & Science
Jay Stowsky, Senior Assistant Dean for Instruction, Haas School of Business
Estelle Tarica, Incoming Chair, Courses of Instruction Academic Senate Committee
Elcin Unal, Assistant Professor, Molecular and Cell Biology
Evan Variano, Professor, Civil and Environmental Engineering
Re: Fall 2020 Instructional Planning Task Force Charge

Dear Colleagues,

In light of uncertainties about returning to in-person instruction in the fall of 2020 due to COVID-19, the campus is currently in the process of considering options and making decisions for the Fall Semester of 2020. To this end, the Administration is forming a series of task forces charged with recommending a plan of action for the campus in several key areas including but not limited to: instruction, research, student housing, student engagement/services, and operations and financial planning.

Public Health authorities and the Administration will ultimately be charged with deciding the circumstances under which instruction may be delivered, and these may change unpredictably during the course of the summer and fall semester. Accordingly we ask that you make

recommendations for general instruction policies that Schools and Colleges can plan for under three scenarios that roughly bracket the likely options. These scenarios are as follows:

1. **Scenario 1:** Instruction must be entirely remote.
2. **Scenario 2:** Instruction is only possible under strict social distancing. Hybrid remote and in-person instruction should be as flexible as possible to reflect local needs at school, college, or even the departmental level.
3. **Scenario 3:** Instruction can largely be performed in person, but an important fraction of students and instructors (perhaps 20%) cannot be on campus and must engage remotely because of travel or other restrictions.

We ask that you develop general and adaptable guidelines and/or recommendations under each scenario that address the following:

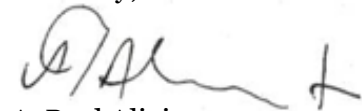
- maintenance of high-quality instructional experiences for students
- synchronous and asynchronous delivery of instruction
- disability accommodations
- student assessment
- provision of a “semester-in-the-cloud” offering that targets gateway courses
- options for the training of instructors in digital pedagogy and online course delivery during the summer and beyond
- additional support services for students and faculty
- options to expand the instructional mission of the campus for the Fall of 2020

We ask that you consider how to avoid adverse impacts on enrollment throughout your recommendations.

Given the rapidly evolving nature as well as the urgency of this matter, I ask that you produce a final report **by Friday, May 29**, and that we have a check in meeting twice before that to assess circumstances and progress. Rhiannon Lewis, project/policy analyst for the Vice Chancellor for Undergraduate Education will be staff to this committee.

Thank you for being willing to serve on this important effort.

Sincerely,



A. Paul Alivisatos
Executive Vice Chancellor and Provost

cc: Cindy Bumgarner, AVC and Chief of Staff to Vice Chancellor for Undergraduate Education
Andrea Lambert, Chief of Staff, Office of the Executive Vice Chancellor and Provost