

Policy for Temporary and Permanent Modality Changes

Departments and Colleges are developing their own policies regarding modality approval that will be implemented beginning Fall 2022. ACC must now update the ACC handbook regarding how permanent modality changes will be approved. There has also been a call for establishing an ongoing temporary modality approval process. The use cases that call for a temporary process include:

- Intent to offer the modality only during a short time (i.e. professional leave of the regular instructor)
- Desire to fully evaluate the course through one or more offerings before permanently approving the course
- Emergency need to recruit a non-local instructor (i.e. sudden illness of the instructor)

The following revisions to the ACC handbook are intended to recognize the new modality approval process and create a set of procedures for temporary modality approval.

MODALITY CHANGES

Permanent changes in course modality must be submitted through the curricular review process for consideration under level college policies (and department/program policies where applicable). Permanent modality requests will be reviewed by the ACC to ensure that the college level process has been documented and that the proposal meets the requirements of the syllabus and credit hour policies. Courses may be scheduled in the newly approved modality as long as all approval steps are complete before registration begins for the quarter. See the ACC Policy on Credit Hours for details regarding course modality and credit hour documentation.

TEMPORARY MODALITY CHANGES

Temporary modality changes are intended to provide greater flexibility to schedule courses in an alternate modality to (a) to respond to emergent needs; or (b) to test and refine the course prior to petitioning for permanent course status.

The following procedures govern the use of temporary modality approvals:

- Each temporary modality approval request will be approved for up to four quarters, including summer term.
- Temporary modality requests will be evaluated by the college level process for modality review. If the college has not specified a distinct process for temporary modality review, the process and criteria of the permanent review will be used.
- Temporary modality requests can be included as informational items in curriculum minutes, similar to the temporary course process, allowing expedited approval if necessary.
- Temporary modality requests will be reviewed by the ACC to ensure that the college level process has been documented and that the proposal meets the requirements of the syllabus and credit hour policies.
- Temporary modality requests are not subject to catalog deadlines, but all approval steps must be completed prior to the date on which registration for the course is scheduled to begin.
- The Committee on Undergraduate Education must review all courses for which a GUR attribute is sought, and CUE retains responsibility for determining whether or not a course is appropriate for inclusion in the GUR program. No exception to this policy is made for temporary modality changes.
- In the case of an emergency that necessitates a rapid change of modality, a one quarter modality change can be granted outside the college/Curriculog process upon approval by the department chair, dean and the chair of the ACC through use of an emergency modality approval e-form.