



Flexible Delivery in Fall, 2021

GOVERNANCE AND APPROVALS

With the Government of Alberta's decision to return post-secondary to pre-COVID course delivery, the "emergency management" period of carte-blanche changes to CUE courses also comes to an end. **Beginning Fall 2021, all CUE courses are once again defined by their pre-pandemic syllabi.** This means all changes to course syllabi—for example, instructional hours, delivery modality, course topics, and assessments—must be based on pre-COVID syllabi. Instructors planning any changes to Fall 2021 courses from the pre-COVID syllabus will engage in the following governance processes during the coming spring and summer months.

STEP 1: PROPOSING CHANGES (completed June/early July)

Instructors and/or chairs complete the [Course Change Form](#), which is reviewed by chairs and the department involved, as per each department's standard procedures. These changes affect **every section** of the course, so any changes to "Instruction Hours per Week" should follow these general examples (for a course with 3 instructional hours per week):

- a. To allow each section full flexibility in apportioning in-person and online hours, enter 3 in the "Other" box.
- b. To require that all sections include (for example) 2 hours of in-person instruction per week, enter 2 in the "Lecture" box and 1 in the "Other" box.
- c. To require that all sections include (for example) 1 hour of online instruction per week, enter 1 in the "Online" box and 2 in the "Other" box.

If including hours in the "Other" or "Online" boxes, proposers must also complete Part B of the Course Change Form.

A new category, "Flexible," is being added to the Course Calendar and Timetable in order to capture and display instructional hours listed as "Other" in the Course Change Form.

STEP 2: REVIEW OF PROPOSED CHANGES (completed July)

Forms proposing changes **other than** online or flexible delivery hours proceed directly to Faculty Councils, along with a revised copy of the course master syllabus, for approval. Forms proposing changes **including new online or flexible delivery hours** (with respect to the pre-COVID syllabus) are sent, with a revised copy of the course master syllabus, to the Online Course Review Committee (OCRC) for review and feedback. After review, the OCRC returns the package to the proposer(s) with



comments and recommendations to be addressed by the proposer(s) prior to submission to Faculty Council. *Please note that Final Exams should not be delivered online except in courses for which that was the pre-COVID practice.* Packages requiring OCRC review should be emailed to daniel.braun@concordia.ab.ca no later than **July 2** for a mid-July review, or by **July 16** for a late-July review.

STEP 3: APPROVAL OF PROPOSED CHANGES

The complete package, including (where appropriate) OCRC comments and proposer(s) responses, is presented to Faculty Councils for discussion and approval. Approved packages are included in the Council's monthly report to GFC, to be published by Governance. June, July and August reports are then included in the GFC agenda in August.

Any concerns about the governance processes listed above should be directed to your dean. Questions about the processes should be sent to the Chair of the OCRC, Dr. Daniel Braun, at daniel.braun@concordia.ab.ca.