

Office of the Vice-President Academic and Provost

Michael Williams Building
University of Victoria
T 250-721-7013 | F 250-721-7216
provasst@uvic.ca | uvic.ca/vpac

DATE: December 23, 2021

TO: Deans, Associate Deans, Chairs and Directors

CC: Susan Lewis, Acting Vice-Provost

FROM: Valerie S. Kuehne, Vice-President Academic and Provost

RE: **January 2022 course delivery**

Dear colleagues,

I'm writing to provide some clarity around January 2022 course delivery and next steps for academic units following [President Hall's announcement](#) to campus that is being broadcast over this evening.

As also indicated in the [Dec. 23 web update](#), our courses will default to online delivery from Jan. 10 to 21, with in-person delivery to return on Jan. 24. There is flexibility to provide in-person courses during this period for courses with essential experiential learning components that cannot readily be offered online. For example, courses that require students to be in labs, studios or performance spaces, or courses with practica or field activities. You may recall that we took a similar approach to our fall 2020 face-to-face course offerings.

However, unlike fall 2020, approval for face-to-face courses rests with the dean. Deans are asked to provide VPAC with a list of any approved in-person courses to understand the amount of on-campus activity during the first two weeks of instruction. We have confidence that our existing health and safety protocols sufficiently minimize the risk of COVID-19 transmission, and we want to ensure measures such as safety ambassadors are in place for any approved face-to-face undergraduate or graduate courses.

Deans are asked to please send a consolidated list of any face-to-face courses to Lindsay Gagel (vpaccommms@uvic.ca) by Jan. 7, if possible, recognizing that the priority is communicating with instructors and students, not VPAC. You may use the following table if helpful, or send a brief bulleted list if you prefer.

Faculty	Dept.	CRN	Course Abbreviation	Section Number(s)	Delivery Mode*
<i>Humanities</i>	<i>English</i>	<i>78548</i>	<i>ENGL 110</i>	<i>A01 A02</i>	<i>F2F</i>

**F2F or F2F with some online*

The clear message that we are sending to students is that they should expect their courses to be online unless they hear otherwise from their instructor. And so, **instructors are asked to notify students as soon as possible (e.g., via email, Brightspace) once a decision is made by their dean and no later than 4:30 p.m. on Jan. 4.** The sooner we can provide clarity to students around any exceptions to online delivery, the better.

Finally, I want to share that our Division of Teaching and Learning Support and Innovation is available to help units and instructors prepare for January. Please use and share the following resources widely:

- [Spring 2022 resources](#)
- [Flexibility planning for Spring 2022](#)
- [Planning for in-person absences during COVID-19](#)
- [LTSI supports and winter break hours](#)

I know the timing of this decision as we approach the holiday closure is especially challenging. We have watched the public health context in British Columbia evolve rapidly for universities over the past 24 hours and have adjusted our plans accordingly. I hope the decision will provide some clarity for you, faculty members and instructors as we head into the holiday season, and as we start to welcome students back following the break. Thank you for everything you are doing to support our colleagues and students, and my best wishes for the holiday and new year.

Sincerely,
Valerie