

May 15, 2020

To: Academic Department Business Officers, Program Directors

Subject: All Summer Session classrooms, lecture halls, and laboratories will be closed unless otherwise specified

Hello everyone,

As you are aware, Summer Session 2020 is being conducted solely via **remote instruction**. This means classrooms, lecture halls, and laboratories will not have students in attendance, and those spaces will be closed by default. However, we want to accommodate instructors who require a classroom to record their lectures via the campus classroom podcasting system.

We are asking departments to reach out to all of their Summer instructors to inform us if they require access to a classroom to record their lectures via the **podcast system**. To opt-in for a scheduled classroom for podcast recording only, instructors can request to do so via the “Podcast Agreement” form at <https://podcast.ucsd.edu/info/> . Please make your **request by 5/22/2020**.

General Information regarding Podcasting:

1. Spaces requested for podcasting will be open and available for instructors on their scheduled course day and time.
2. In keeping with safety guidelines and current remote instruction policy, students are not permitted to attend these sessions.
3. Full support will be available for instructors as they record lectures, including on-demand phone and in-person ITS classroom support staff. Sanitation kits will also be available for use before and after the session.

Please also remember there are resources and on-demand UCSD support for your remote instruction. For more information visit: <http://keep-teaching.ucsd.edu/>

Please reach out if you have any questions.

Thank you,

Becky Arce, Director
Summer Session
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