Section D. University Compliance Procedures

IV. Academic Continuity Plan (October 1, 2018, 2020)
This section includes information regarding continuing delivery of teaching/learning functions of the College of Nursing and Health Sciences (CONHS) in the event that university facilities become unavailable for any reason. These functions may be suspended temporarily but are time-dependent and should resume in some manner as soon as possible. In the event of a long-term campus closure, online and off-site delivery of instruction is possible. (See University Procedures 12.01.99.C0.03, Responsibilities of Faculty Members; and 34.07.01.C0.02, Academic Continuity Planning).

1. COLLEGE RESPONSIBILITIES
1.1 The college will maintain a list of delivery methods for undergraduate and graduate courses on Islander Ready site in the Continuity Plan.

1.2 The college will notify faculty of the CONHS Continuity Plan and keep that list updated.

1.3 CONHS will provide faculty with laptop computers, as PC’s are being replaced because of age. As much as possible the college will supply faculty with laptops as funds are available especially if they are teaching in online programs.

1.4 The college will ensure faculty have course information on Blackboard and can be trained to teach online (or at an alternate location) in the case of an event.

1.5 Staff in the college departments will maintain lists of emergency contact cell phone numbers for staff, administrators, and faculty.

1.6 In the case of an event, as much as possible, the college will prepare offices/buildings for that event. If staff of faculty are not available at the time this work is being done, other staff members will do it on their behalf. Desktops and monitors should be properly shutdown and disconnected from the main power lines; however, as many of the other connections as possible should be left in place (ethernet, monitor cables, etc.). Desktops on the ground should be placed on top desks and properly covered with waterproofing material (such as a plastic bag).

2. FACULTY RESPONSIBILITIES
2.1 Full-time faculty will complete Blackboard training within one year of starting employment to prepare themselves to teach courses online to maintain academic continuity. All courses will be prepared to use Blackboard for communication, teaching, grading and evaluation purposes in the case of an event.
2.2 All faculty (full-time and adjunct) will provide the college with emergency contact information and keep that updated.

2.3 Faculty will back up computers and safeguard research materials to server. All work-related files should be backed up to the I drive. Faculty will maintain student performance records in a secure manner, either on the LMS (Blackboard) and/or on a laptop.

2.4 Because certain software is not available without it, faculty and staff may choose to get VPN access, which allows remote access to central resources while work is being done to open the university to the general public for normal operations. This AnyConnect VPN Client is available for download at: it.tamucc.edu, under the "Network and Phone Connectivity" link.

2.5 In the case of an event, faculty should prepare their offices. Desktops, monitors, and all technology should be properly shut down and disconnected from the main power lines. As many of the desktop/monitor connections as possible should be left in place (ethernet, monitor cables, etc.) for ease of re-start. Desktops and monitors should be placed far away from windows (stored in protective area if available). Desktops on the ground should be placed on top of desks and properly covered with waterproofing material (such as a plastic bag). If possible, any irreplaceable research or personal materials should be removed from offices and stored in a safe location or removed from the area of the event. Before leaving for summer, faculty who will not be on campus will prepare their offices.

2.6 In the case of an emergency, when campus is closed, faculty will be prepared to deliver their courses/continue teaching activities (deliver lectures/activities and course assignments) in the manner listed in the CONHS Continuity Plan on Islander Ready (through Blackboard, WebEX (videoconference), or alternate location). Clinical Faculty may have to change sites due to the event. Contracts will need to be in place.

2.6.1 Courses will restart once the university has determined a restart schedule.
2.6.2 Faculty will adhere to the revised academic calendar and will do their best to continue teaching activities.
2.6.3 Teaching through alternate methods is time-dependent. During “long” semesters, a missing month could be made up – i.e. by extending into the subsequent intersession or compressing content. Longer absences or absences during the “short” semesters and minimesters would probably require granting “incomplete” grades to enrolled students and rescheduling for the completion of the courses.
2.6.4 If deviation from the original syllabus is necessary and would require the development of an adaptive syllabus, that syllabus would be posted on Blackboard.
and emailed to students.

2.6.5. Clinical/practicum assignments may be adjusted to accomplish course learning objectives i.e. shortening number of hours spent in facilities, using simulation, alternative clinical sites

2.6.6. Department chairs will have access to faculty blackboard course shells to facilitate communication with students if faculty are prevented from course communication because of interruptions caused by the event.

2.7. In the case that a faculty member cannot continue teaching activities per revised university calendar/schedule or at that location, they must notify their department chair or appropriate administrator as soon as possible. If it is impossible to find a replacement instructor, students might be given incompletes until a suitable replacement is appointed

3. STAFF RESPONSIBILITIES

3.1. Staff will provide the college with emergency contact information and keep that updated.

3.2. Staff will back up computers and safeguard research materials to servers. All work-related files should be backed up to the I drive.

3.3. Because certain software is not available without it, staff may choose to get VPN access, which allows remote access to central resources while work is being done to open the university to the general public for normal operations. This Cisco AnyConnect VPN Client is available for download at: it.tamucc.edu, under the "Network and Phone Connectivity" link.

3.4. In the case of an event, staff should prepare their offices. Desktops, monitors, and all technology should be properly shut down and disconnected from the main power lines. As many of the desktop/monitor connections as possible should be left in place (ethernet, monitor cables, etc.) for ease of re-start. Desktops and monitors should be placed far away from windows (stored in protective area if available). Desktops on the ground should be placed on top of desks and properly covered with waterproofing material (such as a plastic bag). If possible, any irreplaceable research or personal materials should be removed from offices and stored in a safe location or removed from the area of the event.