ACADEMIC CONTINUITY PLAN
(August 21, 2018, May 5, 2024_AH)

This section includes information regarding continuing delivery of teaching/learning functions of the college 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 Full-Time Faculty Members; 12.99.99.C0.02, Responsibilities of Part-Time 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 (the CLA Emergency Course Plan) on Islander Ready.

1.2 The college will notify faculty of the CLA Emergency Course Plan and keep that list updat

1.3 As much as possible, the College of Liberal Arts will provide faculty with laptop computers if they will be teaching online in the case of an emergency.

1.4 The college will ensure faculty have at least minimal course information on Canvas and have the opportunity to 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 or 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 shut down 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 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).

2. FACULTY RESPONSIBILITIES

2.1 Full-time faculty will complete Canvas 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 Canvas for communication and grading purposes in the case of an event.

2.2   Faculty 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/copied to the I- or U-drive. Faculty will maintain student performance records in a secure manner, either on the LMS (Canvas) and/or on a laptop.

2.4   Because certain software is not available without it, faculty and staff may chose 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.

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.

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 CLA Emergency Course Plan on Islander Ready (through Canvas, WebEX (videoconference), or alternate location).

        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 – perhaps by extending into the subsequent intersession. However, longer absences or absences during the "short" semesters and minimesters would be "irrecoverable" and would require granting "incomplete" grades to enrolled students and rescheduling for the completion of the courses.
        2.6.4   Deviation from the original syllabus will be necessary for some coping strategies, requiring the development of an adaptive syllabus, which should be posted on Canvas and emailed to students.
        2.6.5   Closed captioning may not be available for emergency online offerings.

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 server. All work related files should be backed up/copied to the I- or U-drive.

3.3 Because certain software is not available without it, staff may chose 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.