ACADEMIC CONTINUITY PLAN
(August 21, 2018; August 20, 2024)

This section includes information regarding continuing delivery of teaching/learning functions of the school 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.C0.01, Academic Continuity Planning*).

1. SCHOOL RESPONSIBILITIES

1.1   The school will maintain a list of delivery methods for undergraduate and graduate courses (the SAMC Emergency Course Plan) on Islander Ready.

1.2   The school will notify faculty of the SAMC Emergency Course Plan and keep that list updated.

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

1.4   The school will ensure faculty have at least the minimum required course information on the university Learning Management System (LMS) 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 school 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 school 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 LMS 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 the LMS for communication and grading purposes in the case of an event.

2.2   Faculty will provide the school 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 via university-supplied cloud storage such as OneDrive. Faculty will maintain student performance records in a secure manner, either on the LMS 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 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 SAMC Emergency Course Plan on Islander Ready (through at least the LMS but also potentially via other appropriate alternate platforms).

        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 the LMS 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 school 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 university-supplied cloud storage.

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.