B. ACADEMIC CONTINUITY PLAN
Revised June 2019

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. Also, see Finance and Administration website for more information on the TAMU-CC Business Continuity Plan and for access to Islander Ready).

1. IMMEDIATE PREPARATION

1.1 Immediate preparation of office equipment prior to vacating the premise (if possible): 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, present and available personnel will do it on their behalf.

1.1.1 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.).

1.1.2 Desktops and monitors should be placed far away from windows (stored in protective area, if available).

1.1.3 Desktops on the ground should be placed on top of desks and properly covered with waterproofing material (such as a plastic bag).

1.2 Update emergency contact cell phone information (if applicable): In the case of an event, as much as possible, the personnel will provide any necessary updates to their emergency contact information:

1.1.1 Faculty and staff will also provide the appropriate department leadership with emergency contact information and provide updates when applicable. Leadership will maintain emergency contact cell phone list.

1.1.2 Faculty and staff will update any necessary emergency contact information in their Workday profile as encouraged by TAMU-CC’s Human Resources Office. https://finance-and-administration.tamucc.edu/bcp/bcp_know.html

1.3 Access (if applicable):
1.3.1 Faculty and staff may choose to get VPN access on a TAMU-CC assigned laptop, which allows remote access to central resources for normal operations. This Cisco AnyConnect VPN Client is available for download at: it.tamucc.edu, under the "Network and Phone Connectivity" link.

1.4 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 University College (UCOLL) Emergency Course Plan on Islander Ready (through Blackboard, WebEx Video Conference, or alternate location).

1.4.1 Courses will restart once the university has determined a restart schedule.

1.4.2 Faculty will adhere to the revised academic calendar and will do their best to continue teaching activities.

1.4.3 Teaching through alternate methods is time dependent. During “long” semesters, a missing month could be made up. For example, perhaps by extending into the subsequent intersession. However, longer absences or absences during the “short” semesters and mini-mesters would be “irrecoverable” and would require granting “incomplete” grades to enrolled students and rescheduling for the completion of the courses.

1.4.4 Deviation from the original syllabus will be necessary for some coping strategies, requiring the development of an adaptive syllabus, which should be posted on Blackboard and emailed to students.

1.4.5 Closed captioning may not be available for emergency online offerings.

1.5 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.

2. COLLEGE PLANNING RESPONSIBILITIES

2.1 College leadership or appropriate administrator responsibilities toward faculty preparation:

2.1.1 The college will maintain a list of delivery methods for undergraduate and graduate courses (the UCOLL Emergency Course Plan) on Islander Ready.

2.1.2 The college will notify faculty of the UCOLL Emergency Course Plan and keep that list updated.
2.1.3 In case of an emergency, University College may provide faculty with laptop computers if they will be teaching online. Because laptops are limited assets, they will be checked out while laptops are available. The laptop sign-out log is maintained by the college’s business office staff.

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

2.1.5 Encourage emergency contact cell phone information be updated in personnel Workday profiles regularly and shared with department leadership. https://finance-and-administration.tamucc.edu/bcp/bcp_know.html

2.2 College leadership or appropriate administrator responsibilities toward staff preparation:

2.2.1 In the case of an emergency, University College may provide staff with laptop computers if they will be performing critical functions in support of the college mission. Because laptops are limited assets, they will be checked out while laptops are available. The laptop sign-out log is maintained by the college’s business office staff.

2.2.2 The college will ensure staff are at least familiar with the use of all online administrative software and have the opportunity to be trained to perform administrative duties online in the case of an event.

2.2.3 Maintain a backup emergency contact cell phone list in the server.

2.2.4 Encourage emergency contact cell phone information be updated in personnel Workday profiles regularly and shared with direct leadership. https://finance-and-administration.tamucc.edu/bcp/bcp_know.html

3. FACULTY PLANNING RESPONSIBILITIES

3.1 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 in Blackboard for communication and grading purposes in the case of an event.

3.2 Faculty will update their contact information in their Workday profile as encouraged by the TAMU-CC Human Resources Offices Business Continuity Plan. Faculty will also provide the appropriate leadership within their department with emergency contact information and provide updates when applicable. Leadership will maintain emergency contact list.
3.3 Faculty will back up computers and safeguard research materials to server. All work-related files should be backed up/copied to the I:drive or Syncplicity. Faculty will maintain student performance records in a secure manner, either on Blackboard and/or on a laptop.

3.4 Faculty may choose to get VPN access on a TAMU-CC assigned laptop, which allows remote access to central resources for normal operations. This Cisco AnyConnect VPN Client is available for download at: it.tamucc.edu, under the "Network and Phone Connectivity" link.

4. STAFF PLANNING RESPONSIBILITIES

4.1 Staff will complete online software training within one year of starting employment to prepare themselves to conduct supportive operations online to maintain business continuity.

4.2 Faculty will update their contact information in their Workday profile as encouraged by the TAMU-CC Human Resources Offices Business Continuity Plan. Faculty will also provide the appropriate leadership within their department with emergency contact information and provide updates when applicable. Leadership will maintain emergency contact list.

4.3 Staff will back up computers and safeguard administrative documentation to server. All work-related files should be backed up/copied to the I:drive or Syncplicity. Staff will maintain personnel records in a secure manner, either on Syncplicity and/or on a laptop.

4.4 Staff may choose to get VPN access on a TAMU-CC assigned laptop, which allows remote access to central resources for normal operations. This Cisco AnyConnect VPN Client is available for download at: it.tamucc.edu, under the "Network and Phone Connectivity" link.