

Academic Continuity in the College of Arts and Sciences

Continuing and extending the academic continuity exercise undertaken by Clark Hall in February 2013, departments within the college are expected to undergo their own exercise. The following elements of the exercise are required by the Dean's Office:

Continuity of Academic Services

- All classes must have a shell in Blackboard Learn
- All instructors must enter their syllabi into OIRA's Online Syllabus Management system and import their syllabus into Blackboard shell with the integration tool
- All instructors will offer an assessment in Blackboard Learn
- Classes will not be held (in lieu of this, instructors/faculty will exchange electronic materials with their students in a significant way—but this exchange need not be synchronous, i.e., need not happen at the same time the class would have been held)

Continuity of Administrative Services

- Main office will close for one half of one day
- Key personnel will participate in a Blackboard Collaborate session

In preparation for their exercise, departments should create a list of “mission-critical” tasks that they'd like to try to accomplish from a remote location during the exercise—these may be administrative and/or academic. Departments should then write a report that describes their experience with the exercise—what worked, what didn't, and a plan for addressing problems and/or shortcomings in event of an actual emergency. Departments should try to construct reports in terms of strengths, weaknesses, opportunities, and challenges.

eTech will provide workshops for three College departments at a time over the next two years in which we will assist faculty and staff with enrolling the iPad in our mobile device management system and then downloading and setting up the apps that the college has purchased for the exercise. Departments need not undertake their exercises in the month designated for their eTech workshops. Department chairs can elect when to undertake their academic continuity exercise.

eTech's Role in the Academic Continuity Exercise

- Purchase academic continuity apps on behalf of the departments
- Enroll all College iPads in the College mobile device management system
- Guide faculty, staff, and instructors in setting up and using the apps
- Rebecca Johnson will compile all academic continuity reports into a full College report

Faculty Resource Center's Role in the Academic Continuity Exercise

Rick Dowling will provide workshops on use of enterprise tools (Blackboard and Collaborate) in the academic continuity exercise. Chairs should contact the FRC to set up a workshop time: 348-3532.