

## Steps for academic continuity in the event of campus closure

Dear Instructional Faculty,

You should have already received from your college Dean a 'statement' for inclusion in your syllabi and 'guidelines' for preparing for an alternate mode of instruction delivery that can be sustained during a campus closure due to an emergency like a severe pandemic outbreak.

However, I am sending this information again directly to you to further emphasize the need for academic continuity preparedness. If you have printed your syllabi already, please ensure that the 'statement' is included in the electronic versions and are available through Blackboard.

On the first day of your classes, please discuss with your students the 'statement' so that students are fully aware that we fully intend to continue delivery of instruction using an alternative (e.g., electronic) mode (of instructor's choice) in the event of a campus closure due to a pandemic escalation or other emergencies.

Also, please follow the 'guidelines' document carefully and start planning for an alternate delivery mode. Make sure to share information with your students from time to time to keep them updated with your intended plan. The emergency preparedness for academic continuity team (EPACT), a university wide team, is continuing to develop guidelines for other issues, such as attendance and late examination policy, requirement for doctor's note, instructor's availability, etc. These will be shared with you as and when they are available.

Blackboard and Elluminate are the two primary modes of electronic instruction delivery that we have available. We are working to ensure that we have sufficient 'surge capacity' for hardware, software, and help desk support. Please attend training sessions that are being offered by IT and 21st Century Teaching Technology center at your college and at the Library commons.

If you have any questions, please first contact your Associate Dean, who is a member of EPACT.

Thank you.

Sincerely,

Tapas

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