

Millsaps Faculty Guide for Continuity of Course Instruction

This resource is designed to help faculty prepare to continue to teach their classes in the event that their classes need to be cancelled for a short time, due to prolonged personal illness or short-term college closure. While we are asking faculty to take the steps recommended in this guide to prepare for the possibility of a flu outbreak on campus during the 2009-10 academic year, these same steps may be useful in response to natural disasters like Hurricane Katrina.

The CDC has recommended a number of steps for colleges and universities to take in preparing for and preventing a flu outbreak on campus. These guidelines are available in a number of locations, but one excellent summary is available at:

<http://www.flu.gov/plan/school/higheredtechreport.html>

Among the most important recommendations you should note are that the CDC is requesting that faculty consider liberal absence policies, to prevent students who are ill from coming to campus and spreading the flu among other students. Although the CDC requests that faculty not require a doctor's note to validate an illness due to overwhelmed health providers, you should use your discretion in asking students to provide such documentation.

CDC also recommends that faculty consider the use of distance learning to address several scenarios, including high-risk students at home. Should "social distancing" be recommended, classes would need to continue in a more widespread manner.

Millsaps takes these recommendations very seriously and it is strongly recommended that a Continuation of Instruction Plan be prepared for each class at the College. This plan should include:

1) Communication with your students –

You need to be able to contact all of your students via e-mail. Since emergencies are unpredictable, you may not be able to connect to campus systems so you and your students should each have a Millsaps email and one non-Millsaps email. You can collect contact information and distribute your contact information for use only during an emergency that closes the campus. Otherwise, they should always use the contact method specified in your syllabus.

2) Materials ready to deliver to the class from a distance –

You need to have an electronic copy of your syllabus and should have both electronic and paper copies of your course materials. Be particularly aware of learning objectives, course content, and learning activities.

3) A course delivery method –

We encourage you to use Course Connect, the Millsaps course management system. You need to be aware of and become trained to use Course Connect – <http://courses.millsaps.edu/> . Molly McManus (x1086), Associate Librarian and Coordinator of Public Service, and Jeanne Bodron and Dawn Nations in the Information Technology Service office, are available to help you set up your course. Seventy-eight courses are already using Course Connect to upload syllabi, host discussions, accept assignments, create wikis, and give quizzes. For more information, call the Help Desk (x1144) or click on Quick Links on our Millsaps website. The Course Connect file includes a Quickstart Guide, an example course and FAQ section. You should also consider Google or Yahoo groups or Facebook even the USPS as other course delivery methods.

Be sure to share this information with your Department Chair and/or Associate Dean.

The Dean of the College will notify all faculty if the campus closes for a least a week because of an emergency. When such an emergency occurs:

- Stay as calm and controlled as possible
- Find out what Millsaps systems are available and decide on a delivery plan
- Call your students
- Tell your students how you will continue teaching the course
- Post an announcement/record an announcement on your office voice mail.
- Keep checking on your students
- Be flexible with your students; patience, flexibility and focus on learning objectives are the keys
- Compromise may be necessary; perfection is impossible
- Don't give up

- Revised and modified from Faculty Guide – Fairleigh Dickinson University 2009
fdu-coursecontinuity.wikispaces.com

(September 2009)