



POLICY TITLE
Instructional Disruption

POLICY NUMBER
1-4190

Responsible Office: <i>Academic Affairs</i>	Effective Date: <i>01/07/2022</i>
Responsible Official: <i>Office of the Vice Chancellor of Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>07/29/2021</i>

I. POLICY STATEMENT

The purpose of the Instructional Disruption policy is to make provisions for continuity of instruction when instructional delivery is disrupted due to unforeseen circumstances such as a public health crisis, natural disaster, or other unexpected disruption.

II. POLICY RATIONALE AND SCOPE

Baton Rouge Community College provides instruction that supports student learning outcomes for all courses and programs offered by the College. Methods of delivery include but are not limited to lectures, laboratories, online instruction, hybrid instruction, and off-campus instruction. In the event that instructional time between faculty and students is disrupted due to unforeseen circumstances, the College will use its current Learning Management System (LMS) to provide continued instruction to students. The College currently requires the use of the LMS for the posting of syllabi, grades, and other instructional materials; however, in the event of an unforeseen disruption, the LMS will further be used for delivery of course materials/assignments according to the Instructional Course Continuity Plan. In extreme cases, if course delivery is disrupted for longer than a week, the College may evaluate the severity of the disruption to determine whether further instruction for the part of term is possible.

III. POLICY AUDIENCE

The policy audience for this policy includes all students, faculty, and staff of Baton Rouge Community College.

IV. POLICY COMPLIANCE

Failure to follow this policy could result in significant disruption of course instruction between faculty and students.

V. POLICY DEFINITIONS

Learning Management System

Part of Term

VI. POLICY IMPLEMENTATION PROCEDURES

Prior to the Disruption

Dean and Department Chair (Program Manager in Tech Ed and Nursing/Allied Health) responsibilities

- Deans and Chairs/Program Managers meet with faculty to complete the *Instructional Course Continuity Plan* for each course.
- Deans and Chairs/Program Managers meet to decide which courses need alternate locations to continue instruction and ensure other locations for course implementation are available if needed if courses cannot be delivered electronically.
- Deans and Chairs/Program Managers make sure all contact information for instructional faculty and for all staff members is available both in electronic form and on paper.
- Chairs/Program Managers set up communication listservs where departments send out emails to faculty and staff, who then report back to the chair. Chairs/Program Managers should report availability of individuals to the Dean.
- Chairs/Program Managers facilitate setting up alternative ways of contacting faculty/staff (through texting and telephone messages, for example).
- Chairs/Program Managers ensure availability of training in use of alternative delivery methods is available for all instructional personnel.
- Chairs/Program Managers give an overview of options for merging classes with similar content.

Faculty responsibilities:

- Complete the *Instructional Course Continuity Plan* for each course you teach.
- Prepare any course materials necessary for implementation of your *Instructional Course Continuity Plan* and have them available on Canvas.
- Keep a hard copy of important contacts (names, email, and phone numbers) in your department and across the College (department contacts, IT, etc.)
- Add the following short paragraph to each course syllabus:
"In the event of a disruption to the normal class schedule or planned activities for this course, the format of this course may be modified to enable completion of the course through other means, including other locations, online work, etc. If this occurs, you will be provided with an addendum to the syllabus including full instructions."

- Have a hard copy of your class list including names and email addresses. (Test this list to make sure all students are receiving your emails. Many students have their email forwarded to another location).
- Have a backup copy of all class materials.
- Make use of Canvas or other tools for the syllabus information and graded feedback to students at minimum. Be prepared to post more information to the system if needed to communicate with students.
- Make sure your syllabus contains enough information for each week or unit such that students could continue on their own for a short period of self-study if needed.
- Inform your students that they always need to have a hard copy of the syllabus available to them.
- Offer an exam or alternative activity that can be completed and submitted electronically.

At the time of the disruption

In the event of an unforeseen disruption to instruction, the Vice Chancellor for Academic and Student Affairs will notify the academic leadership team that the Instructional Disruption Policy will be implemented. Academic leadership will then follow the Instructional Disruption Procedures to ensure continuity of instruction.

VII. POLICY RELATED INFORMATION

Instructional Course Continuity Plan

VIII. POLICY EXCEPTIONS

Exceptions to this policy may occur depending on the time of hire in relation to the time of the instructional disruption, or the nature of the disruption.

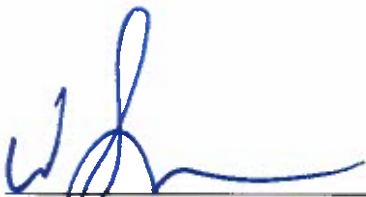
IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy and will be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

www.mybrcc.edu

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor



Date
Effective Date of Policy

Baton Rouge Community College

Instructional Course Continuity Plan

This worksheet is designed to help faculty develop a basic continuity plan for their courses if a campus crisis (prolonged adverse weather; health epidemic) significantly disrupts instruction.

Instructor Name:

Course Number(s):

Course Name:

Department:

Date Submitted:

Instructor Worksheet

Teaching Activity	Questions to Consider	My Continuity Plan
Communicate with Students	When will you communicate with students and how often? What tool (or tools) will you use to communicate with students and how will you use it (or them)? What will your initial communication to students look like? How is course continuity addressed in your syllabus? Describe your plan.	
Distribute Course Materials and Readings	What course materials are likely to be affected (schedules, syllabus, etc.)? How will you make students aware of changes in course materials and readings? What tools will you use to distribute this content? Describe your plan.	
Deliver Lectures	Which lectures in your course will be affected during a crisis? How will you deliver these lectures if you cannot meet face-to-face? Describe your plan.	

Baton Rouge Community College

Instructional Course Continuity Plan

Run Lab Activities

Will lab activities in your course be affected?
If so, how will you alter each of these activities to achieve your learning outcomes? Describe your plan.

Foster Communication and Collaboration Among Students

How will you foster collaboration in your course over time? In what ways can you foster student-to-student communication? How will you make students accountable for group work done at a distance? Describe your plan.

Collect Assignments

What types of files will students be required to submit?
How will you collect assignments?
What accommodations to assignments might you have to make for students? Describe your plan.

Assess Student Learning

What exams and other assessments will be affected?
How will you deliver and collect responses to those exams?
Which exams will need to be converted to projects or papers?
Describe your plan.

Summary Comments