

March 12, 2008

**APPENDIX \_\_\_\_**  
**ACADEMIC PLAN IN THE EVENT THE COLLEGE CLOSSES**

Emergencies that affect the College can be potential or actual events and range from a simple, small event to a large, complex event requiring numerous resources--both internal and external to the College. The College has developed an Emergency Operations Plan to facilitate decision-making, communication, and coordination of response activities in the event of an emergency.. Potential emergencies that could impact the College include::

Multiple vehicle accident	Snow/Ice Storm
Hazardous material incident	Prolonged Service Outage
Earthquake	Civil Disturbance
Hurricane	Conflagration
Tornado	Nuclear Incident
Downed Aircraft	Terrorist Activity
Flooding	Bioterrorism
Explosion	Epidemic outbreak

During an emergency or disaster, the College will need to take immediate and appropriate actions to determine and coordinate its response to the emergency. Depending on the level of the emergency and the need for resources, the College shall activate its Emergency Operations Plan (EOP) to direct its resources in order to protect lives and property and ensure a timely and effective response to any disaster or emergency.

Some emergencies may require a full or partial closure of the College for only a day or two (for example a snow/ice storm), while other emergencies (such as an epidemic outbreak), may require the College to shutdown for an expanded period of time (e.g., weeks or even months). Depending on the nature of the emergency, it may not be possible to predict how long the College will need to remain closed at the onset of an emergency. For example, in the event of a pandemic flu outbreak, it is possible that the College will decide to curtail operations before there are identified cases on Campus so that students, faculty, and staff can return to their respective homes. Depending on the severity of the outbreak, the college may be able to reopen quickly (if the pandemic is controlled in its early stages), or may need to remain closed until the pandemic has run its course (this could be weeks or even months).

These decisions will be further complicated by the timing of an emergency. For example, if an emergency happens at the start of an academic semester, the College may opt to shift the semester start and end date or curtail scheduled vacations to make up for the lost time. Given these multiple confounding factors, it would be nearly impossible to come up with specific decision criteria based on the timing and length of possible closings—two weeks at the start of the semester, mid-semester, end of semester, three weeks, etc.?

Therefore, the purpose of this Academic Plan (Appendix \_\_ of the EOP) is to identify basic procedures that shall be used to determine how academic policies will be applied in the event of an emergency that would require a full or partial closure of the college.

**Principle statements:**

1. All decisions will reflect a commitment to the health and safety of our students, faculty and staff and compassion for individual circumstances to the extent possible.
2. The College will make every reasonable effort to enable students to salvage academic credit provided that the core competencies of the course are met.
3. The College will establish specific protocols for a given situation. These protocols will provide avenues for requesting exceptions and/or appealing a decision to fairly account for the individual circumstances of faculty, staff, and students.

**Responsibilities:**

1. The President or his/her designee has overall responsibility for all decisions and strategies undertaken to respond to a campus emergency.
2. The college administration is responsible for maintaining a communication infrastructure.
3. College Relations will keep faculty and staff updated on the status of the College. This will be accomplished by using e-mail, and regular announcements on the home page at [www.keene.edu](http://www.keene.edu), etc.
4. The Provost is responsible for managing changes to the academic calendar under emergency circumstances.
5. Individual faculty should be prepared to communicate with students enrolled in classes (such as email lists through Blackboard, telephone, mail, etc.).
6. Individual faculty must plan for possible alternative modes of course delivery.
7. Individual faculty must ensure that the core competencies of the course are met in order to assign credit.
8. Academic departments have the responsibility for planning for and making decisions concerning emergency or short-term modifications to the curriculum.
9. Students are responsible for regularly checking their e-mail, voice mails, Blackboard, etc., communicating with their professors.
10. Students are responsible for completing their assignments and ensuring that they have completed all of the core requirements for their courses.

**Policy Recommendations:**

1. Alternative academic delivery policies will go into effect immediately upon the College closing. These policies will comply with USNH policies regarding Curtailed Operations and/or Emergency Response.

Curtailed Operations/Delayed Openings may be declared and authorized by the President or his/her designee in the event of an emergency or extreme weather conditions. In such situations, status hourly staff members may be directed to perform assignments, come in late, leave early, or not come in at all as applicable to the period of curtailed operations and shifts specified. Curtailed Operations may be a partial closure of the institution or a full closure for a period of seven (7) calendar days or less.

An Emergency Response situation is expected to last more than a week (7 calendar days). All normal USNH and campus policies for the safety rights of employees and management rights to direct work will remain in effect. The Chancellor or CEO may declare either partial or full Curtailed Operations for an extended period of time.

For example, staff in Academic and Career Advising, the Registrar's Office, and Mason Library will support students and faculty by facilitating existing on-line services (web advisor, program evaluation, registration, dropping courses, and research database help) and are hoping to add new services (on-line grading). In an emergency the institution will allow on-line adding without permission of instructors to the maximum course capacity. Staff will use e-mail to advise students. The Aspire staff will use Blackboard to advise, and to provide tutoring and supplemental instruction.

2. Faculty will determine alternative course delivery methods and will communicate those to students. A new alternative course delivery category should be added to all syllabi. Faculty will indicate how the course will be delivered if the college is closed and how students will submit work to faculty. Potential choices for delivering courses include:
  - Blackboard and Blackboard e-mail
  - Blackboard with voice overlay to enhance information
  - Postal mail
  - Videotaped/recorded lectures
  - WebCT
  - Phone conversations
  - Faculty voice mail messages
  - Podcasts
  - Blogs
3. Faculty and students are asked to use the e-mail function in Blackboard (or similar web-based tool), if communicating via e-mail. Blackboard may be accessed without going to the KSC web page.

All faculty should receive training to be able to use at least Level 1 in case the College closes. The Blackboard GOKIT for EOP is attached to this document.

4. Departments are encouraged to establish a phone tree so that faculty may access help if they need it.
5. In the event the technology fails, faculty should consider what their back-up pedagogical plan is, including alternative course evaluation plans.
6. A statement will be included in the Faculty and Student Handbooks describing the College's alternative delivery policy.

In the event the College closes for a major disaster, faculty will have articulated, in their course syllabi or by some other means, their plans for alternative course delivery and course work submission. Alternative delivery methods are subject to change and both faculty and students may need to be flexible if adaptations need to be made.

7. If a professor is incapacitated or dies the chair of the department or his or her designee will be responsible for reviewing students' work and issuing grades.

It might behoove departments to identify a back-up set of instructors for each course or identify a faculty member who is familiar with coursework/ teaching the same course.

8. Faculty will determine whether letter or pass/fail grades will be issued. The College should develop a statement that indicates a passing grade is equivalent to a C or higher for purposes of transfer issues.
9. The institution needs to remain flexible regarding the academic progress of students studying abroad should the institutions they are studying at close down. (See principle statements 1 and 2)

## BLACKBOARD GOKIT FOR EOP

### Document Purpose:

This document is not intended to replace Blackboard training but instead should be used as a guide to help faculty communicate class information to students in the event of an emergency and curtailed campus operations. Note that the **Bb Manual** is a good resource to help with many basic questions and is located in the course **Control Panel**. It is also *highly* recommended that faculty take advantage of Bb training offered by the instructional technology team:

<http://www.keene.edu/it/insttech>

### Accessing Blackboard:

#### Keene State College Blackboard web address:

From the KSC home page, click on the **Academics** link and select **Blackboard**. Or go directly to this URL: <http://keene.blackboard.com>

### Login information (for faculty and students)

**Username:** the information before the @ sign in the Keene State College email address

**Password:** the last 6 digits of your social security number (for some it will be your alternate identification number)

### Blackboard Administrative Tasks:

#### Making Bb available for students:

By default classes are made “unavailable” to students.

To make a course “available” go to the course **Control Panel**. Click on **Settings** and click on **Course Availability**. Select the **Yes** button and click on the **Submit** button.

#### Roster management:

Student rosters are loaded into Bb at the beginning of each semester; however, faculty must manage student rosters to ensure accuracy. In the course **Control Panel** there are several user management features including: **List/Modify Users**, **Enroll User** and **Remove User**.

### Using Blackboard to Communicate:

#### Email:

Students and faculty have their Keene State College email address loaded into Bb as part of their user profile. Faculty have the choice of emailing the entire class or they can choose individual students. From the **Control Panel** click on **Send Email** and choose either **All Users** to send email to everyone in the course or **Single/Select Users** to select which users will receive the email.

#### Instructions for sending email to select students:

Under the **Available to Select** column, click on the student(s) name and use the arrow button to move the name to the **Selected** column (this will be the email recipients).

Type in an email subject and a message for the email

Click the **Submit** button

#### Announcements:

This is the default home page and is the first thing students see when they access a course site. To add an announcement go to the **Control Panel** and click on the **Announcements** link. Click on the **Add Announcement** button at the top of the page and add an announcement subject and type your message in the message text box. Click the **Submit** button.

Be sure to tell students to click the **View All** tab to see *all* of the course announcements (by default announcements older than 7 days exit from view).

### **Discussion Board:**

Discussion boards can be used to communicate with students enrolled in the class. Faculty find that it's very useful to pose questions related to readings or lectures and require that all students post comments, similar to a face-to-face conversation. When designed thoughtfully and expectations communicated clearly the online discussions can be rich and very insightful.

The structure is hierarchical and consist of 1) the discussion forum 2) the discussion threads. The forum is the overarching subject and the threads are the posts or conversations that occur.

From the course **Control Panel** click on the **Manual** link. Click the **Search** button at the top left of the screen and type in "*forum*" and click the **Search** button. Click the "**add or modify forum**" link for instructions for setting up a forum. Type in "*thread*" and click the **Search** button. Click on the "**initiate a thread**" link for instructions for adding a thread.

### **Adding Content to Blackboard:**

#### **Posting Documents:**

Any type of document can be posted to a Blackboard class including but not limited to: Word, Excel, PowerPoint, PDF, HTML, image, audio, and video files. Remember though, the end-user must have the necessary application available to open the posted file.

From the course Control Panel click on **Course Documents\***. To add course material click on the **Item** button at the top of the page. Follow the 4 steps to upload a file to the course site.

#### **Organizing Content:**

From the course Control Panel click on **Course Documents\***. To add course material click on the **Folder** button at the top of the page. Follow the 4 steps to create a folder.

#### **Adding Web Sites:**

From the course Control Panel click on **Course Documents\***. To add course material click on the **External Link** button at the top of the page. Follow the 4 steps to create a link to a web site.

**Important Note:** in step #3 select "Yes" next to "Open in a new window"

\* Course Information, Course Documents, Assignments, and External Links are areas to post content and are interchangeable.