

## **Illinois Valley Community College**

### **Continuity of Academic Operations Plan (CAOP)**

#### **Faculty Quick Reference**

The Continuity of Academic Operations Plan (CAOP) is activated only after college officials have declared an emergency and activated the college's Emergency Response Plan (ERP). The CAOP will not be activated without an official ERP activation. IVCC may have the opportunity to relocate classes, faculty, and students in the event of an emergency or, when available, phone, email, and the internet may be used to attempt continuity in academic operations.

In the event of an emergency, IVCC may broadcast messages on the IVCC website, district radio stations, IVCC social media, and the college's automated phone message, heard by dialing (815) 224-2720. College-wide communication may also be sent through IVCC Alerts, IVCC student and employee email, and the learning management system.

### **How should faculty prepare for academic continuity in an emergency or a disaster situation?**

#### **Class Syllabus**

Every IVCC class syllabus could include, as is or as modified, a Continuity of Academic Operations (CAOP) statement, such as: "If IVCC experiences an emergency or disaster and classes have the potential to be or are disrupted, IVCC will broadcast messages on the IVCC website, district radio stations, IVCC social media, and the college's automated phone message, heard by dialing (815) 224-2720. Notification of an emergency may be followed by class-specific communication to students from instructors."

Faculty may also consider including in course syllabi and reviewing at the start of the semester the following classroom emergency procedures:

- In case of emergency in this room, who is willing to call 911? The 911 dispatcher will call IVCC Campus Security and Emergency Responders.
- In case of the need to evacuate this room, the nearest exit from the building is \_\_\_\_\_.
- If we do need to evacuate, we will meet up at \_\_\_\_\_ (location).
- The nearest place to take shelter during a tornado warning is \_\_\_\_\_.
- If we need to shelter in place in this room, we should shelter in \_\_\_\_\_.
- In case of fire, who will pull the fire alarm?
- The nearest fire alarm is \_\_\_\_\_.
- The nearest fire extinguisher is \_\_\_\_\_.
- The nearest Area of Rescue Assistance and an emergency call box are located \_\_\_\_\_. If you need assistance to evacuate, please proceed to this area and push the call box button.

#### **Locating and Using Email and Phone Information as a Communication Resource**

1. The College's student information system (SIS) provides a function to email all students on a roster. Messages are sent to students' IVCC email addresses.
2. Class rosters include student phone numbers.
3. Faculty may choose to use IVCC or personal phones to call students.

### **The Learning Management System (LMS)**

1. A course site is created for every class in the IVCC class schedule each term. Students are automatically enrolled in course sites based on the class roster, and students who drop or are withdrawn from the class are made unavailable. Faculty already using the LMS may use their existing course sites to maintain academic continuity in the event of an emergency.
2. Faculty who may wish to use the LMS only when the CAOP is activated may seek help from IVCC Center for Excellence in Teaching, Learning, and Assessment (CETLA) staff to ensure they can access the LMS and use LMS communication and content tools, if desired, in the event of an emergency.

### **Continuity of Instruction and Student Learning**

When activated, the CAOP has the potential to affect or change course syllabi, assignments, assessment, evaluation, and grades. The CAOP suggests instructor communication will also be attempted if there is a disruption lasting 1-5 days. The plan suggests an instructor attempt to deliver content or replace coursework done in-person when classes are disrupted for more than 5 but fewer than 10 days. Should a disruption last 10 or more days, IVCC administration will determine the viability of the semester and classes delivered in any mode.

#### **When Internet IS Available to Instructors On or Off Campus**

During disruptions lasting 1-10 days, online and blended classes are expected to operate online as planned or modified when internet is available.

For in-person classes, when classes are disrupted and internet is available, the following events may occur according to the specified timelines:

##### 1-5 Days Disruption

1. College-wide communication
2. Instructor communication to students

##### 6-10 Days Disruption

1. College-wide communication
2. Instructor communication to students
3. Delivery, through email, Blackboard, faculty web pages, or alternate course management systems, of online content, activities, coursework, and grading to replace coursework done in-person, when feasible. (In-person clinicals, labs, internships, or other hands-on/practical experiences may not be suitable for online delivery, therefore may be rescheduled or cancelled in the event of an emergency.)

##### More than 10 Days Disruption

1. College-wide communication
2. Administrative determination of viability of remainder of semester

#### **When Internet is NOT Available to Instructors On or Off Campus**

If cellular phone service is available, instructors and students may be able to access email and the LMS via the mobile apps and cellular data. This effort is an option, not an expectation. If classes are disrupted for more than 5 calendar days and internet is not available to most faculty and students, faculty and students will receive college-wide communication with instructions.