Academic Continuity Plan
TAMU-CC College of Education and Human Development
(Last revised June 1, 2025)

This section includes information regarding continuing delivery of teaching/learning functions of the College if university facilities become unavailable for any reason. These functions may be suspended temporarily, but are time-dependent and should resume in some manner as soon as possible. In the event of a long-term campus closure, online and off-site delivery of instruction is possible. See University Procedure 12.01.99.C0.03 (Responsibilities of Full-Time Faculty Members), University Procedure 12.99.99.C0.02, (Responsibilities of Part-Time Faculty Members), and University Procedure 34.07.01.C0.02 (Academic Continuity Planning). Department chairs will maintain access to faculty members' LMS. (Canvas course shells for evaluation purposes, as well as in the event the faculty member is unable to access materials due to emergency conditions. The university policy regarding Department chair access to courses in the learning management system will govern chair access to faculty members' LMS.

1. COLLEGE RESPONSIBILITIES

    1.1. The College will maintain a list of delivery methods for undergraduate and graduate courses (the COEHD Emergency Course Plan) on Islander Ready.

    1.2. The College will notify faculty of the COEHD Emergency Course Plan and keep that list updated.

    1.3. As much as possible, the College of Education and Human Development will provide faculty with laptop computers if they are teaching online in case of an emergency.

    1.4. The College will ensure faculty have at least minimal course information on Canvas and have the opportunity to train to teach online (or at an alternate location) in the case of an event.

    1.5. Staff in the College's departments will maintain lists of emergency contact cell phone numbers for staff, administrators, and faculty.

    1.6. In the case of an event, as much as possible, the College will prepare offices/buildings for that event. If staff or faculty are not available at the time this work is being done, other staff members will do it on their behalf. Desktops and monitors should be properly shut down and disconnected from the main power lines; however, as many of the other connections as possible should be left in place (Ethernet, monitor cables, etc.). Desktops and monitors should be placed far away from windows (stored in a protective area if available). Desktops on the ground should be placed on top of desks and covered adequately with waterproofing material (such as a plastic bag).

2. FACULTY RESPONSIBILITIES

2.1. Full-time faculty will complete Canvas training within one year of starting employment to prepare themselves to teach courses online to maintain academic continuity. All courses will be prepared to use Canvas for communication and grading purposes in the case of an event.

2.2. The faculty will provide the College with emergency contact information and keep it updated.

2.3. Faculty will back up computers and safeguard research materials on the server. All work-related files should be backed up/copied to the I-drive. Faculty will maintain student performance records securely, either on the LMS (Canvas) or on a laptop.

2.4. Because certain software is not available without it, faculty and staff may choose to get VPN access. This allows remote access to central resources while work is being done to open the university to the public for normal operations. This Cisco AnyConnect VPN Client is available for download at it.tamucc.edu, under the "Network and Phone Connectivity" link.

2.5. In the case of an event, faculty should prepare their offices. Desktops, monitors, and all technology should be properly shut down and disconnected from the main power lines. As many of the desktop/monitor connections as possible should be left in place (Ethernet, monitor cables, etc.) for ease of restart. Desktops and monitors should be placed far away from windows (stored in a protective area if available). Desktops on the ground should be placed on top of desks and covered adequately with waterproofing material, such as a plastic bag. If possible, any irreplaceable research or personal materials should be removed from offices and stored in a safe location or removed from the area of the event.

2.6. In the case of an emergency, when campus is closed, faculty will be prepared to deliver their courses and continue teaching activities (lectures/activities and course assignments) in the manner listed in the COEHD Emergency Course Plan on Islander Ready (through Canvas, Zoom (videoconference), or an alternate location).

    2.6.1. Courses will restart once the university has determined a restart schedule.
    2.6.2. Faculty will adhere to the revised academic calendar and will do their best to continue teaching activities.
    2.6.3. Teaching through alternate methods is time-dependent. During "long" semesters, a missing month could be made up, perhaps by extending into the subsequent intersession. However, longer absences or absences during the "short" semesters and mini-mesters would be "irrecoverable" and would require granting "incomplete" grades to enrolled students and rescheduling for the completion of the courses.
    2.6.4. Some coping strategies will require deviation from the original syllabus, requiring the development of an adaptive syllabus, which should be posted on Canvas and emailed to students.
    2.6.5. Closed captioning may not be available for emergency online offerings.
    2.6.6. If a faculty member cannot continue teaching activities per the revised university

calendar/schedule or at that location, they must notify their department chair or appropriate administrator as soon as possible. If a replacement instructor cannot be found, students might be given incompletes until a suitable replacement is appointed.

3. STAFF RESPONSIBILITIES

    3.1. Staff will provide the College with emergency contact information and keep it updated.

    3.2. Staff will back up computers and safeguard research materials on the server. All work-related files should be backed up/copied to the I-drive.

    3.3. Because certain software is not available without it, staff may choose to get VPN access. This allows remote access to central resources while work is being done to open the university to the general public for normal operations. This Cisco AnyConnect VPN Client is available for download at it.tamucc.edu, under the "Network and Phone Connectivity" link.

    3.4. In the case of an event, staff should prepare their offices. Desktops, monitors, and all technology should be properly shut down and disconnected from the main power lines. As many of the desktop/monitor connections as possible should be left in place (Ethernet, monitor cables, etc.) for ease of restart. Desktops and monitors should be placed far away from windows (stored in a protective area if available). Desktops on the ground should be placed on top of desks and covered adequately with waterproofing material (such as a plastic bag). If possible, any irreplaceable research or personal materials should be removed from offices and stored in a safe location or removed from the area of the event.

Emergency Planning Updates in Progress

A COEHD Emergency Phone Tree will be established and maintained in both electronic and physical formats.
The emergency contacts (phone #) currently maintained by department admins will be secured electronically on the I Drive. Access to I Drive will include the Dean's office, and departmental leadership (Watson, Adames, Robertson, Dept chairs, and Admins). Each of these individuals will also maintain a physical (printed version) stored on their desk.

When possible (when there is a preparation phase for a particular event, such as an approaching storm). All COEHD personnel will communicate to department admins/department chair a 'general whereabouts status' indicating (on campus, at home, or away from the area).

When contact with COEHD personnel is necessary by directive of university command, Code blue messaging or COEHD trigger point activation status is required.

The Deans' Office would get the message and tell the Associate Deans to let the Department Chairs know to have department administrators make phone/text contact with assigned faculty in their departmental area. If the admin is unavailable, the department chair shall assign any other available admin OR personally serve as backup for calling the assigned faculty.

- o Contacts should include a CONFIRMATION or Update of 'general whereabouts"

- o Admins or backups (chairs) will then communicate the status of contacts/including any updated 'whereabouts' or concerns/requests for help from contacted faculty, or inability to contact any specific faculty.

- o The dean's office will follow up with the department chair regarding any non-contact with faculty/staff and specific requests for help.

- o Storm Building Liaisons will be charged with ensuring the building is secure and personnel are evacuated if necessary (depending upon the emergency)
  FC- J. Watson or M. Adames, IH- D. Melrose or L. Gillenwater, ECDC-P. Robertson, CW-LTC Stevens or J. Salinas

The Deans' Office will set up a COEHD I Drive to house emergency contact information for all COEHD personnel. The Deans' office will also provide an updated printed copy of the emergency phone numbers for the deans, chairs, and admins to keep in a secure location.

Implementation of this Plan
This document will be added to our COEHD Trigger point action plan.

Departmental administrative assistant assignments will be completed and reviewed at the beginning of each academic year as part of our revision process for emergency procedures and contact information updates**.**

A list of emergency contacts sorted by department and the responsible administrative associate responsible for calling will be provided to the CEC leadership team and secured on the COEHD I Drive as well as in hard copy.