**CECM Department’s Continuity Plan**

The contingency/continuity plan shown below is for possible events that may disrupt normal operations of the department, teaching delivery methods and campus closures.

**Scenarios:**

* **Rolling disruptions (campus is open, but students, faculty, and staff reduce attendance)**
  + Students should not be penalized for missing class due to illness, being under quarantine, or experiencing anxiety about contagions that interferes with their ability to function in class.
  + Instructors should attempt to accommodate students as best they can and according to what is feasible. Providing online alternate forms of instruction and testing, rescheduling, or providing makeup assignments and tests, are acceptable. Avoid issuing “incomplete” grades at the end of the semester so as to not disrupt the student’s path to graduation.
  + Faculty who are ill or quarantined should notify the department office as soon as possible. If absence is less than a week, and if health permits, follow guidelines for “short-term disruptions” below. If absence exceeds week and if health permits, follow guidelines for “medium-term disruption” below, or a substitute instructor can be arranged with assistance from the department.
* **Short-term disruption (classes canceled for week or less)**
  + Notify students immediately by email or through Canvas of cancellation of on-campus classes and what they should expect with regard to deliverance of course materials and evaluation.
  + Post readings, assignments, and/or lecture material online, or makeup material when classes resume.
  + Deliver quizzes, tests, and accept assignments online or postpone until classes resume.
* **Medium-term disruption (classes canceled for 2-4 weeks)**
  + Notify students immediately by email or through Canvas of cancellation of on-campus classes and what they should expect with regard to deliverance of course materials and evaluation.
  + Post readings, assignments, and/or lecture material online.
  + Post quizzes, tests, and accept assignments online. Low stakes quizzes and assignments can be dropped with greater weighting put on remaining quizzes and assignments.
* **Long-term disruption (classes canceled for more than a month up to end of semester)**
  + Notify students immediately by email or through Canvas of cancellation of on-campus classes and what they should expect with regard to deliverance of course materials and evaluation.
  + Post readings, assignments, and/or lecture material online.
  + Deliver quizzes, tests, and accept assignment submissions online.
  + Despite long-term disruption, the course must continue to offer instruction in a manner that students can meet the learning outcomes described in the course syllabus. Courses must continue to meet expectations of subsequent courses, degree requirements, and subsequent degree programs and professional schools.

**Recommendations:**

Faculty should be prepared on short notice to operate remotely in the extreme event that the campus is closed to all but essential personnel. Such preparation should include:

* Taking your laptop/iPad home with you every night unless you have a computer at home.
* Having a copy of all course material backed up on a cloud service (e.g., Box, iCloud, DropBox, GoogleDrive, etc.).

**Lectures:**

1. **Canvas:** Canvas is the most convenient and accessible means of delivering online instruction and evaluation for lecture course material at CSUN. Lectures can be posted in PDF, PPT, Keynote, or other formats. If using Keynote or PPT, you can annotate your lectures with audio recordings. Quizzes, tests, assignments can also be distributed and submitted online via Canvas.
2. **Zoom:** You can deliver lectures via Zoom Video Conference and present your lectures as you would in class and also interact with students via audio or chat. See <https://www.csun.edu/it/zoom> for more information on Zoom. As soon as possible and before the situation requires it, conduct a trial Zoom lecture with your students so that everyone is comfortable.
3. **Lecture Capture:** If you have used lecture capture in your course within the last year, download your lectures. You can store them in CSUN Box and send links to the videos directly to your students via email or post links in Canvas. If you have not used Lecture Capture, then perhaps another instructor who has taught the course with Lecture Capture may be willing to download and share their videos. The department can assist you in identifying others who may have suitable lecture captures.
4. **Record and post lectures:** CSUN has a license to [Camtasia](https://www.csun.edu/it/camtasia) software for capturing and editing presentations. Lectures can be posted in YouTube or in CSUN Box.
5. **CSUN Box:** Videos, lecture material, assignments, syllabi can be posted in Box and shared with your students. You might consider creating a folder that will contain all of the materials you use in your course in the event you need access from home, or you need to share the material with a colleague in the event you are incapacitated.
6. **Email:** Materials may be delivered and submitted by email but may not be feasible for large classes.

**Labs:**

1. **Hands on labs:** Faculty to provide the measurements/data for the hands on experiments and ask students to analyze the measurements/data, write and upload/email the report to the professor.
2. **Computer Labs:** Faculty to provide remote access to the programs needed. The students to upload/email their work to the professor.

**Senior Design Projects:**

1. Student groups to create an on-line group (via Canvas, Google Docs, Box, etc.) and have the professor have access to monitor the progress of the projects.
2. The professor to provide feedback/lectures via the mode discussed earlier in lectures.

**Finals Week Disruption:**

1. If the course is structured with an exam on the last day of instruction and no final exam is required, then the student performance is evaluated as per the course syllabus.
2. If a final exam is stated in the syllabus, the following options may be used:
   1. Final offered in alternative location at the same day/time.(not applicable to COVID-19)
   2. Reschedule the final as an alternate on-line exam. If the alternate exam is after the grades are due, provide the students with a grade of “Incomplete”.
   3. Evaluate student grade on the performance in the course to date. Provide the option to the students desiring to finish required work to have a grade of Incomplete and have the needed work performed during the subsequent semester.

Make sure that students graduating the end of the semester are given every possible option.

**Student Advisement**:

Faculty will continue to advise during the original posted hours. The advisement meeting may be face-to-face or on-line.

1. Faculty will inform the department their choice of on-line or face-to face meetings.
2. Students will call the department and schedule an advisement meeting. They will state if they choose on-line or face-to-face meeting. Students will provide via email the faculty with a recent copy of their DPR in PDF format.

**Department Meetings:**

The department meetings will be available via Zoom. Faculty may choose to attend the meeting in person or via Zoom. The department Chair will forward the Zoom link to faculty prior to the meeting.

Approved by:

Department of Civil Engineering & Construction Management 03/13/2020