Contingency Instruction Planning
The purpose of this document is to provide guidance and a framework for Coastal Carolina University faculty members to continue instruction in the unfortunate event of an extended campus closure resulting from any of the following events:

- Severe weather (hurricanes, ice/snow storms, etc.)
- Conditions on campus deemed to be unsafe (debris, etc.)
- Public Health pandemics

The following checklist provides steps and guidance to develop a plan for continued instruction resulting from any of the aforementioned events.

Be Prepared
- Ensure that you and your students are signed up to receive CCUAlerts (https://www.coastal.edu/emergency/ccualert/) in order to keep up to date with the most recent information related to a campus closure.
- Keep a close eye on ITS Alerts/Status (https://status.coastal.edu/) updates regarding on-campus servers and access to services including, but not limited to:
  - Voicemail
  - Email
  - Office365
  - Moodle

First Week of the Semester
The following is a list of items to review during the first week of the semester:

- Update your syllabus to include policies on how the course will proceed in the event of an extended break in on-campus instruction.
- Review your syllabus with students to ensure that they are well informed of expectations in the event of an extended closure.
- Review attendance policy during an extended campus closure. (This policy may be influenced by decisions made at the administration level)
- Maintain an offline record of your students’ contact information to contact individual students.
- In addition to your on-campus contact information, provide students with your emergency contact information (ie. Cell phone number, external email, etc.), so that they will have an alternate method of contacting you.

Backing Up Course Materials
It is extremely important to have access to course materials, so having, not only a cloud backup, but also a physical backup of all course materials will ensure access during an extended closure. The following is a checklist of items to back up:

- Syllabus (which includes contingency instruction plan policies)
- Lecture files and any associated notes
- Discussions and forum topics
- All assignments and external files that students will need to complete assignments
- Assessment materials (quizzes, tests, essay prompts, etc.)
- Student grades (in a password-protected/encrypted folder on your computer or mobile hard drive)
  - It is encouraged that all faculty create a Moodle course shell that will allow the full backup of all course materials, even for completely face-to-face courses.
- Encourage students to create a personal backup of the following items:
  - Syllabus
  - Course schedule/calendar
  - All assignments that they have submitted to you, as well as all communications between themselves and the instructor.
  - Any feedback they have received
  - Grades

If Moodle is Available:
- Transition instruction to the online space and continue teaching and progressing through content as best as you can.
  - If you have never taught an online course, CeTEAL is able to consult with you regarding the design your course for best navigation and ease of use, as well as best practices for teaching an online class.
  - If you have never used Moodle before, COOL, and their resource websites, are available to give you an overview of Moodle and the available tools that you can use.
- Consider using an online virtual meeting space, such as Skype, that will allow students to come together and have a virtual class session with you to check in, conduct class instruction, or address any other needs.
  - If students are not able to attend these online sessions, be flexible with their attendance, and remember that students may not have access to internet, etc. during a closure. Attempt to contact these students via phone call to check in and ensure their safety.

If Moodle is NOT Available:
- Ensure students have been briefed on what to do in the event of an extended campus closure (syllabus policies, email communications, etc.)
- Share a backed-up folder of course materials with students via a cloud service such as Microsoft OneDrive (office365.coastal.edu) to ensure that students have access to necessary course materials.

Resources to Assist in Development of Contingency Plan:
- CeTEAL
  - Contingency Instruction LibGuide with links to resources to aid instruction (https://libguides.coastal.edu/contingencyinstructionresources)
  - Course design and development in Moodle
  - Integration of available instructional technologies to facilitate instruction during disasters, emergencies, etc.
- COOL
  - Creating course shell in Moodle
  - Providing an overview of Moodle, and the available functions in Moodle
  - Website, resources, exemplar course examples