

In the event of an emergency leading to campus closure, Southeast Community College Campuses and locations are committed to maintaining academic continuity through alternative instructional methods, including online platforms. The following outlines key considerations for when instruction is interrupted (including synchronous and asynchronous classes and instructional technology) for shorter and longer periods of time. Program chairs should work with the instructional deans to determine the most effective options for affected classes. This outline applies to all classes offered by SCC at all campuses, locations, and online regardless of who is offering the course; guidance applies to credit and non-credit classes.

Physical facilities on all SCC campuses and locations

When all or part of an SCC campus, learning center or SENCAP location is not available for instruction (e.g., weather conditions, power outage, unsafe conditions, etc.) the following guidelines will be followed. If the disruption lasts for more than one week, the College may make the decision to extend the term, cancel classes, or take other steps that apply to all classes.

1. In-person delivery

- a. *Lecture classrooms*: Instructors for lecture classes will need to work with their program chair and/or dean/associate dean to determine the most appropriate option depending on whether the closure is isolated to certain buildings or the entire campus. Options include (but are not limited to)
 - identify an alternate space
 - create an alternate assignment
 - shift temporarily to an alternate delivery mode.
 - if the entire campus, learning center, or SENCAP location is closed, faculty will update the online course component with instructions as appropriate.
- b. *General computer classrooms, specialty computer classrooms, science labs, and dedicated classrooms*: Classes scheduled in these spaces may feel the most impact; instructors will need to work with their program chair and/or dean/associate dean to determine the most appropriate option. Options include (but are not limited to)
 - identify an alternate space
 - create an alternate assignment
 - provide instruction in alternate delivery mode
 - in rare cases the class may be rescheduled to an alternate date
- c. *Outdoor spaces*: If the outdoor space can be used, the class may continue as scheduled. If the outdoor space cannot be used, instructors will work with their department chair or dean to:
 - identify an alternate space
 - create an alternate assignment
 - provide instruction in an alternate delivery mode
 - in rare cases the class may be rescheduled to an alternate date

2. Remote, synchronous delivery

- a. Unless the campus or learning center is closed, the instructor should work with the campus operations staff to find an alternate space from which to meet with the synchronous class
- b. If the entire campus is closed, synchronous classes may be cancelled or transition to online delivery
- c. For partially synchronous classes (those with some in-person component), see the appropriate section above.

3. Asynchronous delivery

- a. Online classes are likely not affected
- b. If the entire campus is closed, online classes will still run.

4. Short-term classes

- a. Short term classes should be rescheduled for a later date in consultation with the instructor, chair, and dean

5. Non-credit instruction

- a. Follow the guidelines outlined above.

Physical facilities on a single campus or learning center

If instruction is affected at a single campus, learning center, or SENCAP location, faculty should work with their program chairs/ deans/associate dean and the campus director or extended learning dean to follow the protocols described above for the campus. It is recommended that if campus facilities are not available, faculty, chairs, deans, and associate deans will

1. Locate an alternate space in the community
2. Create an alternative assignment
3. Move to remote or asynchronous modality
4. Relocate class to another branch campus

It is critical that the campus director be involved in any decision-making related to instruction at the campuses. If the campus director is not available or not able to be reached, the following protocol should be followed:

1. Another campus director will assume responsibility for the affected campus, including the day-to-day operations and decision-making.
2. If the other campus directors are not available, the extended learning dean assumes responsibility for decision-making followed by the other deans and the VP Instruction.

Technology - in case of a major network or software outage:

If there is a short-term technology disruption, the College will use multiple communication methods to inform students and faculty of the situation and expectations. If there is a technological disruption that is expected to last more than one week, the College will use as many communication methods as possible to inform students and faculty of the situation and expectations, including the possible extension of the term or cancellation of classes.

1. Asynchronous (online) classes

- a. Email outage only: instructor should use the LMS system to communicate with students
- a. If major technology disruption (e.g., network outage, LMS breakdown)
 - o instructors should notify students by email with alternative assignments if possible

- if SCC email is not working, the College will utilize other technology options (e.g. regroup, text, social media) to let students know that classes are cancelled
- term may be extended if the outage is prolonged

2. Synchronous remote classes

- a. If delivery technology is disrupted (e.g., Zoom or Canvas breakdown)
 - instructors should notify students by email and an announcement on their LMS site with alternate assignments if possible
 - if the outage is prolonged, the instructor will consult with program chair and instructional dean/associate dean to determine the best alternative delivery method for the course (in-person or online)
 - term may be extended if the outage is prolonged
- b. If major technology is disrupted (e.g., network outage, LMS breakdown)
 - instructors should notify students by email with alternative assignments if possible
 - if SCC email is not working, the College will utilize other technology options (e.g., text, social media, regroup) to let students know that classes are cancelled
 - term may be extended if the outage is prolonged
- c. If the College experiences either delivery or major technology disruption, assume that one or more students may also lose access and follow the guidance above, even if the instructor is able to make alternate arrangements.

3. Non-credit instruction should follow the guidelines outlined above.

- a. If scheduling a make-up session becomes impossible, student tuition and fees will be refunded.
- b. Continuing Education class decisions should involve the continuing education dean.
- c. ABE and ESL class adjustments should involve the instructional dean.

Technology outages at a single campus or learning center should follow the protocol listed above. The campus directors should be involved in any decisions that affect their campuses, and the dean of extended learning should be involved with learning centers.

Other Considerations:

1. Offsite (clinical, practicum, field trips, internship)

- a. If all SCC classes are cancelled, these classes will also be cancelled.
 - This may not be appropriate for some courses, so a list of courses that are exempt from this cancellation process will be developed, approved, and maintained by the VP Instruction (e.g., clinical work, field excursions).
 - Faculty members should confer with their dean/associate dean and program chair to propose courses on this list.
 - Instructors of courses on this list must inform students of the unique status on the course syllabus and verbally at the beginning of the term.
- b. If the offsite facility has issues while the rest of SCC is at full operations, faculty, chairs, and instructional deans will
 - Search for alternate sites
 - Create an alternate assignment
 - Switch to another mode of delivery
 - Cancel class if the issue is likely to last for more than a week

- c. If the Air Quality Index (AQI) is elevated,
 - (AQI Value of 101–250) For outdoor classes, the College will have FDA-approved KN-95 masks and NIOSH-approved respirators available for all staff for use on a voluntary basis; students may be offered a mask or may be allowed to participate in alternate activities.
 - (AQI Value 251 or higher) The College will re-assign outdoor classes to indoors or will, in consultation with a chair or dean, cancel the class session. Any exposure to outdoor air at this level requires the use of either the KN-95 mask or a NIOSH respirator.

2. The Career Academy and SENCAP programs

- a. The Dean of Extended Learning, in consultation with the appropriate Campus Director and VP Instruction, will work with the local school district to assess and determine if TCA/SENCAP classes can continue based on the decisions of the school district administrators. If it is determined, by either SCC or the School District, that TCA/SENCAP courses cannot continue, then a refund of tuition and/or course fees will be made to students and/or the school district pursuant to the refund policy.

3. UPWARD@SCC

- a. The Dean of Correctional Education will work with the Dept. of Corrections (DOC) and VP Instruction to continue service.
- b. When adults in custody (AICs) are required to be locked down, DOC will use the Tiered Program Delivery System to determine levels of technology and contact the Dean of Correctional Education.

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