

## College of the Sequoias District Instructional Continuity Plan

### What is Instructional Continuity?

Instructional continuity refers to the college's and faculty efforts of continuing course work despite and during disruptions due to weather, illness, or other factors.

For the latest information from COS regarding Coronavirus (COVID-19) refer to <https://www.cos.edu/en-us/student-life/health-services/coronavirus>.

### What are the strategies for maintaining Instructional Continuity?

Strategies for maintaining Instructional Continuity include, but are not limited to, the following:

- Making plans for communicating with students
- Considering possible adjustments to assignments
- Ensure your class content is accessible to you off campus (I.e. move content to OneDrive)
- Implementing technologies such as Confer Zoom, and/or Canvas.

### What can faculty do to prepare for emergencies and train for maintaining Instructional Continuity?

We believe that Instructional Continuity and day-to-day teaching and learning can be mutually supportive through the utilization of the teaching tools available at COS.

### What flexibility do we have for Instructional Continuity to minimize the impact of Coronavirus?

The Department of Education has provided broad approval to institutions to use online technologies to accommodate students on a temporary basis outside of regular approval processes ([Guidance for Interruptions of Study Related to Coronavirus \(COVID-19\)](https://accjc.org/announcement/guidance-for-interruptions-of-study-related-to-coronavirus-covid-19/)), ACCJC Memo. March, 4, 2020. <https://accjc.org/announcement/guidance-for-interruptions-of-study-related-to-coronavirus-covid-19/>).

### Online Teaching Support Drop-in Office Hours: Beginning Friday, March 13<sup>th</sup>, 2020

Days	Time	In Person	By Phone	ConferZoom Room
Wednesdays, Thursdays, and Fridays	11:00am - 1:00pm	Lodgepole 209, upstairs Visalia Library/LRC	(559) 737-6132	<a href="https://cccconfer.zoom.us/j/7133540340">https://cccconfer.zoom.us/j/7133540340</a>

Or, email [Dr. Nolan](mailto:Dr.Nolan) at [deborahn@cos.edu](mailto:deborahn@cos.edu) to set-up an online appointment.

## Instructional Continuity Preparation Checklist for Faculty

Issues to Address	Possible Solutions
<p><b>Establish a mode of communication to use in case of an emergency.</b></p> <ul style="list-style-type: none"> <li>• Ensure students all have access to and are aware of this communication method BEFORE any disruption to instruction.</li> </ul>	<p><b>MyGiant Email Canvas</b></p>
<p><b>Make your syllabus available digitally.</b></p>	<p><b>MyGiant Email Canvas</b></p>
<p><b>Decide how you will distribute documents and readings during a disruption.</b></p> <ul style="list-style-type: none"> <li>• Become familiar with the process of making PDFs from hard copies.</li> </ul>	<p><b>Email Canvas Office 365 Shared Drive Create PDF using Division Copiers/Printers</b></p>
<p><b>Designate a centralized online place to collect student submissions.</b></p> <ul style="list-style-type: none"> <li>• Keep in mind your or your students may have little access to computers and/or internet</li> <li>• Make as much content and submissions mobile friendly</li> </ul>	<p><b>MyGiant Email Canvas Office 365 Shared Document USPS Mail</b></p>
<p><b>Think about how you would continue class discussion in the event of a disruption.</b></p> <ul style="list-style-type: none"> <li>• All COS employees who need a ConferZoom account submit a ticket to <a href="mailto:support@ccctechconnect.org">support@ccctechconnect.org</a> at any time and make sure to request a Pro account (best option if you are not using ConferZoom already and don't plan to integrate in Canvas).</li> <li>• Integrate into Canvas by going to your course &gt; Settings &gt; Navigation &gt; Drag "ConferZoom" up to course navigation</li> </ul>	<p><b>MyGiant Email Canvas ConferZoom</b></p>
<p><b>Consider capturing your lecture content for students to watch remotely.</b></p>	<p><b>ConferZoom Upload Cell Phone Video (not recommended for Canvas)</b></p>
<p><b>Identify an option for holding class and/or office hours virtually.</b></p>	<p><b>ConferZoom Canvas Conferences</b></p>
<p><b>Think about how your methods for evaluating student learning could be moved to a digital space.</b></p> <ul style="list-style-type: none"> <li>• Students upload video of labs</li> <li>• Send kits home with students</li> <li>• Simulations done online</li> </ul>	<p><b>Canvas Quizzes Office 365 Forms</b></p>
<p><b>Settle on an option for providing students with grades and feedback on their work in the event of an emergency.</b></p>	<p><b>MyGiant Email Canvas</b></p>