Academic Continuity Contingency Plan
College of Engineering
March 11, 2020

In the event that our campus were to close due to a hurricane, pandemic, or other emergency situation, faculty and students should be prepared to continue their teaching and learning as circumstances allow. This document describes the expectations of the College of Engineering (CoE) for all faculty, and provides guidelines and resources to ensure that our students continue to make good progress towards graduation.

I. **Faculty Action Items before each semester begins (effective Fall 2020):**

1. Faculty are required to update their contact information in Workday and make certain that they are signed up to receive Emergency Notification Network (ENN) messages from the University of Miami's Office of Emergency Management (prepare.miami.edu/enn)

2. Faculty should check that they are able to access key resources from off-campus, such as email, Canelink, Blackboard, and voicemail. Review the "Quick Access Links" section under "Get Ready to Work, Learn or Teach Remotely" on this page https://www.it.miami.edu/continuity/.

3. Prior to the first day of the semester, faculty are required to activate the Blackboard site for all courses they are teaching that semester. At a minimum, the site should contain the college course syllabus using the College of Engineering template provided and relevant course documents.

4. By the first day of the semester, faculty are required to communicate to their Department Chair or Program Director their plan for academic continuity for each of their courses. The continuity plan should include how course content will be delivered (e.g., video recordings, PowerPoint, readings, etc.), how learning will be assessed (e.g, tests, case studies, projects, problem sets, etc.), and how the instructor will continue to communicate with the students (e.g., Blackboard, email Microsoft Teams, etc.).

    a. Example: *"If the campus were to close, I would communicate with students via email through Blackboard. I would continue to teach ECE 110 via Zoom, with in-class exercises conducted on Blackboard's discussion board. I would continue to teach my larger lecture course by posting PowerPoint slides with voiceover on Blackboard and holding class discussion on the discussion board between lectures. Students would*

submit all individual written homework through Blackboard as usual. All quizzes and exams could become open-book, and would therefore include more questions that require critical thinking".

5. Each faculty member is required to hold one class remotely during the first two weeks of the semester to test their course continuity plan.

6. Faculty should ensure that they have backups of teaching materials (e.g., syllabus, lecture notes, etc.) accessible in the event that they cannot access their office or Blackboard. Faculty are encouraged to save the backup files on a cloud-based data storage system such as UM Box or Google Drive. Each instructor should create a shared folder for each class on either the Box or Google Drive.

Instructions on how to share files:

[How to Share Folders in Google Drive](#)
[How to Share Content in Box](#)

7. Faculty should have backups of class rosters and student contact information in the event that Blackboard and Canelink are temporarily unavailable and they need to communicate with students.

8. Faculty should ensure that they are comfortable with academic technologies such as those described in Section II below so that they can adopt them quickly and easily should the need arise. Regular training sessions are offered in the CoE and faculty are encouraged to attend a few sessions every semester. Additional training sessions (face-to-face and/or online) will be made available, as feasible, in the event of an impending campus closure.

9. Faculty should put the following information on their course syllabi:

"In the event that the University of Miami's campus closes unexpectedly for an extended period of time due to a hurricane, pandemic, or other emergency situation that prevents this course from meeting in person, students should be prepared to continue their learning through other means as determined by the instructor. In the most likely scenario, instruction would be delivered remotely through Blackboard and other platforms. Students are expected, to the extent feasible, to check their UM email account and course Blackboard sites regularly for communications from their instructors. If so instructed by the faculty, students are expected, again to the extent feasible, to continue their participation in their courses from their off-campus location by the alternate means determined by the instructor and communicated to the students. The course syllabus and textbook will be resources for self learning in cases of power outages."

II. **During a closure of campus:**

If regular classroom instruction were to be interrupted for a period of time, faculty would have to devise and use alternative methods to teach their students and assess their learning. Course activities may vary depending on the subject and teaching methods used; however, the alternate assignments and activities must align with the course objectives as determined by the faculty member. Course syllabi should be updated (and the revised syllabi posted on Blackboard) as needed to reflect any changes in teaching and assessment methods and due dates. The following is a list of some guidelines and suggestions for alternative teaching methods:

- Post PowerPoint presentations with voiceover lectures on Blackboard.
    - Instructions on how to record voiceover for a presentation: lil.miami.edu (login with your CaneID, search for "record a voiceover for your slides") https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c.
- Have students participate in online written discussion boards in lieu of face-to-face discussion in class.
    - Instructions on how to set up and use the Discussion Board in Blackboard are available by selecting "Discussion Board" from the left-hand menu, clicking the orange "Help?" button on the far right side of the page, and scrolling down to "watch a video about discussions."
- Host class meetings at the regular time with students and instructor (and TA) participating remotely. Class meetings held this way may also be recorded and posted for students in different time zones to view later. The following platforms are recommended for this type of instruction, but others are also available and faculty are encouraged to use the platforms with which they are most comfortable:
    - Collaborate Ultra in Blackboard. Select "Collaborate Ultra" from the left-hand menu, click the orange 'Help?" button on the far right side of the page, selecting "Use Collaborate' from the 'How do I?' list, and scrolling down to the selection of videos.
    - Microsoft Teams – get started here: https://www.it.miami.edu/a-z-listing/microsoft-teams/index.html.
    - Zoom Instructions: https://support.zoom.us/hc/en-us.
- Post pre-recorded lab experiments if feasible. This will enable students to write a lab report from the experiment performed on video by the instructor.
    - Note: some applied courses (labs) may not be able to be taught in a format that is not face-to-face and may accordingly require make-up work.

- In lieu of traditionally proctored exams, consider the following alternatives:
  - A take-home project that students may complete from their off-campus locations.
  - An open-book exam that students may complete from their off-campus locations.

III. Backing Up Class Materials

It is highly recommended that faculty should have a backup of their teaching materials and student materials to ensure access to class materials if faculty cannot access their computer, or cannot teach due to health reasons or other challenges. Faculty are encouraged to save the backup files on a cloud-based data storage system such as Box or Google drive, and share their files with their Department Chair.

Back up critical teaching materials including:
- Syllabus
- Lecture files and notes
- Videos
- Discussion or forum topics
- Assignments with instructions and any files students need
- Quizzes

If you are unable to teach your course, ensure that alternative arrangements are made to ensure that teaching and learning continues. Work with your department chairs to come up with a plan of action.

IV. Instructional Continuity Planning - when Blackboard is not available

If in class teaching is interrupted and Blackboard is also unavailable, faculty will need to use a combination of other tools to continue instruction. An effective method for continuing instruction would be utilizing the combination of an online conferencing tool and file-sharing. Faculty are encouraged to use the applications they are most comfortable with to deliver course content. These options are listed below on page 6 in *Table 1*.

In the case of a prolonged power outage students should rely on the syllabus, textbooks and course materials to continue learning.

V. Faculty Preparedness/Training

Faculty are encouraged to schedule an appointment with the UM College of Engineering senior instructional designer to familiarize themselves with the available technologies. Renee Evans can

be reached at rdevans@miami.edu. The University of Miami STEM Librarian James Sobczak, jsobczak@miami.edu is also a resource for the CoE faculty.

Available resources include:
- Richter Library's One-Button Studio to record lectures (http://libcal.miami.edu/booking/exploratory)
- UM Libraries have a variety of video and sound recording devices to record lectures and lab demonstrations (https://www.library.miami.edu/spaces/reserve-equipment.html)
- Open Educational Resources (OER) textbook backups (almost always free and online) to main course textbooks
- Working with UM librarians ahead of time to develop research guides at the course level to assist students in finding digital information resources (https://sp.library.miami.edu/subjects/index.php)

VI. Student Checklist-Academic Contingency Plan

This plan anticipates the use of alternate methods for delivery of course material and for student-faculty communication in the event of a major campus emergency and University closure. During this period, course requirements and deadlines may be subject to change. If students cannot attend classes remotely for any reason, they are expected to immediately discuss the challenges with their professor(s).

Checklist for engineering student expectations during a major campus emergency/University closure.
- Students need to review their contact information on CaneLink and ensure that it is up to date.
- Check UM email for any announcements regularly. Professors will communicate any updates regarding course assignments or exams.
- In the event of a suspension of all face-to-face classes, course instruction will continue and be facilitated using the Blackboard learning management system without interruption.
- Students are expected to backup assignments using a cloud based data storage site such as Google Drive or Box.
- Students will attend class remotely through "Blackboard Collaborate Ultra", "Zoom" or "Microsoft Teams".
- Students will be prepared to download and/or print possible alternate written assignments based on textbook readings or other non-web-based (offline) sources.
- Students are expected to continue the readings and other assignments as outlined in the class syllabi.

- Students who are unable to attend class remotely will notify their instructor with the reason for their absence immediately.

Table 1. University of Miami College of Engineering
Contingency Plan for Academic Continuity
Internet access vs no internet access

Tech/Resources	With Internet	Without Internet
Lecture Recording		
Blackboard Collaborate Ultra	Available	Downloadable (Pre-recorded)
Kaltura	Available	Downloadable (Pre-recorded)
Power Point (Voice Over)	Available	Downloadable (Pre-recorded)
Zoom	Available	Downloadable (Pre-recorded)
Virtual Meeting		
Blackboard Collaborate Ultra	Available	Downloadable (Recorded Meeting)
Microsoft Teams	Available	Downloadable (Recorded Meeting)
Zoom	Available	Downloadable (Recorded Meeting)
Media Creation		
Adobe Spark Pages	Available	Downloadable (Individual videos and pages (PDF format)
Power Point	Available	Available
Adobe Creative Cloud	Available	Available
Testing/Data Collections		
Google Forms	Available	Not available
Qualtrics	Available	Not available

Blackboard	Available	Not available

VII. Additional Resources

Additional resources for faculty are available through the [academic continuity guide](#) created by UM Academic Technologies.

VIII. College of Engineering Academic Contingency Plan

The College of Engineering Academic Contingency task force will review and revise this plan annually.