

# School of Education Contingency Plan

## for Instruction in the Event of Medical Emergencies (H1N1)

Adopted by School of Education on September 15, 2009

### I. Implementation Plan

- a. Upon temporary suspension of classes due to H1N1 or other medical outbreak on NCCU campus, all courses, both undergraduate and graduate, shall default to online delivery system mode until the suspension is lifted.
- b. All undergraduate courses shall integrate Blackboard as the required delivery system and Elluminate as an optional system.
- c. All graduate courses shall utilize Blackboard and Elluminate as primary delivery systems for suspension of face-to-face classes for **more than one week**.

### II. Definitions:

- a. **Email delivery:** refers to use of NCCU email accounts for delivery of information.
- b. **Synchronous:** refers to real-time communication facilitated by instructor.
- c. **Asynchronous:** refers to delayed communication conducted through Blackboard or Elluminate presentations.
- d. **Suspension of face-to-face classes:** refers to temporary discontinuation of classes on NCCU's campus to minimize widespread medical condition(s).
- e. **Digital Equity:** refers to students and students with disabilities who may or may not have access to a computer, the Internet, assistive technology and accessories to facilitate online instruction.
- f. **Instructor:** refers to professors, associate professors, assistant professors, staff with teaching assignments, clinical supervisors and adjunct instructors.

### III. Blackboard – Undergraduate and Graduate Courses

- a. All instructors shall use Blackboard to facilitate instruction in the event of suspension of courses on campus. To participate in Blackboard sessions off campus, students will need the following:
  - A computer
  - Internet access
  
- b. At minimum, the following components of Blackboard shall be used to facilitate delivery of instruction under this plan:
  - 1. Staff Information**
    - a. Online contact hours and online office hours
    - b. Email address
    - c. Phone number
  - 2. Course Information**
    - a. Course syllabus
  - 3. Course Document**
    - a. Upload course documents to support instruction and assignments to include PowerPoint presentations, documents, etc.
  - 4. Assignment**
    - a. Upload assignments and directions to complete assignment.
  - 5. Discussion Board**
    - a. Upload forum to promote class interactions and discussions.
  - 6. Communication**
    - a. To promote live discussions and instruction through chat.
    - b. Instructors can conduct at least one 60-minute open chat session with students.
  - 7. Tools**
    - a. Digital Dropbox
      - i. For students to submit assignments.

- ii. To upload graded assignments to students.
- b. Grade Book
  - i. To post students' grades after grading.
- c. Web Assign
  - i. To upload quizzes for students to complete
- d. Tests and quizzes

**IV. Procedures to implement Blackboard Instruction under this plan:**

- a. Effective immediately all School of Education instructors shall have an active Blackboard shell aligned with course instruction.
- b. Blackboard training sessions shall be scheduled to address needs of instructors who need training or a refresher on how to implement required Blackboard components under this plan.
- c. Instructors for each course should review procedures for implementing this plan and expectations for students' performance, participation, and attendance.
- d. Class attendance will be based on participation in scheduled synchronous, asynchronous activities and submission of assignments and tests/quizzes.
- e. Instructors shall be responsible to review and implement use of minimum Blackboard components proposed in this plan:
  - i. Instructors information
  - ii. Course Information
  - iii. Course syllabus
  - iv. Course Documents
  - v. Assignments
  - vi. Discussion Forum
  - vii. Communication
  - viii. Tools

**V. Elluminate – Optional for Undergraduate and Graduate Courses**

- a. Elluminate use shall be an optional tool for undergraduate and graduate courses, for suspension of face-to-face classes for more than one week.
- b. To participate in an Elluminate session off campus, an instructor and student will need the following:
  - i. A computer
  - ii. Internet access
  - iii. A headset with microphone
- c. Training sessions shall be scheduled to address the needs of instructors who need training or a refresher on how to implement Elluminate under this plan.
- d. Instructors for each course should review procedures for implementing Elluminate under this plan and the expectations for students’ performance, participation, and attendance.
- e. Instructors shall be responsible to review how to use the minimum components of Elluminate proposed in this plan:
  - i. Set up information
  - ii. Delivery options
  - iii. Equipment and accessories

**VI. Digital Equity Issues for Students**

- a. This plan may pose digital equity issues and problems for students with disabilities, because students may not have access to the Internet, a computer, assistive technologies and accessories off campus as a result of a campus shutdown.
- b. The NCCU School of Education shall explore options to address the following digital equity issues:
  - a. Availability of Computers – The School of Education has approximately 50 Dell laptops that can be assigned to students on a need basis to minimize the impact of students not having access to computers off campus.

- b. Access to Internet – At present, the School of Education does not have available off campus wireless or connectivity options for students who would not have access to internet off campus.
  - i. Recommendations – NCCU could invest in a short-term contract with Verizon or any Internet Service Provider for wireless USB broadband Internet services or for NCCU to negotiate on behalf of students for discounted broadband Internet services for short-term contracts.
- c. Headset with Microphone – The School of Education shall invest in purchasing about 50 headsets with microphones, which will be used in computer labs and for technology training.
- d. Accessibility for student with disabilities – Students with visual or hearing impairments may have difficulty accessing materials and participating in virtual classes.

## **Committee Members**

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