



# Preparing for Short-term Campus Closures

**A UT-TED Fall 2018 Presentation**

**Joy E. Harris, PhD**

**Susan Lambert, MFA**



# Emergency Campus Closures

- Emergency campus closures occur rarely.
- Typically they are due to hurricane threats but could happen for other reasons.
- UT needs a procedure to ensure continued instructional delivery for course goals and objectives.

# Have a Contingency Plan

- This presentation describes a protocol for closures of three days or more.
- All faculty should have a contingency plan ready to implement when needed.

# Typical Process

- The UT Emergency Operations Team will meet to determine whether a campus closure is needed for safety and welfare reasons. This information is disclosed immediately through [ut.edu](http://ut.edu) and the SMART text message system
- Various campus units (e.g., ResLife, Campus Security) have protocols in place to evacuate students if necessary and to secure the campus facilities

# Why Follow the Process?

- Academic course continuity is required by SACS-COC or we would need to add course days to the calendar so that minimal meeting time standards are met
- Several Florida schools did need to extend classes or add weekend class time from Irma closures

# Before an Emergency

- Have syllabus language for student use.
- Explain in the first class what could happen and the need to keep working on academic goals.
- Prepare several days worth of contingency work that can be completed in a distance fashion.

# Advanced Preparation Continued

- Have students submit practice assignments in advance so they understand how this will work if needed.
- Assign publisher-based activities if you can.
- Use a version of this work if you have to miss class for travel/ illness.

# Electronic Resources

- Please visit [ut.edu/ctl](https://ut.edu/ctl) for resource help as needed and attend UT-TED talks for instructional programs and trainings using technology

Online tools to continue instruction include the following:

- Blackboard
  - For content delivery, assignments and quizzes
- VidGrid (FKA Ilos) for inclusion of instructional videos
- Other online tools such as YouTube videos, and course aids/videos from publishers (and other materials)



# During an Emergency

- Communicate/ interact with students via email or texting.
- Be encouraging and positive.
- Remember, this may be old hat to you but brand new to students.

# Syllabus Language

## “COURSE INTERRUPTION DUE TO ADVERSE CONDITIONS:

In case of any adverse condition or situation which could interrupt the schedule of classes, each student is asked to access the [UT web site](#) for information about the status of the campus and class meetings. In addition, please refer to [ut.blackboard.edu](http://ut.blackboard.edu) for announcements and other important information. You are responsible for accessing this information.”

Add information specific to your class section

# Set Clear Expectations

- What specific work is to be done?
- How you can be contacted if help is needed?
- Where the work is located online (or elsewhere)?
- What work submission format is preferred?
- What are the deadlines?

# What Else Should You Consider?

- What contingencies there are for delays in returning to campus or for leaving before the class closures are official?
- Be aware that parents may have students leave or return off schedule.
- Airports/ roads may be damaged/ closed.

# Any Questions?

Feel free to visit or call the CTL staff for further assistance.

- PH 303 suites (Baccalaureate)
  - 257-3686
- PH 222 - 224 suite (EdTech)
  - 257-6333
- UT-TED 257-5037

# Key Personnel for Help

- CTL – Cheri Etling-Paulsen
- UT-TED – Mary Martinasek
- EdTech – Joy Harris, Karen Garcia, Ray Cepko, Susan Lambert
- Baccalaureate – Edesa Scarborough, Jeremy Cooper

# Blackboard Tools

- The following are well-suited for distance delivery:
  - Discussion boards – make them interactive.
  - Wikis – have students take ownership of content.
  - Utilize partner content where available.
  - Assessments – Completely or partially self-graded.
  - Mashup tools – Hoonuit and YouTube
    - Tip: Have students watch a video and complete an assessment on what was covered.

# Lecture Capture & Guest Recording

Utilize VidGrid

- Quickly [record](#) and post lecture videos
- [Embed videos](#) wherever you find text editing
- Create a video-prompt discussion board
- Utilize [guest recorder](#) for student submissions 😊