



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 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 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 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 😊