Policy No. 1.015

Northwest Louisiana Technical Community College

Instructional Disruption Emergency Policy

Original Adoption:	March 6, 2020
Effective Date:	March 6, 2020
Last Revision:	NA

Purpose

The College maintains learning environments that support the student learning outcomes of every course throughout all programs offered by the College. Learning environments or methods of delivery include lecture rooms, laboratories, off-campus classrooms and laboratories, and online systems. From time to time, instructional time between faculty and students is disrupted due to unforeseen circumstances. Therefore, each credit-bearing course offered by the College includes select instructional items in the online learning management system for the purposes of continued learning during unforeseen times of instructional disruption.

Scope and Definition

Each credit-bearing course offered by the College is built into the online learning management system and includes the course syllabus, course grades, and a set of potential activities and/or assignments (Instructional Emergency Plan) that are stated for the purposes of an unforeseen circumstance that disrupts the instructional time between faculty and students. Example of unforeseen disruptions in instructional time include but are not limited to health safety crisis, hurricane/tropical storm weather, frozen precipitation and flooding, high winds and tornados, and other natural disasters. In extreme cases where disruptions in instructional time last longer than one week, it may become impossible for the completion of the credit-bearing courses, and the College Administration reviews the severity of the instructional disruption and determines if the continuation of the instruction is even possible. If no instructional disruption occurs during a semester, no action is required for the set of potential activities and/or assignments (Instructional Emergency Plan) by the faculty or students; however, syllabi and grades must be posted by faculty even when no disruption in instructional time occurs.

Procedures

1. Each faculty member teaching a credit-bearing course offered by the College includes the course syllabus, course grades, and a set of potential activities and/or assignments (plan) in Canvas the online learning management system.

2. College Administration determines the severity of the unforeseen instructional disruption and if the set of potential activities and/or assignments (Instructional Emergency Plan) need to be implemented.

3. When the set of potential activities and/or assignments (Instructional Emergency Plan) is enacted, faculty are required to communicate to their students by using the official College student email address and notifications made available in Canvas.

Healthcare Clinical Contingency Plan

If clinical experiences are disrupted, Nursing and Patient Care Technician program faculty will teach didactically online or face to face (depending upon the situation) until students are allowed to return to clinical locations. The schedules will be adjusted to accommodate the student needs for completion of clinical hours including 12 hr shifts and weekends.

Approved:

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Earl W. Meador, J.D.
Chancellor