



Title:	Instructional Disruption Emergency Policy
Effective Date:	08/02/2016
Last Revision Date:	N/A
Office:	Academic Affairs

Instructional Disruption Emergency Policy

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 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 at least one of the online learning management system (e.g. Canvas, My Math Lab, My Writing Lab, etc.).
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



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(@my.northshorecolleg.edu) address and notifications made available in at least one online learning management system.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	7/20/2016	7/20/2016
X	College Leadership Committee	7/20/2016	7/20/2016
X	Academic Affairs Committee	7/20/2016	7/20/2016

Distribution:

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