



**Policy & Procedure No. 1.023
Nunez Community College**

Title: Instructional Disruption Emergency Policy

Effective Date: 4/2018

Last Revision Date: 4/2018

Cancellation:

Department/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

All college staff, faculty and students

POLICY

When administration determines that the seriousness of an unforeseen event requires an instructional disruption the procedures below will be followed.

- At the beginning of each course session, each faculty member teaching a credit-bearing course offered by the College must post the course syllabus and provide student instructions on logging into and using the online management system, regardless of the modality of course (face to face, hybrid, online). Students must be made aware that an unforeseen interruption in instruction will result in the implementation of an Instructional Emergency Plan that will be hosted through the



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Nunez Community College**

online learning management system for the course. Students should be instructed to update contact information in LoLa to ensure that they receive important notifications.

- When College Administration determines the severity of an event or occurrence requires an unforeseen instructional disruption a set of potential activities and/or assignments (Instructional Emergency Plan) need to be implemented. Instructors should have a set of general activities available for easy implementation, however, instructors may adjust plans to address the current coursework or content being addressed.
- 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 email that the student has indicated in LoLa and for use in the online learning management system and notifications made available in the online learning management system.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Academic Council	11-2-2018	11-9-2018
X	College Compliance Committee	11-7-2018	11-9-2018
X	Chancellor’s Council	11-9-2018	11-9-2018

Forms Referenced: Identify any forms referenced in the policy as “NUNEZ ___ Form”

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Chancellor’s Signature/Approval

SIGNATURE: _____

Tina M. Tinney, Ed.D.
Chancellor

DATE: 1-8-2019