

Fayetteville Technical Community College
Emergency College Closure Procedures
For
Curriculum, Continuing Education & Fort Bragg
Educational Offerings

I. Curriculum Faculty & Students

Deans –Remind instructors to obtain all student contact information for each class they teach. This information should include whether or not the student has immediate high speed access to Blackboard. Students without this access will need alternate instructional plans which may be telephoned assignments.

Deans – Add the following statement to each course syllabus and on each Blackboard course site.

This syllabus may be changed due to extenuating circumstances. Please refer to the FTCC website (www.faytechcc.edu) and/or your FTCC Student E-mail Address for additional information.

CIO - Include on FTCC website:

“Students ensure each of your faculty members has your current phone number and email address.”

Dean – Add to the Faculty Handbook.

“At the beginning of each course, each instructor must collect the contact information for each student to include phone numbers, mailing addresses, and email addresses.”

- Telephone trees of students may be helpful.

MISSED FACE TO FACE INSTRUCTION

1. Move the instruction to Blackboard delivery, immediately.
2. Expand the use of Web-Assisted or Hybrid delivery during the College closure to document the make-up of missed instructional hours.

3. Contact each student with a modified syllabus to complete the missed days or weeks of instruction via an online course format.
4. E-mail assignments, as in an online course, to document the missed instructional hours. Assignments must correspond to the course outcomes identified in the syllabus.
5. When the college reopens, and if the appropriate week days are not available, use Fridays, Saturdays, and Evenings as makeup days and/or alternate instructional times. Note: This can cause serious hardships for working students taking face to face classes.

MISSED FINALS DUE TO COLLEGE CLOSURE

Instructor's Options per Division Chair's approval

1. Online → Online
2. Hybrid → Online
3. Face-to-Face – **Choose Only One**
 - a. Email the final to the students
 - b. Run a testing center for proctored exams when college reopens
 - Locations:
 - Auditorium
 - Multipurpose Room
 - Gym
 - Success Center
 - c. Give grade to date – If small number of instructional hours or a small percentage of final grade points remain in the semester, the VP of Academics and Student Services, the Dean, and the Division Chair may suggest the instructor give the student the option of accepting the grade to date. (The Student must document in writing the acceptance of the grade to date or take an incomplete.) The appropriate number of instructional hours must be backed out of the ICER.
 - d. Place the test on Blackboard

MISSED LABS, CLINICALS, PRESENTATIONS, OR SOFTWARE ASSIGNMENTS DUE TO COLLEGE CLOSURE

1. Focus on instruction that is not clinical or lab performance.
2. Follow the directions for the “missed face to face instruction” above.
3. This will probably mean working ahead on other information until the College reopens. When the College reopens, revert to the make-up of the missed clinicals and labs instead of other instructional methodologies.
4. Labs, Clinicals, Presentations, or Software-Assignments – Time must be made up on Fridays, Saturdays, or Evenings if calendar week days are a problem. For example, one semester butts up too close to another for make-up time. Note: This can cause serious hardships for working students taking face to face classes.

5. If you have added one or more of the following virtual components as a feature of your class, you may use Virtual Computing Lab components, online labs such as Lights Out Labs or simulation applications to document the completion of course assignments.

COLLEGE NOT CLOSED BUT MULTIPLE INSTRUCTORS ABSENT IN EACH DEPARTMENT

1. Communicate with department chairs– lessons plans need to be current and ready to go for possible coverage by another colleague.
2. Be prepared. Depending on the severity of absences, the faculty contingencies may be the same as if the campus is closed. Follow the guidelines in the previous sections.
3. By AVP/Deans' approval an extension of time may be granted to complete course. Note: This can cause serious hardships for working students taking face to face classes.
4. In the case of a pandemic virus and if instruction is continuing, the President and Human Resources will make the determination whether or not sick days will be charged for absent employees.
5. The Vice President of Academic and Student Services and the President will determine whether or not to extend the days/ weeks of the semester.

GRADUATION CANCELLED

If Graduation is affected, the President, Vice President of Academic and Student Services and the Associate Vice President of Student Services will either:

1. Move graduation to an alternate date.
2. Host a virtual graduation pending a health advisory by the Center for Disease Control or the World Health Organization.

II. Continuing Education Faculty & Students

1. College closed for one week- Due to the many specialized continuing education courses that require specialized equipment, classes would be suspended and instructors, along with coordinators and directors, would arrange make up time for the classes.
2. College closed for longer than one week- Attempts would be made to offer courses at surrounding public schools, senior centers, community buildings, and other locations.

The Vice President for Academic and Student Services would be informed of possible alternatives and would assist the Associate Vice President of Continuing Education to make the best decision for students, faculty, and staff.

III. Fort Bragg Military Installation Curriculum and Continuing Education Classes

Under normal circumstances faculty, staff and students will follow the guidelines of FTCC. When directed by competent authority on the Fort Bragg Military Installation faculty, staff and students will follow the directions given for base personnel per FTCC's Memorandum of Understanding.

If closure is required for only the Fort Bragg FTCC Office and instructional locations, arrangements will be made to relocate those classes and personnel to the Spring Lake Campus or Main Campus.

For further details regarding FTCC's restoration of normal activities, refer to the FTCC Continuity of Operations Plan (COOP).