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To: Faculty; STAFF; Graduate Students
Subject: Instructional Continuity
Attachments: Instructional continuity.pdf

As the time for increased named storm activity continues, it is worthwhile to think about protocols in case of university/college closures. Attached is a university document regarding instructional continuity in the event of a university closure. Please look it over and take whatever steps seem reasonable to you.

We have an advantage over most of the university as our students are housed in one building and we regularly communicate with them as a group. Also keep in mind that because of our clinical program, we make every effort to have the least disruption of patient care possible, and therefore the college may continue operations even if the university doesn't. (This has been the case in the past several years.)

Therefore, please be aware that the college may communicate with you and students regarding closures and continuing activities – and that message may be different than the university's.

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Instructional Continuity Checklist For Faculty

University of Houston wants to help you prepare for continued instruction to students in the event of a campus-wide disruption preventing regular interaction with your students.

The following checklist addresses instructional continuity in the event of a major service disrupting event such as from weather or a pandemic closure.

Please do not wait for an emergency to begin taking the following steps:

- Download your grade book if you use Blackboard Vista, WebCT, or any other online grade book. Blackboard Vista and WebCT have multiple layers of redundancy to prevent a service interruption; unsupported systems might not be available for your use. Having your class roster and grades available could be useful.
- Let your students know what your alternate plan for conducting class will be ahead of time. This could help alleviate confusion among your students about where to go for instructions about your course. The University has developed a resource page with options for maintaining communication with your students at:
<http://www.uh.edu/instructionalcontinuity> .
- If you are not currently using Blackboard Vista, but would like to use it for instructional continuity, take a few minutes to familiarize yourself with the steps needed to create an emergency shell and how to log on.
- Remind students they should keep a hard copy of your syllabus, which contains contact information and course expectations.
- Make and keep a back-up of any of your own personal material that you have in your courses.
- Know how to use the Class listserv created for emergency situations and be ready to send your students an email communicating how to contact you and what to expect during the closure time. Instructions are found at:
http://www.uh.edu/infotech/php/template.php?maillist_id=32 .
- In the event of closure, make sure to update your syllabus to reflect the changes in assignments and due dates, exams, make-up exams, etc.
- Familiarize yourself with some of the alternate ways of creating and presenting material available on campus.
- Know who you need to contact for instructions regarding your department/college closure.
- Make sure that you have current contact information on file and are able to receive UH emergency communication and are aware of the Instructional Continuity site online.

RESOURCE URLS

[1] How to download your grade book from Blackboard Vista instructions can be found at:

<http://uh.edu/instructionalcontinuity/blackboard/instructions/index.php>

[2] Options for instructional continuity can be found at:

<http://uh.edu/instructionalcontinuity>

[3] Information regarding requesting a Blackboard course during an emergency and how to log on can be found at:

<http://uh.edu/instructionalcontinuity>