

## **Instructional Services Emergency Campus Closure Procedures**

In the event of an emergency that would force the college to close some or all of its facilities, the goal of Instructional Services would be to disrupt student learning as little as possible and to continue to provide instruction to the degree possible.

Should an emergency require the closure of a building or more than one building, we would, as we have in the past, make every attempt to shift classes to alternate locations. The Scheduling Office and the Office of Instructional Services would notify instructors of the alternate locations and post notices to inform students.

Should the extent of the closure make this impossible, or in the event that we are required to shut down the entire campus, our plan is to offer classes in a virtual environment to the extent possible. Every class at GCC has a “shell” or presence in Canvas. This is a virtual environment that provides instructors with the capability to communicate with students, post documents, create message boards and chat environments, and host video discussions.

Guidance from the Chancellor’s office indicates that they feel this is the best solution as well. Should a campus closure occur classes currently scheduled as face-to-face classes should continue to meet on the same days and times in Canvas. Instructor’s may use Zoom video-conferencing; however, we have been advised that access to that platform may be limited. Voice interaction, we are told, should not present difficulties. Instructors may also use chat to communicate with students. Canvas workshops are being offered through the Faculty Innovation Center on a daily basis for those unfamiliar with the platform. Basic information regarding the use of Canvas is also attached to this communication.

We are also asking that instructors work with students who show signs of illness. Ask these students to stay at home, and we ask that you work with them to allow them to make up assignments and that absences not affect their grades.

I understand that this solution is far from ideal, and we will continue to work to address the issues that may arise from the need to move to virtual instruction. I also understand the effort such a shift would be for faculty and staff. Our goal is to minimize the disruption to students as much as possible, and I appreciate all of your efforts in addressing that goal.

I welcome input and suggestions from faculty and staff as we move forward. This is a rapidly evolving situation, and I will continue to update you as new information becomes available.