Academic Continuity Plan

In the event our campus is impacted by COVID-19 or other catastrophic reasons, we need to be prepared to move our seated and hybrid courses to Canvas, our online learning management system. Please take action on the following requirements to ensure that you're ready to deliver instruction online if our campus closes.

Communication: It is important to have a plan for communicating effectively with your students and promoting class continuity. Be sure to share that with your students in advance.

- Utilize Canvas, Zoom, campus emails, Gmail and your course syllabus to include academic continuity information.
- Discuss how you will communicate and teach courses, including how you will hold virtual office hours.
- Develop a plan within your department and respective programs that includes your chair to discuss your approach to supporting our students.
- Be prepared to communicate what to expect upon return to regular academic operations.

Plan ahead and adapt your course: think outside of the box about alternative course activities. How might you take a typical class activity and/or course discussion or project and adapt it to a virtual or remote classroom.

- Utilize our online learning management system, Canvas, to take the place of those activities.
- If you're unfamiliar with Canvas visit: https://www.umpqua.edu/ucconline-for-faculty/using-canvas for more information.
- This overview will provide basic information using announcements, discussion forums, assignments, quizzes and grades.

The following are a few suggestions on ways to adapt your course using Canvas:

- Upload files to support learning in your course (e.g., supplemental readings, lecture notes, and PowerPoints)
- Embed external audio and visual learning materials into your course
- Create graded Assignments, Quizzes, and Discussions in Canvas
- Provide feedback and assess student work with Canvas Speedgrader
- Use Announcements to stay engaged with students
- Encourage student-to-student collaboration through discussions
- Maintain class in real-time by holding virtual office hours or doing a lecture with web-conferencing tools like Zoom

Support:

Canvas Hotline 1-855-782-5890 (24/7)
UCCOnline 541-440-7685 or ucconline@umpqua.edu
Information Technology (IT) 541-440-7808 or helpdesk@umpqua.edu
Student Services
    Admissions 541-440-7743 or admissions@umpqua.edu
    Advising 541-440-4600 or advising@umpqua.edu
    Information Desk 541-440-4600
    Registration and Records 541-440-4604 or registration@umpqua.edu

Community and Engagement Partnerships

Directors and Coordinators: Should UCC Campus and Off-site locations close, it is important to have a plan for delivering training and services. Discuss and document a continuity plan for serving your students, clients, and community members should face-to-face instruction be suspended.

Utilize Canvas and tools (such as Zoom) for remote delivery of courses and training during the closure if possible. Use the information provided above to access a canvas shell or to arrange training for your instructors. In order to set up a course shell in Canvas, a course reference number (CRN) is required from the Registration department. Contact Cathy Chapman 541-440-7774 or Cathy.Chapman@umpqua.edu for a CRN.

For courses or trainings that cannot be delivered remotely, determine whether instruction will be rescheduled or canceled. Communicate broadly with instructors, clients, and students regarding your plan. Direct any questions to your immediate supervisor.

Support:

Registration and Records; 541-440-4604 or registration@umpqua.edu
Community & Workforce Training contactcwt@umpqua.edu
Woolley Center Daniella.bivens@umpqua.edu
Small Business Development Center https://bizcenter.org/centers/umpqua-sbdc/connect-with-us/
Job Opportunity Basic Skills (JOBS) Program Shannan.rinkle@umpqua.edu
Care Connections & Education heather.freilinger@umpqua.edu