

# COLLEGE OF BUSINESS

## DISASTER PREPAREDNESS, RESPONSE AND RECOVERY PLAN

The Board of Regents has mandated that the University have a disaster plan in place to assure continuance of academic operations. Depending upon circumstances during a disaster recovery phase, employees in the College of Business may be called upon to continue work in a non-traditional manner. In the event of an emergency that disrupts onsite classes at the University or in the College for an extended time, faculty are to utilize the online communication and instructional tools available in the campus Blackboard course management system to maintain contact with students and reduce the impact of the emergency on teaching and learning. **The inability to continue assigned courses remotely during a campus emergency may result in the faculty being furloughed without pay.**

Implementation by faculty of the following actions is necessary in order to minimize the disruptive impact of the emergency on teaching and learning through the active use of web-based technology so class activities can resume online as quickly as possible.

### **Plan Expectations:**

- In the event of an extended campus closure during an academic session, the goal will be to continue instructional delivery via electronic or other appropriate delivery methods.
- Faculty and staff are responsible for checking the Tech website, and communicating with their unit heads/supervisors within 24 hours of a campus closure notice; the University website will contain relevant current information.
- Deans, unit heads, and IT personnel are responsible for securing classrooms, computer labs, and equipment when a closure is ordered.
- Personnel should secure their office area, and remove any personal items as desired and all course materials needed to continue instruction, testing, assignments, etc. when a closure is ordered.
- The University intends to maintain Blackboard and/or appropriate e-learning capability during a closure.
- All faculty and instructional staff must maintain a level of Blackboard presence for each of their courses.
- Academic rules and regulations will remain in effect during a campus closure.

## **Pre-emergency Actions by Faculty (Including Adjunct Faculty and Teaching Assistants):**

- If you are not familiar with the University Disaster Preparedness and Recovery Plan, go to <http://www.latech.edu/documents/erpfaculty.pdf>.
- All employees must have current personal contact information and alternative contact information on file with their Unit Head and the Dean's office. This information will be provided/updated at the beginning of each academic year and must be updated upon any change during the year.
- Participate in Blackboard training and have working knowledge of instructional delivery via Blackboard or other e-learning tool.
- Enroll and encourage students to enroll in the Emergency Notification System (ENS) to receive official campus updates via e-mail and telephone. Only campus issued e-mail addresses will receive ENS Alerts.
- Notify students to login to <http://www.latech.edu> within 12-24 hours of the emergency for campus updates. The emergency alternative site is <http://www.latech.info>.
- Develop a course syllabus that includes instructions on how teaching and learning will continue in your class using Blackboard during a campus emergency or evacuation. Ensure that students have information about the steps to log on to Blackboard and access course information.
- Inform students that they will be required to sign on to Blackboard <http://blackboard.latech.edu> to contact the Instructor regarding course materials and assignments within 36 hours of a University closure.
- Syllabi, subject, and assessment materials are to be located under Course Information in the *Content Area/Menu* in Blackboard.
- **Each class must have a Blackboard site with sufficient course materials in the Content Areas, including current web-based resources, to continue the course online during an extended campus emergency. Faculty are expected to sign a statement to that effect each quarter on the Faculty Activity Survey form.**
- The Unit Head and Faculty are required to develop an emergency instructional plan specific to their department and/or disciplines within the department that outlines the amount of online materials deemed sufficient to continue teaching/learning. This document and the department-specific requirements must be provided to each faculty and filed in the Dean's office. **The following materials must be included at a minimum:**
  - **Course syllabus, with instructions regarding actions students are to take in case of an emergency**
  - **Detailed course outline and class schedule**
  - **Supplemental lecture materials (e.g., PowerPoint slides, Mediasite captured lectures, textbook/publisher supplemental materials, etc.)**
  - **Assignments**
  - **Grades for the course**
  - **Method(s) for evaluating student performance (e.g. tests)**

- The course syllabus must explain how students are to contact their instructors via e-mail or telephone.
- The course syllabus must describe where students find course information at the Blackboard site.
- Arrange with the University Library to include electronic reserves at the Blackboard site, if appropriate.
- Within the first week of each quarter faculty are encouraged to explain, demonstrate and test the emergency online instruction plan during one class session.

**Pre-Emergency Actions by Unit Head:**

- Verify that faculty are using Blackboard and there is sufficient information present on the Blackboard site. Each quarter a sample of instructors will be chosen to ensure that sufficient materials are present.

**Post-Emergency Actions by Faculty/Staff :**

- Communicate with your Dean/Unit Head to determine the status of the campus and confirm the readiness of your courses to transfer to online status.
- Post information to students on the Blackboard course site to re-confirm how the course will be conducted including use of online discussion groups, meetings, etc.
- Using Blackboard, establish online contact with as many of your students as possible to determine their safety and status.
- Be accessible to advisees to answer questions and provide accurate information.

# **SCHOOL OF ACCOUNTANCY**

## **DISASTER PREPAREDNESS, RESPONSE AND RECOVERY PLAN**

### Requisite Blackboard Materials to Teach Accounting Classes Remotely\*

- Course Syllabus (detailed with class schedule, including chapters and/or topics, course objectives) – Syllabus will include a statement indicating the off campus URL for connecting to Blackboard (<http://blackboard.latech.edu>)
- Assignments (e.g., from text materials, instructor developed materials, etc.)
- Means of Assessment (e.g., examinations, assigned problems and/or cases, or capability to prepare exams and upload as needed)
- Other Course Related Materials (e.g., publisher and instructor generated materials such as PowerPoint slides, Study Guides, Lecture Notes, etc.)

\* Faculty are responsible for the appropriate training in Blackboard skills.

## **ECONOMICS AND FINANCE DEPARTMENT DISASTER PREPAREDNESS, RESPONSE AND RECOVERY PLAN**

In accordance with the mandate from the Board of Regents, the university has established a policy to assure the continuance of academic operation. Depending upon circumstances during a disaster recovery phase, employees in the College of Business may be called upon to continue work in a non-traditional manner. Faculty are to utilize the online communication and instructional tools available in the campus Blackboard course management system to maintain contact with students and to complete course work that was in progress at the time of the disaster. In order to assure compliance with these mandates, the Department of Economics and Finance will require each faculty to attest to the following minimum requirements each quarter when completing their faculty activity survey.

1. The syllabus for each course will contain a statement detailing the responsibilities of students in case of a campus-wide disaster that requires campus closure.
  - 1.1. On the syllabus students are directed to the off-campus Louisiana Tech Blackboard site for all course communication and for the continuation of course work.
  - 1.2. On the syllabus students are given a deadline for checking in to the Blackboard site to resume coursework through Blackboard.
2. Each faculty member will have in their possession for remote dissemination or stored online at the Blackboard site, all the materials they will require to continue coursework in case of a campus-wide closure.

Failure to comply with this policy and/or the inability to continue assigned courses remotely during a campus emergency may result in the faculty being furloughed without pay.

**MANAGEMENT AND COMPUTER INFORMATION SYSTEMS  
DEPARTMENT  
DISASTER PREPAREDNESS, RESPONSE AND RECOVERY PLAN**

In order to be prepared to continue courses in the case of an emergency, the Department Of Management & Information Systems have developed a “Business Continuation” policy.

Assumptions necessary for success of policy:

- (1) Internet is still operational,
- (2) Blackboard is operational and has sufficient storage space,
- (3) Students and faculty can access Blackboard.

Students will be informed of the emergency plan on the first day of class and on the syllabus for each class.

If the computer lab in the College of Business is unavailable due to the nature of the emergency, the Computer Information Systems students will be responsible for attaining the necessary software (e.g. Visual Basic) for the coursework. Faculty for these courses will post where to access the software (or a basic version of the software) on blackboard.

Each faculty’s signature on their faculty activity survey will indicate their compliance with this policy.

Requisite Blackboard Materials to teach Management & Information Systems Remotely:

- Course syllabus (detailed with class schedule, including chapters and/or topics, course objectives). Each syllabus will contain the statement: “In the case of an emergency, this class will revert to being taught via Blackboard. Students are responsible for checking Blackboard directly <http://blackboard.latech.edu/> in such an emergency.”
- Assignments (e.g., text materials, instructor developed materials, etc.)
- Means of Assessment (e.g., examinations, assigned problems, and/or cases, or capability to prepare exams and upload as needed)
- Other course related materials (e.g., publisher and instructor generated materials such as Power Point slides, Study Guides, Lecture notes, etc.)

**MARKETING AND ANALYSIS DEPARTMENT  
DISASTER PREPAREDNESS, RESPONSE AND RECOVERY PLAN**

No additional materials beyond the College requirements are mandated.