

# L&L Instructional Contingency Plan Protocol

Spring 2020

## Individual Faculty Members

### Identify

- Identify a colleague (or two) in L&L who will serve as First Contact faculty for your course -- add them as a Teacher on Canvas. Establish how you will be communicating with each other.
- Email Erika, Rachel & Salvador with the name of your First Contact by 4/3/20.

### Inform

- Inform Erika & Greg **if you must miss a single (1) scheduled virtual class** due to illness or incident. Please send an email with the subject line **\*\*\*Missing Class\*\*\***. We should have a record of missed instruction, as we do with our face-to-face courses.
- Provide your students with alternative asynchronous work to support missing this class.

### Alert

- If it is clear **you will need to miss more than one scheduled virtual class or you are unable to continue as instructor for your course** (either you or someone in your household has fallen ill, etc.), alert your medical professional and take appropriate measures.
- Email your L&L First Contact, Erika, Greg, Rachel & Salvador with the subject line **\*\*\*Missing Multiple Classes\*\*\***. This Instructional Contingency Team (ICT) will take it from here.

## First Contact Faculty

### Communicate

- If you receive an email from a colleague alerting you that they will miss multiple classes or that they are no longer able to continue teaching their course(s), **email your colleague's students and reassure them that the course(s) will continue.**

### Collaborate

- **Begin working immediately with the Instructional Contingency Team** on moving the class forward by assessing the situation and ensuring that instruction continues. Your role as First Contact Faculty does not mean you are to assume instruction of the class. You simply will work with the ICT to find the best possible substitute instructor.