Appendix C – Checklist for school/college academic continuity in preparation for an academic disruption

Create a system for prioritizing courses in the event that resources have to be rationed and allocated. These might include high-enrollment courses, core education courses, or critical major or prerequisite courses.

Create a roster of potential backup instructors where possible. Focus efforts on high-priority courses if necessary.

Consider identifying course coordinators for multiple-section, high-enrollment courses to help coordinate sharing of resources and identifying backup instructors.

Identify building captains and develop plans to check classrooms at beginning of each class time for presence of instructors.

Develop procedures for replacing instructors of record in accordance with Senate policy on Academic Continuity