

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