Teaching & Learning Day: March 3, 2017

**Campus Closure: Best Practices**

The following table represents best practices for keeping student’s engaged and on track during campus closures. The ideas were generated by CBC faculty during a T & L Day session.

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| **Technology** | **Communication** |
| * Use library pre-recorded videos * Students need to know Wi-Fi hotspots * Library quiz for extra credit * Notifications adjustment so students get notifications using their most used communication method. * Identify YouTube videos that students can access to keep up with material when campus closes. * Students should factor home internet into their budget. * Have software that is as easy as Google Hangouts for virtual classes. * CBC should approach Charter and ask if students can get Wi-Fi for reduced cost * Remind students that they receive free Microsoft Office software. * Is it fair to require home internet access? | * Encourage ENS sign-up * Require all students to use ONLY CBC email address * Gmail lists * Make it clear that missed day will not be made up * Create a Panopto video that demonstrates 1) how to add a notification method to CANVAS and 2) how to customize their notifications * Add closure policy to the syllabus addendum. * Talk with students during first weeks of quarter about their technology abilities/limitations and course technology requirements. * Use FYI to inform students of closure policy and technology needs |

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| **Curriculum** | **Policy** |
| * Syllabus should include required (or suggested) pre-assessment of technology access * Hold students accountable to communicate in writing how they will access technology * Instructors should plan open book/home quizzes on CANVAS as a back-up plan * Build in a buffer for adjusting your course schedule (i.e.: day for review following each unit) * Be explicit on syllabus about alternative study option (i.e.: websites) * Hand out printed material early for those without internet * Hold student conferences in CANVAS * Have a back-up lesson plan in online format. | * Generic statement added to syllabus template that leads students to an instructor’s policy on closure. * As a college community, agree that all instructors/staff be flexible during such a time. * Show email settings in CANVAS * Write com. Policy in syllabus * Revisit attendance policy to avoid abuse of these excused days. |