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.
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