

Instructional Continuity and Class Cancellation Protocol

Maintaining instructional continuity is crucial to Detroit Mercy's mission of providing excellent, student-centered education. Technological delivery methods and other creative solutions offer instructors a variety of options for maintaining instructional continuity in the event of a university closure or instructor absence due to illness, personal or family emergency, or other circumstances beyond their control.

It is expected that all Detroit Mercy faculty members establish a process to maintain instructional continuity in case of disruption and communicate that process to students in the course syllabus. Faculty are to adhere to their respective college policies, and for those represented by the UDMPU, all applicable contractual requirements.

Note: If your instructional continuity plan involves synchronous online instruction during the official course key there should also be an asynchronous option (e.g. recording the synchronous session) so that learning can occur at various times when students have access to computers and/or internet connectivity. Students should not be required to attend a synchronous class session, either face-to-face or online, outside of the official course key.

Class Cancellation Protocol

If there is a situation that requires a specific class session to be cancelled, the following steps will be followed:

- As soon as possible, the faculty member contacts enrolled students through Blackboard and/or University of Detroit Mercy email accounts notifying them of the session cancellation and the relevant plan for instructional continuity.
- The faculty member also notifies the college/school Dean's Office of the session cancellation and follows specific college or school guidelines.

Syllabus Statement

Instructional Continuity and Class Cancellation: Instructional continuity refers to the continuation of instruction during unforeseen campus closure or instructor absence. Should the need to cancel a class session occur, the following procedures will be in place to ensure continuity of instruction in this course. [***Faculty should describe their plan(s), including the mode of communication that will be employed***]. Students are responsible for all course material provided through this instructional continuity plan.

[Note: All course syllabi are also expected to include language indicating that important messages, such as class cancellations, will be posted through Blackboard and/or Detroit Mercy email addresses.]

The McNichols Faculty Assembly offers the following recommendations to help individual faculty members develop and implement their instructional continuity plan:

Tasks for Development and Implementation	Possible Action Steps
Communicate to students how and what course content will be provided subsequent to the unforeseen cancellation of classes	<ul style="list-style-type: none"> • Include a syllabus statement that articulates your instructional continuity plan, including the mode of communication that will be employed in case of disruption • Review syllabus statement on first day of class and provide it digitally by email and Blackboard
Establish a mode of communication that will be used in case of disruption	<ul style="list-style-type: none"> • Blackboard and/or email can be used to communicate with students in case of disruption
Determine how you will distribute course materials in case of disruption	<ul style="list-style-type: none"> • Distribute instructional materials via email or Blackboard, e.g. readings, lecture notes or slides, or reading questions • Distribute instructional materials in subsequent class session and/or adjust in-person content delivery as needed • Post recorded lectures to Blackboard • Offer asynchronous delivery of instructional content through online platforms • Require student participation through an online discussion board
Determine how you will collect student work and/or evaluate learning in case of disruption	<ul style="list-style-type: none"> • Use Blackboard for quizzes and/or assignment submission • Collect work in subsequent class session • Develop a rubric for online discussion board

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Replaces Instructional Continuity Policy (adopted 10/31/19) and Class Session Cancellation Protocol (adopted 2/5/15)

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