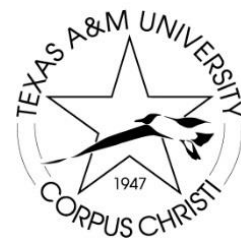


34.07.01.C0.02 Academic Continuity Planning

Approved: February 20, 2017

Revised: December 18, 2017

Next Scheduled Review: December 18, 2022



Procedure Statement

This procedure establishes processes for effective academic continuity planning in response to university academic facilities becoming unavailable for any reason, including natural disaster, terrorist act, or other disastrous events. This procedure applies to all departments and academic units within Division of Academic Affairs at Texas A&M University-Corpus Christi (TAMU-CC). The intended audience of this procedure is all academic units including colleges, departments, and individuals within those units, as well as all units providing academic support. The administrator overseeing each unit is responsible for ensuring that a plan is in place to support academic continuity for that area.

Reason for Procedure

Academic continuity planning is a critical element of the business continuity plan for the university and an important step to minimize the effects of a disaster. An academic continuity plan that is kept up to date provides the guidance necessary for the university to resume teaching, research, and other academic functions in a timely and predictable manner. This procedure outlines the requirements of assembling, maintaining, and updating the necessary elements of academic continuity plans at TAMU-CC.

Definitions

Academic Continuity – the availability of critical resources, processes, and plans to ensure the seamless operation of necessary university academic activities. This is part of a department/unit’s business continuity plan.

Critical Function – an activity that is essential to the core mission of the organization. For disaster planning, a critical function is one that must be continued through a disaster, or resumed soon after a disaster event, to ensure either the viability of the organization or its ability to serve its constituents.

Procedures and Responsibilities

1. GENERAL

- 1.1. All departments and academic units within the Division of Academic Affairs must create and maintain an academic continuity plan (ACP) as part of its business continuity plan. Colleges must have a single ACP for the entire college.
- 1.2. ACPs will be created and stored in the Islander Ready online continuity planning application as part of the associated business continuity plan. Administrative Services is responsible for Islander Ready and supports the TAMU-CC users.

2. ACADEMIC CONTINUITY PLAN CONTENTS

Each department/unit should make every effort to complete its ACP in Islander Ready as thoroughly as possible with input from all stakeholders within and connected to itself. Departments/Units must be able to justify any blank sections or fields. ACPs must contain the following items at a minimum.

- 2.1. ACPs must identify primary and backup personnel, alternate site personnel, vendors, contractors, and key information that may be needed during or immediately following a disaster.
- 2.2. Critical functions as defined in the Definitions section of this procedure must be identified along with descriptions of how each will be continued during a disaster. Continuing to conduct classes is a critical function for all academic departments/units.
- 2.3. Information technology and other key resources the department/unit depends upon must be addressed. Examples include but are not limited to: library, databases, cloud storage, classroom management system access, classroom, laboratory, support facilities at alternate sites, registrar, and/or financial administrative functions.

3. COLLEGE/FACULTY RESPONSIBILITIES

Colleges are responsible for conducting courses and fulfilling the university's teaching mission. As such, each college and its faculty are responsible for the following actions regarding the college's ACP:

3.1. Colleges

- 3.1.1. Colleges must create a detailed plan regarding the critical function of continuing to conduct classes in the event of an emergency. This plan must

be included as an attachment in the ACP and in the college's faculty handbook.

3.1.2. Colleges must address faculty preparedness as it relates to its critical functions in the ACP.

3.1.3. Each college shall provide a copy of its ACP and any attachments to its faculty members.

3.2. Faculty

3.2.1. Faculty members are responsible for following the procedures outlined in their college's ACP and related attachments.

4. PLAN REVIEW AND MAINTENANCE

Each department and academic unit will be responsible for reviewing its ACP when reviewing its business continuity plan stored in Islander Ready on an annual basis. ACP revisions should also be made when changes are made to any critical functions identified in the ACP. Revised ACPs should be submitted as part of the business continuity plan to the Office of the Provost for review.

5. TRAINING

5.1. Administrative Services will provide training on the Islander Ready system including the creation of user accounts and control of access.

5.2. The Office of Distance Education and Learning Technologies will provide training and assistance on classroom management systems and other distance education technologies upon request.

5.3. The Office of the Provost will provide appropriate funding for the necessary planning and training.

Related Statutes, Policies or Requirements

System Regulation [34.07.01, Emergency Management Plans](#)

University Procedure [34.07.01.C0.01, Emergency Management](#)

Appendix

TAMU-CC [Emergency Management Plan](#)

Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs
(361) 825-2722