Academic Continuity Faculty Plan
Coastal Carolina University

Name: _______________________________
Course ID: ____________________________
Term: ________________________________

Communication:

1. Do you have a written explanation within your syllabus/course (i.e., “AC Syllabus Blurb” or the like) to provide to students prior to a crisis occurring?
   YES or PENDING or NO

2. Do you have a plan for how you will communicate with students regarding alternative activities/meeting space for your class?
   YES or PENDING or NO

3. Do you have a list of emergency contacts for your department faculty; chair; dean; and departmental graduate teaching/research students?
   YES or PENDING or NO

4. Do you have a secondary faculty member in mind that could assist with your class, should you become unavailable, and have you discussed this plan with this faculty member?
   YES or PENDING or NO
Learning Modules & Technologies:

1. Have you outlined the R/V/D (reading, viewing, doing) activities that would equate to at least one day’s worth of class meeting time, up to one week’s worth of class meeting time? Consider total seat time (i.e., 3 hours per average academic class) to assist you in calculating.
   YES or PENDING or NO

2. Do you have a general grasp of how to use both asynchronous and synchronous technologies for creating and communicating within your initial course module?
   YES or PENDING or NO

3. Are you aware of the notification and preparedness tools available through CCU for our faculty members?
   YES or PENDING or NO

4. Are you aware of how to seek additional knowledge/training on the technologies needed for continuation of instruction during times of crisis?
   YES or PENDING or NO

Notes: