

# Remote Operations

## Guidelines for Academic Instruction

When circumstances prompt the closing of campus facilities in one or more locations and the college shifts to remote operations (as opposed to a comprehensive shutdown), instruction is expected to continue as scheduled. It is the responsibility of each instructor to have in place an alternate instructional plan for each course with an in-person component, beyond simply assigning homework, in the event the college moves to remote operations. For fully online (asynchronous or synchronous) courses, a move to remote operations is less likely to disrupt the regular schedule for the course.

Each situation will present a unique set of circumstances to be considered; even so, faculty should be proactive and consider in advance how to continue instruction in the event that one or more of the college's physical locations are closed. The plan should be communicated to students early in the course so they know how to respond when notified the college is implementing remote operations protocol. This document has been created to provide guidance to faculty as they formulate an instructional delivery plan for potentially unforeseen circumstances.

If the remote operations scenario occurs, students will be directed to check the college's learning management system (LMS) for additional information. Therefore, upon the announcement of a shift to remote operations, faculty should immediately communicate alternate plans to their students, if possible, by posting a message in the LMS to indicate how instruction will occur for the day. A number of strategies should be pursued in advance which will position the instructor to address the circumstance with minimum disruption to learning. Among the ideas which should be explored and/or implemented:

- **All faculty must adopt the college's learning management system (LMS), currently Brightspace, for their course.** The college's LMS allows faculty to create a secure online location which students may access from any location. The LMS can serve as a repository for assignments, readings, quizzes, exams, offers drop boxes for student work, and provides a venue for online group discussions. The LMS messaging system can serve as a location where instructors may quickly inform students about the status of a particular class. Students can be told in advance to check the LMS to learn about class status.
- **Plan ahead to have in place other media to connect students when the college, or any of its sites are closed.** The college currently uses Zoom video conferencing to host synchronous classes remotely. Each instructor should have access to a Zoom account and be able to provide a link to students so that classes and office hours can still take place when remote operations are implemented.

- **Consider recording the class in case there are students who may be unable to “attend” that day.** Recording the lesson and making it accessible through the LMS or other means will allow students that are absent to catch up on the material they missed. In addition, it will allow all students, even those that attended class, to review the lesson/discussion presented that day.
  
- **Plan in advance lessons that can be conducted on an unanticipated “remote” day.** In some cases, it may be possible to deliver the planned lesson in a remote delivery mode (e.g. Zoom). However, for those situations where it may not be practical to deliver the originally planned lesson, the instructor may choose to conduct an alternate, but relevant, lesson. For example, a class might hold a Zoom session in which topics covered include a review session, students describing projects they are undertaking, discussion of trends and future directions for the field, including a review of relevant journal or newspaper articles, discussions of soft skills needed in the field, discussion of preparation of resumes/cover letters, preparation for interviews, etc. Materials for unanticipated “remote” days can be available in Brightspace ahead of time so you have ready content available in case a remote day is necessary. This is especially valuable for those classes with an in-person component.
  
- **Classes meeting through interactive television (ITV)** present circumstances that may be more complex as segments of the class may be scheduled for both open and closed locations. Faculty teaching ITV courses are encouraged to anticipate the possibility of mixed closing situations. A statement should be included in the syllabus alerting students to the possibility and summarizing the approach that will be taken.
  - If the site where the instructor normally teaches is open or the instructor is able to go to an open site, the class should meet. Points to consider, include:
    - Materials for the class should be made available on the LMS.
    - It may be possible to record the class and post it on the class LMS. **Note:** This option should be explored ahead of time by communicating with someone from Instructional Systems Technology (IST).
    - Students who are unable to attend class due to closure of the site they normally attend may be able to connect to the class from home using technology such as Zoom.

- If the number of students in attendance is sparse, it may be advantageous to use the time to review with those students present.
- If the site where the instructor normally teaches is closed and the instructor is unable to go to an open site, the class meeting might be conducted via video conferencing (e.g. Zoom). It may also be possible to provide materials and/or hold discussions/activities on Brightspace.

Whatever plan is implemented, it is the intent that valuable class-time is not lost. Alternate course delivery strategies may be explored in advance by contacting Laura Parmenter, Director of Online Learning at [lauraparmenter@mail.sunyjcc.edu](mailto:lauraparmenter@mail.sunyjcc.edu) or Cori Dunagan, Coordinator of Academic Technology at [coridunagan@mail.sunyjcc.edu](mailto:coridunagan@mail.sunyjcc.edu).

### **SAMPLE STATEMENT for SYLLABUS**

#### ***College Site Closings – Remote Operations***

*From time to time, extreme weather or other conditions will make it necessary for the college to close one or more locations for a period of time and move to remote operations. “Remote operations” means classes will continue but will be held in a remote format. Students will be informed of the closing of any college location through JCC’s ALERT Emergency Notification System to which all students are urged to subscribe. It is important that, when you receive notice through ALERT of the closing of any location on the day of this class, you check your Brightspace course shell for a message from the instructor regarding plans for this class on that date.*

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