



MEMO

Date: March 12, 2020
To: All AVC Faculty
From: Dr. Les Uhazy, VP Academic Affairs, Co-chair AP&P Committee
Kathryn Mitchell, Faculty Co-chair AP&P Committee
RE: Emergency Planning: Curriculum

In the event of an emergency in which regular instruction is interrupted, the AP&P committee has established guidelines intended to help prepare faculty to offer instruction in optional formats, specifically online via Canvas and/or video instruction. It is understood that this option will **only be made available if an emergency is called by the administration of the college and will be for a limited time.**

Faculty preparation will depend on individual technological skills. Faculty need to begin by becoming familiar with Canvas as that is the college's approved online management system.

- All courses have Canvas shells.
- All faculty have access to Technical Training on Canvas (Courses--Technical Training--Modules--Canvas), and AVC's technical trainer, Greg Krynen, offers various training sessions.
- ConferZoom training is available on the Technical Training Canvas course.
- You may contact Greg Krynen or Alex Parisky if you have any questions.

If an emergency situation is called and AVC converts face-to-face courses to online for a temporary time period, faculty need to have the following materials uploaded to Canvas:

- Syllabus
- Key handouts, PowerPoints, and Assignments
- Clear method(s) to contact the instructor

Instructors of courses that are not easily converted to an online format or are obligated to follow industry regulatory requirements need to work with division deans, discipline chairs, and AP&P representatives to find solutions for instruction. Please be sure to have an emergency plan in place for lab courses in the event of a school closure.