



Academic Continuity Faculty Checklist

Communication:

- Do you have a written explanation of procedures within your syllabus/course to provide to students prior to a crisis occurring?
- Do you have a plan for how you will communicate with students regarding alternative activities/meeting spaces for your class?
- Do you know the contact information for relevant members of your department (i.e.: chair, dean, and administrative assistant)?
 - Is this information available to the students in your class?
- Do you know who to contact in order to arrange for a substitute instructor in case of your unavailability?

Learning Modules & Technologies:

- Have you thought through how normal class activities would be performed if not in a physical classroom?
- Do you have a general grasp of how to use both asynchronous and synchronous technologies for creating and communicating within your online course space? (i.e.: Canvas, Zoom, Kaltura)
- Are you aware of the notification and preparedness tools available through the COCC Emergency Notification System and [COCC COVID-19 website](#)?
 - Have you discussed these resources with your class?
- Do you know who on campus to contact for additional technology help and resources?