

**Policies & Procedures for Resuming Instruction Post-Disaster:
Recommendations for the Executive Vice Chancellor and Provost,
Deans & Department Chairs, and the Academic Senate**

Developed by the Academic Senate Disaster Preparedness Work Group, with assistance from the Office of the Registrar Classroom Study Group. Reviewed by the Committee on Courses of Instruction, the Committee on Educational Policy, and Divisional Council.

**Revised 5/2003 per Divisional Council suggestions
Adopted by the Chancellor's Cabinet 6/03/03**

Administration

- 1) After a disaster, the Chancellor will assume central authority over all classroom space, including that traditionally managed by academic departments, to ensure that limited classroom resources are distributed equitably and that random damages do not devastate individual departments or programs. The Registrar will reassign the available rooms to high-priority classes.
- 2) After a disaster, the Registrar will give large-enrollment undergraduate courses first priority for available classrooms. Such classes may be split and fit into small classrooms.
- 3) If a department has not submitted a priority course list for the semester to the Office of the Registrar (see #10 below), or communicated its priorities to the Registrar in the aftermath of the disaster, the EVC&P will direct the Registrar to schedule courses according to the following default priorities:
1) gateway courses; 2) major requirements (DARS); and 3) courses for graduating seniors. The Registrar will pursue establishing an automated means to obtain this information each term in order to minimize departmental workload.
- 4) Annually, the EVC&P will convey to deans and department chairs their responsibilities in planning for resumption of instruction. Planning guidelines (see attached) and assistance will be provided to them.
- 5) During the 2003 calendar year the Vice Provost-Undergraduate Education and the ETS will explore the costs and benefits of expanding the canon of important courses stored on DVD.
- 6) During the 2003 calendar year, the EVC&P will disseminate to campus leadership the "The Options for Post-Disaster Instruction Arrangements" (attached), and a final list of options should be ratified and adopted after appropriate campus-wide review.
- 7) During the 2003 calendar year, the Office of the Registrar will develop procedures for informing students, in the event of an emergency, whether there is a final exam for a course or, if not, how grades will be determined.
- 8) During the 2003 calendar year, the EVC&P and Council of Deans will develop a plan for the resumption of teaching in instructional laboratories. Ongoing planning and coordination responsibility will be assigned to one of the following deans: College of Chemistry, College of Engineering, Biological Sciences, or Physical Sciences.

- 9) It is understood that normal fee policy will apply after a disaster, including the refund schedule. During the 2003 calendar year, the administration will discuss emergency fee forgiveness policies with UCOP.

Deans and Department Chairs

- 10) Each Department Chair will convey to the Office of the Registrar a list of the department's high-priority courses for resumption (see #3 above). If a department has not submitted a priority course list for the semester to the Office of the Registrar before the disaster, the Registrar will schedule courses according to the default priorities detailed in #3.
- 11) During calendar year 2003, deans and department chairs will explore the options of offering gateway courses following an earthquake through various media: videotaped lectures, web-based lectures and discussions, and other applicable information technologies.
- 12) Faculty on sabbatical (in residence) or on teaching leave may need to be recalled to campus by their department chair to fill in for faculty that are unable to teach, for one disaster-related reason or another. Department chairs will inform faculty that this possibility exists whenever a leave is approved. Faculty recalled to the campus due to a disaster will be accorded leave as soon as possible following the resumption of business.

Academic Senate

- 13) In the 2003 fall semester, the Committee on Courses of Instruction or the Committee on Educational Policy will provide guidelines to assist department chairs in deciding which courses to maintain after a disaster. The guidelines¹ will help chairs make their list of high-priority courses by giving consideration to courses being offered each semester, available faculty, and the comparative importance of each course for students (see #3 above).
- 14) In the 2003 spring semester, through COCI and CEP, the Academic Senate will adopt a policy allowing for alternative class scheduling after a disaster, and clarify the rule for changing classroom location in the event of disaster.
- 15) In the 2003 spring semester, to preserve access to gateway courses, COCI and CEP will consider
 - a) allowing UCB students to take gateway courses at other institutions, and/or
 - b) allowing UCB students to take gateway courses from prominent sources of distance learning curricula.
- 16) In the spring 2003 semester, the Committee on Courses of Instruction will develop and adopt final examination protocols to implement in the event of a disaster.
- 17) In the spring 2003 semester, the Committee on Courses of Instruction will develop a rule for canceling classes after a disaster that does not disadvantage affected students in terms of financial aid amounts. Such a rule will allow for dropping a course or taking an IP without losing aid.

¹ *Setting Post-Disaster Course Priorities*, attached

Options for Post-Disaster Instruction Arrangements

(depending on time in semester at which disaster occurs & extent of resultant damage)

Chancellor	Deans and Acad Senate	Department Chairs/Faculty
Before Term Starts		
Chancellor postpones term start	Notify department chairs	Notify instructors
Before Term Starts or in First Five Weeks		
<i>Option 1</i>		
Chancellor cancels entire term	Notify chairs Deans and COCI allow UCB students to study elsewhere	Notify instructors Deal with employment issues
Before Term Starts or in First Five Weeks		
<i>Option 2</i>		
Chancellor decrees summer will be substitute for entire term	Notify chairs Deans and COCI approve student participation w/o penalty	Determine instructors
During Weeks 1-12		
<i>Option 1</i>		
Chancellor suspends instruction for 1-4 weeks	Notify department chairs	Chairs notify instructors Instructors alter lesson plans
During Weeks 1-12		
<i>Option 2</i>		
Chancellor calls for limited course offerings for rest of semester, in light of space shortages	Deans activate priority lists Notify instructors of course cancellations Deans & COCI allow P/F and S/U for req'd courses w/o penalty	Chairs follow priority lists for gateway and other important courses
During Weeks 13-15		
Chancellor cancels remaining classes	Notify chairs and instructors COCI waives final exam requirement	Instructors assess student performance and give choices: additional projects, grade then Provision for course repeat, if student wishes

8/15/03

Setting Post-Disaster Course Priorities: Guiding Principles for Deans and Department Chairs

Offered by the Vice Provost-Undergraduate Education & Instructional Technology, the Vice Provost-Academic Planning & Facilities, and the Office of the Registrar

"Policies and Procedures for Resumption of Instruction Post-Disaster," developed by the Academic Senate (5/03) and endorsed by the Chancellor's Cabinet (6/03), calls for department chairs to inform the Registrar annually of their high-priority courses for resumption. That document also promises guidelines for deans and department chairs to follow in setting their priorities. Below are the guidelines.

Following a disaster, a number of classrooms may be damaged and unusable for some time. In order to resume instruction as rapidly as possible, the Chancellor will identify the pool of assignable classrooms and the Registrar will assign the classrooms to the most important courses. Deans and department chairs can assist in this process by communicating to the Registrar annually the courses they consider the highest priority for their department, school, or college.

☒ In making decisions about course priorities, follow two overarching principles:

Principle #1: Do not delay graduation more than is absolutely necessary.

Principle #2: Preserve as many student credit hours as possible.

☒ Base your decisions on the following criteria:

A. Maintaining courses for undergraduate students is most important.

B. Large courses that are prerequisites for your major are more important than others.

C. Courses that are part of a sequence or are prerequisites should have precedence over others.

D. Courses that meet University or college requirements should be given additional consideration.



- ☒ Using the above principles and criteria, divide your courses into three categories:
① High Priority ② Priority ③ Deferable (see tool below)

- ☒ Enter your priority rankings into the Office of the Registrar data base for use in an emergency:

- 1) Go to: <http://registrar.berkeley.edu/Sched.html>
- 2) Click on **business resumption**
- 3) Follow the step-by-step directions

- ☒ Arrange for the regular taping of every high-priority course, where possible.

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COURSE RANKING TOOL

A. Undergraduate Course?	Yes ____ ↓	No ____ ↓
B. Essential Large Course?	Yes ____ ↓	No ____ ↓
C. Part of Sequence or Prerequisite?	Yes ____ ↓	No ____ ↓
D. Meets University or College Requirement?	Yes ____ ↓	No ____ ↓
* Important for Other Compelling Reason?	Yes ____ ↓	No ____ ↓

All YES = ① Some YES = ② All NO = ③

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