

Academic Continuity Plan for Course Decisions, Fall 2009

H1N1 Emergency Planning Document

September 17, 2009

As part of our efforts to assure student learning continues normally during the H1N1 outbreak this semester, the following plan has been crafted for broad distribution to faculty. This document is only a small part of the academic continuity planning effort. For the latest information related to the outbreak, please click on: <http://www.iupui.edu/~prepared/h1n1/>.

Course attendance considerations:

- Communications to students should be written clearly and should include the components of effective communication, such as date, title, author, subject, rationale, and lists of sources to gain answers or further information. Such communications need to be done in a timely manner.
- Deans and faculty are to encourage students who are sick to stay home from the onset of flu symptoms as described on the IUPUI H1N1 web site, and to remain at home for a minimum of 24 hours after being fever free. Given the expectation that they stay home during this period, the academic unit should be flexible and allow students abiding by this caution to make up missed time/coursework.
- Help those who attend class understand the principles of decreasing the spread of the H1N1 virus. Because people may be contagious even when they do not display symptoms, there is no fool-proof way to prevent exposure to H1N1, but the following can help. People can best protect themselves by washing hands frequently, using personal germicidal hand sanitizer, coughing into their sleeves (not their hands), keeping 3-5 feet away from sick people and refraining from shaking hands. Special attention should be given to hand sanitizing after use of public equipment/computers.
- When an outbreak moves beyond being contained enough that Dr. Wintermeyer can make medical recommendations for closure (or not) related to possible exposure episodes, the affected unit's dean will confer with the Office of the Dean of the Faculties before making a decision to shut down either courses or the school because of H1N1. We will implement a daily contingency meeting if we get into a situation requiring an immediate decision related to either class/building closures or a need to change the academic calendar of the semester for the campus due to illness. In each case, we will seek medical input related to closure decisions.
- Clinical courses/student teaching/fieldwork — Schools will inform students participating in courses which meet at locations other than IUPUI classrooms what procedure will be used to determine if the student should attend the offsite experiences. Attendance expectations at offsite locations may differ from the decisions for IUPUI buildings and are outside of IUPUI control. Each school having students enrolled in clinical or off-site courses should review its

existing policies about clinical make-up rules in light of H1N1. Questions that should be considered include:

Will there be an opportunity for students to make up more than the normal maximum missed days?

What are the minimum acceptable hours needed to be in compliance with accreditation standards?

- Faculty need to be flexible with their normal attendance policies due to the expectation that absences may reach 20-60% of the student body during a peak outbreak. We encourage schools to set flexible policies related to student absences due to H1N1.

Operational shutdown considerations:

- Schools will have leadership contingency plans to assure departmental operations continue if Department Chairs or other administrators are ill with H1N1.
- Schools will maintain a list of courses and their faculty of record and will prepare a list of back-up instructors in the event faculty become sick with H1N1. We realize back up instructors may not be available for some specialty or graduate courses. Each school needs a policy about how it will communicate class cancellation to the students in the course, including who is responsible to do this.
- When laboratory sections of courses cannot be prepared due to H1N1 illness of set-up folks – lab classrooms may have to close even though classes in general do not. Each school with laboratory courses must have a policy on how the decision to close labs will occur. There are generally no additional lab times for make-up labs due to laboratories being at capacity, so affected schools will need to make decisions about how to grade laboratory components in such an event.
- When gatekeeper operational support offices need to be shut down due to the H1N1 illness of key people, alternative plans for student support for those functions need to be in place as reflected in business continuity plans. Examples of such offices include school advising centers, math assistance center, writing center, etc.
- Additional issues will need to be addressed at the point of decision making. For example, the triggers for shutting down extra-curricular student events, especially big gatherings and for closing public gathering places, such as the campus center. Everyone who needs to be involved in the decision will be consulted at that time.
- Current policy dictates that 75% of the course must be completed before an incomplete can be given. We are asking the IFC Executive Committee to determine a process by which we could

temporarily suspend that policy if needed. There may be other such policy issues that will need to be addressed quickly.

- Depending on how the outbreak evolves during the semester, units will need to give some thought to what constitutes completion of a course. This is a curricular decision that must be made in the school based on student knowledge needed to enroll in subsequent courses, and other such factors. More specific instructions will be offered later in the semester if this should become necessary.

Decisions about the semester based on when an outbreak occurs:

- Beginning of the semester – if students miss the first couple of classes, can the faculty adjust workload in the course by altering assignments alone and not change class face time? Changing face time is subject to classroom availability and notification to the class. Posting make up assignments and lecture notes are one possibility. Deans/department chairs need to confer with faculty in courses that are affected by absences in making these decisions.
- Second quarter – illness in the second quarter should be dealt with by workload/assignment adjustments, not adding additional class face time. Faculty can post make up assignments and lecture notes.
- Midterm – illness coming at midterm will require exam flexibility on the part of faculty and make-up exams will be needed. Faculty need to plan for this now.
- Last quarter – Faculty should entertain the idea of giving incompletes – other options are giving a make-up exam later or giving the grade earned to-date in the course. Faculty and units need to redefine what it takes to be done with the course in light of performance to date in this scenario. If there are projects that are not completed, can faculty extend deadlines and still get grades out by the end of the defined semester?

Academic FAQs 9/17/09

Can I ask a student to leave class if they appear to be sick?

No. A student cannot be removed from class after arriving ill, but you can encourage them to go home, take care of themselves, and return 24 hours after their fever drops below 100 degrees.

What changes can I make to my course structure to minimize the impact of the widespread absences that are predicted this fall?

Instructors should try to place as much course content as possible, including assignments and lecture outlines, on their class website. In addition, some instructors are attempting to schedule important in-class assessments and presentations outside the time frame in which the infection rate is expected to surge: mid-September through the end of October. If you build in flexibility by giving alternative dates for key assignments if students are ill, that will allow most students to be able to complete the course.

Here are some additional recommendations based on timing of illness outbreaks during the semester:

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Shouldn't students just drop my class if they get the flu?

It should not be necessary since most students will be able to make up the work missed because a bout with the H1N1 virus typically lasts 3-4 days. Every effort should be made by faculty to accommodate students during the outbreak.

What if the student is not sick but they have a sick child?

Because we know that children have less immunity to the H1N1 virus, it is important that we be flexible with attendance related to child care issues during a wide-spread outbreak. We suggest treating this the same as the student being ill.