



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION-No: 2023 - 000

“A RESOLUTION TO APPROVE NEW POLICY #375: CONTINUITY OF LEARNING AND TEACHING”

WHEREAS, The Board of Regents of the College of the Marshall Islands given the responsibility under the CMI Act 1992 to “approve such policies and standards as it may deem necessary for the effective operation of the College,”

And

WHEREAS, the proposed policy will guide responses to disruptions to learning and teaching while also ensuring that all statutory and regulatory requirements are fulfilled,

And

WHEREAS, the Learning Experience and Academic Policy Committee and the Executive Council have recommended the policy,

NOW, THEREFORE, BE IT RESOLVED:

That the College of the Marshall Islands Board of Regents approves the new Policy 375: Continuity to Learning and Teaching.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on January 23, 2023 at which a quorum was present and voted.

Kathryn Relang
Chair, Board of Regents
College of the Marshall Islands



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

CMI POLICY NO. 375

Continuity of Learning and Teaching Policy

Status: Active
Effective Date: January 23, 2023
Approval Date: January 23, 2023
Steward: Board of Regents
Approval Authority: Board of Regents

Policy Statement

While the College and all employees involved with instruction make every effort to avoid disruption to learning and teaching, outside events may make some disruption unavoidable. All course sections are expected to meet at their scheduled times, but if they are unable to do so, the minimum hours required in approved course outlines shall be met through an appropriate combination of interactive online learning or rescheduling of classes that will also allow for the approved student learning outcomes to be fulfilled.

Reason for the Policy

The College's educational services, and the quality thereof, are its first priority in times of disruption. In addition, meeting the minimum number of required contact hours for a given course is a regulatory requirement.

Definitions

Minor Disruption

A minor disruption is considered to have occurred when <10% of a course or courses' regularly scheduled instructional hours are lost.



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Moderate Disruption

A moderate disruption is considered to have occurred when 10-25% of a course or courses' regularly scheduled instructional hours are lost.

Major Disruption

A major disruption is considered to have occurred when 25.1-50% of a course or courses' regularly scheduled instructional hours are lost.

Severe Disruption

A severe disruption is considered to have occurred when >50% of a course or courses' regularly scheduled instructional hours are lost.

Statements of Elaboration of Policy

Preparation

All faculty are expected to be prepared in case the college needs to move to full or partial online learning. This includes, but is not limited to, the development of a course shell in the college Learning Management System. Faculty should also discuss with students how to access information and course activities in case of a disruption.

Communication

In case the Uluga Campus or all locations need to close, official communication will come from the Office of the President. Coordinators or Directors of other sites are responsible for communicating disruptions affecting only those locations. Unless internet services are disrupted, this communication will include email. Faculty should communicate with their students via email and the Learning Management System when these systems are available.

Accommodations for Students

Students who are unable to access interactive online activities may be given Incomplete (I) grades and make up opportunities. Every effort should be made to ensure that rescheduled class meetings occur at times and dates when all students in the course are available. However,



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

in case that is not possible, students who are unable to attend should be given make up opportunities and, if necessary, Incomplete (I) grades.

Student and Learning Support

During times of disruption, when courses have been moved to online learning, student and learning support services should ensure availability of online services and that this availability is broadly communicated to students. In cases in which the term is extended due to rescheduling, these services must remain available during the periods course meetings have been rescheduled to.

Cross References to Related Policies and Regulations

Online learning activities used to substitute for scheduled instructional hours must fulfill the definition of regular and substantive interaction in Policy 380: Online Learning

Payment for substitute instructors will follow the procedures in the Human Resources Policy and Procedure Manual 5.9: Faculty Substitution

Faculty absences are subject to the requirements for leave listed in chapter 7 of the Human Resources Policy and Procedure Manual

Responsible Officer

Vice President for Academic and Student Affairs

Key Offices to Contact Regarding the Policy and its Implementation

Dean of Academic Affairs, Dean of WAVES, Instructional departments



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

Procedures

Disruption of a Single Course or a Single Instructor's Courses

In cases of minor to moderate disruption of course(s) taught by a single instructor or of a specific course meeting, the instructor will be responsible for developing a coverage plan. They may make use of online learning, a substitute instructor, and/or rescheduled course hours. If the instructor is unable to make the arrangements for any reason, the Department Chair will take on this responsibility. Plans for minor disruptions must be approved at the Chair level, and plans for moderate disruptions may be approved at the level of the Chair's supervisor (Associate Dean or Dean). If the disruption can be anticipated, the plan must be approved ahead of time. In case of travel paid for by the college, the plan must be included with the Travel Authorization.

In cases of major or severe disruption, a substitute instructor should be identified, and the substitute instructor should be provided full access to the course's learning management system shell, including the gradebook. If a major or severe disruption is anticipated, the Department Chair should notify the Vice President for Academic and Student Affairs through the appropriate Dean. The VPASA must also approve the substitution.

If a course is not able to meet in its regular location, an alternative location should be found by the instructor with assistance from the Department Chair, Associate Dean, and/or Dean.

Disruption of Courses at a Single Location

In case of a disruption to courses at a single location other than the Uluga Campus, the site Coordinator or Director should work closely with the faculty responsible for each course to develop an appropriate plan of action. Courses with enrolled students who are only at that location should make up the hours through the first of the following methods that is available and appropriate to the course:

1. Interactive online learning activities
2. Temporary relocation to another site on the same atoll
3. Rescheduling of the course hours (to a make up day designated in the academic calendar if available)

For courses with students in multiple locations, the instructor should work closely with the coordinator or director of the site to determine appropriate make-up activities for the students who are not able to attend. The site Coordinator or Director will keep a written record of the make up plan. In cases of moderate disruption, the plan must be approved by the Coordinator or Director's supervisor. In cases of major disruption, the plan must be approved by the Vice



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

President for Academic and Student Affairs. In cases of severe disruption, the plan must be approved by the President.

If the Uluga Campus is disrupted, then there will also be disruption to those students at other locations whose instructors typically work from the Uluga Campus. If the Uluga Campus is closed, the procedure for disruption of all courses will be followed, except that those courses in which all students and instructors are at other locations will go forward as scheduled.

Disruption of All Courses

Hours will be made up through the first of the following approaches that is available, appropriate, and in line with statutory requirements:

1. Rescheduling of course hours to available make up days scheduled in the academic calendar
2. Interactive online activities
3. Rescheduling of course hours to other days not listed in the academic calendar or to other physical locations

The selected approach will be determined by the president in consultation with the VPASA, and will be described either in the message announcing the campus closure or in a follow-up message shortly thereafter. In case the decision is made for all courses to engage in interactive online activities, instructors for those courses that cannot reasonably meet their outcomes through online activities should develop alternative plans to reschedule some or all hours (as appropriate). In cases of minor disruption, these plans must be approved by the department chair and the department chair's supervisor, with a summary report provided to the VPASA. In cases of moderate disruption, these plans must further be approved by the VPASA with a summary report to the president. In cases of major to severe disruption, these plans must further be approved by the president with a summary report to the Board of Regents.

In case of a disruption that will require an extension to or shortening of the academic year or of a severe disruption requiring physical relocation, the plans should be approved by the Board of Regents if it is practical for the Board to meet or to vote electronically. In case it is not practical for the Board to meet, the president shall act with full authority in this matter. The Accreditation Liaison Officer will be responsible for ensuring that ACCJC is informed of these changes, and the Director of Financial Aid will ensure that any changes to the length of the academic year are discussed with the Federal Student Aid School Participation Division.



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

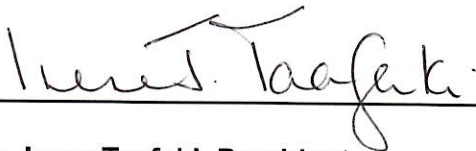
Disruption of Online Learning

In case of minor disruptions affecting online learning only, courses that use synchronous learning to meet course hour requirements should move to asynchronous activities. Instructors using asynchronous activities only should make any necessary adjustments to deadlines but otherwise do not need to alter their plans.

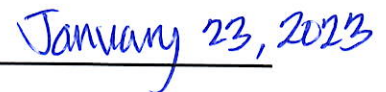
In cases of moderate to severe disruptions affecting online learning only, the Vice President for Academic and Student Affairs, in consultation with the relevant Deans, will develop a plan to move any online activities that are used to meet contact hour requirements either to in-person meetings or to reschedule these activities to other weeks. In cases of major to severe disruptions, this plan must be approved by the President, with a report to the Board of Regents.

Date of Initial Policy:

Date(s) of Any Revisions:



Dr. Irene Taafaki, President



Date