

ATEM Emergency Management Symposium - 24 November 2011

Academic

Background

CPIT was in the Red Zone – no go zone from day one. By early in the second week without access to central ICT files or backups there was an urgent need to create a centralised system for recording the decisions relevant to the resumption of classes.

One staff member had a file with a list of programmes on a laptop and although this later needed reconciliation with the central file it did create a starting point for the creation of a spreadsheet that recorded the following information:

- A list of all current programmes running
- Contact name and phone number of managers of programmes
- Original start date
- Restart date
- Week no (restart)
- Altered end date
- Variation in gross weeks
- Delivering in semester 1 (time of quake) – in some cases half year programmes were delayed until semester 2.
- Proposed location (updated as decisions are made)
- Room type eg G: generic; S: specialist; C: computer lab
- Student number in cohort (once we had access to the Student Management System (SMS) we had lots of staff involved in ringing students to determine their intentions to return to class all information was recorded in a database)
- Number of rooms required
- Special requirements
- Other comments

Impact on timetabling

- Timetables had to be recreated in some areas
- Study and break weeks have been used as teaching time where appropriate
- Additional hours to initial timetable each week were added where appropriate
- Extending the timetable to finish later in the year where appropriate
- Programmes that were extending their gross weeks as approved for Study Link were identified and TEC notified

Impact on assessments

- Reordering and sequencing of theory and practice – Outdoor Education programmes put practice first while others needing specialist equipment put theory first.
- Reduction in the number of assessments – approval via Academic Board to allow entry of end of course results rather than individual assessments
- Moving the timing of assessments (SMS updated to indicate when results would be reported)
- Changing the nature of assessments eg oral rather than written, portfolios of work etc

Notes:

- Communication between Academic Managers and Administration Managers important to align dates on SMS with changed delivery dates for results reporting.
- Guidelines for dealing with aftershocks for all involved in exams/supervised assessments were developed ie for supervisors and students.
- Academic Procedures, if varied, were approved by Academic Board eg evidence to support an aegrotat application.
- There is ongoing monitoring of the impacts of decisions occurring to establish the extent of the academic changes within courses.

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If anyone wants a copy of the spreadsheet or other documents mentioned for their recovery plan then feel free to contact me denise.holling@cpit.ac.nz