

COVID-19| Academic Business Continuity Group

Terms of Reference:

- To ensure that planning is underway to enable students to engage productively with their learning during the COVID-19 crisis
- To provide information regarding academic matters to the communications team to allow them to effectively communicate up to date information to students and staff.
- To consider issues and possible approaches to ensure that academic processes relating to programme delivery can continue to be carried out in a reactive and speedy manner where required.
- To advise of staff training, equipment, resources that will be required as a result of alternative delivery modes
- To develop and maintain student and staff FAQs in relation to academic matters.
- To maintain a register of changes related to COVID-19

Membership:

Meeting Frequency:

Structure: The ABC consists of workstreams with a leader co-ordinating work specific to that area. Each workstream will develop solutions/resolve issues within their own area, and then report back to the ABC to allow us to capture how we have responded to issues and needs at all levels. Communications regarding changes will be provided to staff and students once we are satisfied that all are in agreement with the decisions made by the group as a whole.

ABC Workstreams

Academic
Solutions
and Quality
Assurance

Academic
Administration
& AAC Issues

International
Student
Academic
Issues and
Solutions

Staff Teaching
and Capability
Support

Student
Concerns/Advi
sory and
Library
Support

Staff Issues
and
Implications

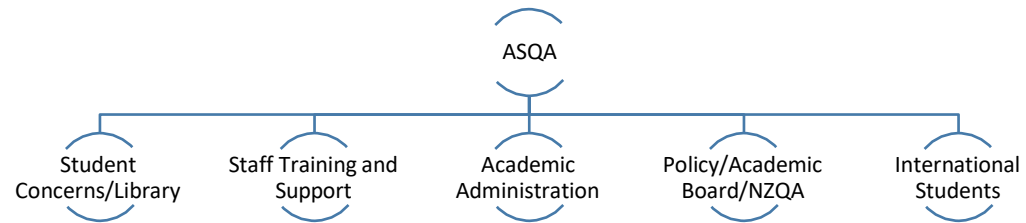
IT support

Future focus -
On-line
options via e-
campus

Moving
teaching back
on campus

Operation: In most cases, the problems needing to be resolved are being generated by staff who are grappling with changes required to support a new way of working, faster responses and issues related to the personal impact of COVID-19. These are passed to the Academic Solutions and Quality Assurance (ASQA) Workstream who will provide information to other workstreams to enable them to develop solutions within their areas of expertise and responsibility. Communication/coordination between workstreams will be captured in the meeting minutes for each group.

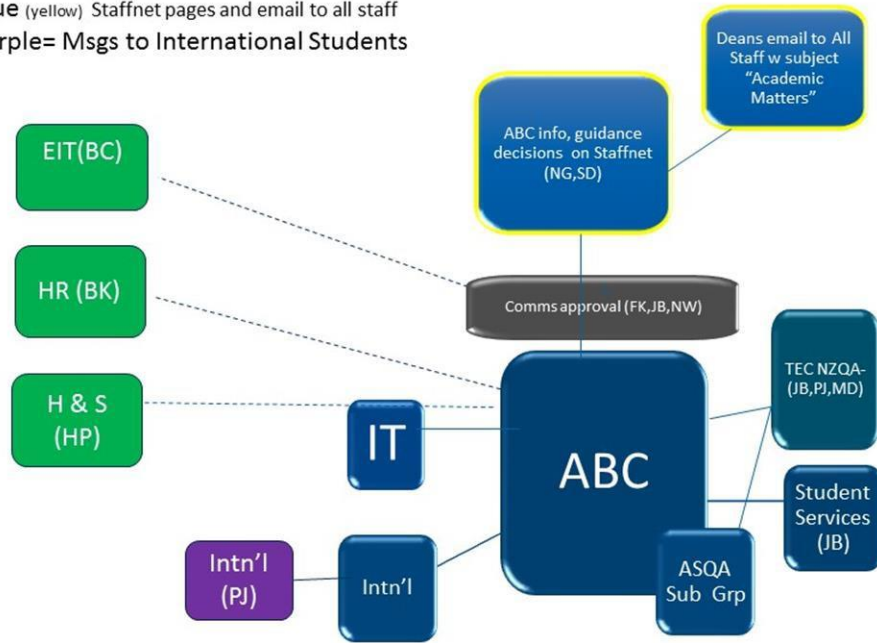
For example see figure below:



Reporting: Workstreams report regularly at ABC meetings (when necessary) held three times each week, where decisions and ongoing issues can be discussed and resolved by the wider team. All academic decisions are captured on a decision register along with actions that have been agreed. The decision register will be updated by each work stream.

Staff and Student Communications (see figure below): Staff and student communications regarding academic matters are agreed through the ABC. Staff information will be collated within a specific staff-net area (<https://staffnet.eit.ac.nz/AcademicDecisions/Pages/default.aspx>) to enable them to quickly access up to date information/instructions on how to deal with the various issues that have been raised and resolved. Staff will be communicated through email by the ABC (Deans to lead) to let them know where to look and when new information is available. Student Communications will continue via FAQs through Brenda and with the PCs (via HoS).

Green = Msgs to all staff
 Blue (yellow) Staffnet pages and email to all staff
 Purple= Msgs to International Students



26 March 2020

Professor Nat Waran (for the Academic Business Continuity Group)

26/03/2020