

12-30-2009

Infectious Disease or Pandemic Illness Course Attendance Policy

The College at Brockport, College Senate

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The College at
BROCKPORT

STATE UNIVERSITY OF NEW YORK
College Senate

350 New Campus Drive
Brockport, NY 14420-2925

Resolution # 06
2009-2010
College Senate

New Resolution:
Supersedes Res
#:

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *November 30, 2009*

RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: *Infectious Disease or Pandemic Illness Course Attendance Policy*
(routing #16 09-10 SP)

Signed:
(*Steven Lewis, 2009-10 College Senate President*)

Date: 12 / 09 / 09

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Steven Lewis, The College Senate President

FROM: John R. Halstead, College President

RE: I. Decision and Action Taken on Formal Resolution (circle choice)

- a. Accepted - Implementation Effective Date: Immediately
- b. Deferred for discussion with the Faculty Senate on ___/___/___
- c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

- a. Received and acknowledged ___/___/___
- b. Comment:

Signed:
(*Dr. John R. Halstead, President, The College at Brockport*)

Date: 12/14/09

DISTRIBUTION

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

Routing Number <i>Routing # assigned by Senate Office</i>	#16 09-10 SP <i>Use routing number and title in all reference to this proposal.</i>
Replaces Resolution	#

DEADLINE FOR SUBMISSIONS: FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted electronically as one document.

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (collegesenate/proposal.html)
- Email whole proposal with cover page as one document to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Infectious Disease or Pandemic Illness Course Attendance Policy

2. **BRIEF DESCRIPTION OF PROPOSAL:**

In an effort to avoid an epidemic of the H1N1 flu on campus, the following amendment to the existing attendance policy is being proposed.

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** xx NO

4. **HOW WILL THIS AFFECT TRANSFER STUDENTS:**

No affect.

5. **ANTICIPATED EFFECTIVE DATE:**

Immediately

6. **SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
9/10/09	11/5/09	11/13/09	

7. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Anne Huot	Academic Affairs	395-2524	mmallory@brockport.edu - secretary ahuot@brockport.edu

8. **COMMITTEES TO COPY: (Senate office use only)**

Standing Committee	Forwarded For Approval To	Dates
<input type="checkbox"/> Enrollment Planning & Policies	Committee for approval	(9/10/09) 11/5/09 **
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	11/9/09
<input type="checkbox"/> General Education & Curriculum Policies *	GED to Vice Provost	Na
<input type="checkbox"/> Graduate Curriculum & Policies	Senate	11/16/09, 11/23/09 vote - passed
<input checked="" type="checkbox"/> Student Policies	College President	12/10/09
<input type="checkbox"/> Undergraduate Curriculum & Policies	OTHER	
* follow special Gen Ed procedures for submission of General Education proposals at "How to Submit Proposals" on our Website.		
	REJECTED -WITHDRAWN	

NOTES: ** This was originally submitted as a part of #03 09-10 SP Attendance Policy Revision proposed by Steve Lewis on 9/10/09. Upon the recommendation of the Student Policies Committee, the proposals are now separate and will be reviewed as two individual proposals.

Infectious Disease or Pandemic Illness Course Attendance Policy

November 9, 2009

This policy can be activated or rescinded by President's Cabinet in consultation with the Emergency Management Team and the Director of Health Services or designee.

Any Infectious Disease or Pandemic Illness may cause illness, hospitalizations and deaths and as such, federal and state governmental agencies may be concerned. If isolation is recommended it implies avoiding normal activities, including work, school, travel, shopping, social events, and public gatherings. If and when the percentage of faculty/staff/students infected with the Infectious Disease or Pandemic Illness reaches a threshold (as defined by the appropriate health agencies), the College may be required to take actions, including suspending classes or closing the campus, which will impact all stake-holders. Even if the number of individuals infected by the Infectious Disease or Pandemic Illness is very small, the requirement that infected persons stay home or remain in isolation will result in protracted absences. The College has procedures in place for students to follow in the event that they are absent for an extended period, which typically means a period exceeding one week. This document is intended to reinforce these procedures and also to provide guidelines to faculty and staff with regard to their teaching and learning activities when they themselves or students attending their classes are suffering from an Infectious Disease or Pandemic Illness or have to care for family members infected with the illness. In handling situations arising from an Infectious Disease or Pandemic Illness, faculty must show flexibility toward students. Anticipating that they, too, could be infected with the illness, faculty should also take proactive measures. While class attendance is an issue between the professor and the student, it is the expectation of the College that faculty will show flexibility in dealing with students who are absent from classes due to an Infectious Disease or Pandemic Illness. Faculty should take proactive measures to minimize the disruption of teaching and learning activities if they themselves become infected with an Infectious Disease or Pandemic Illness.

Proactive Steps

A faculty member may take several proactive steps to minimize disruptions to teaching and learning activities in the event of absence due to an Infectious Disease or Pandemic Illness, including:

- Include a statement in the syllabus (syllabi) directing students to go to the College website homepage where they will find a link to information on the Infectious Disease or Pandemic Illness. Include a statement about what students should do in the event of class cancellation if the faculty member is absent due to the infection.
- Take advantage of ANGEL, the College's Web-based course management system designed specifically to deliver online teaching and learning experience, ANGEL has the potential to enable a faculty member to facilitate teaching and learning even when he/she is absent due to illness or other professional obligations. Besides allowing the faculty member to communicate effectively with all students in a class or a subset of students, ANGEL also offers a platform for the faculty member to exchange course-related material with students, engage in discussions with them and/or facilitate exchange of ideas among students. For Technical Assistance, please contact the LITS Help Desk at 395-5151 or send an email to helpdesk@brockport.edu.
- Faculty, staff, and students should use College E-mail for timely communication.
- Make prior arrangements with one or more colleagues and apprise them about developments as symptoms develop, so that another person may teach classes on your behalf, distribute course material, or facilitate teaching and learning using material developed by you.
- Develop in advance strategies to facilitate teaching and learning through alternates means, including creating podcasts and posting them on ANGEL, creating discussion forums, preparing lecture notes and posting them on ANGEL, posting the list of reading material, assembling relevant instructional video and compiling a list of Web resources for student use.

- Faculty should make an effort to provide students who missed labs, performances, methods classes, group activities, and/or field trips due to an Infectious Disease or Pandemic Illness the opportunity to complete missed work or enable them to acquire the associated knowledge, skills or experiences through alternate means.
- Make prior arrangements to take advantage of the services offered by different campus entities. For example, the Health Center, Career Services and Office of International Education have developed presentations. If there are no alternate arrangements, instead of cancelling classes, take advantage of their services.

Faculty Absences due to an Infectious Disease or Pandemic Illness:

- A faculty member who is infected with the Infectious Disease or Pandemic Illness must notify his/her chairperson about the illness, apprise the chairperson about the alternate plans that the faculty member developed to facilitate teaching and learning, and stay home or remain isolated. (Examples of alternate plans are identified under “proactive steps.”)
- The faculty member may also notify students directly about his/her condition via e-mail.
- The Chairperson must facilitate the implementation of the alternate plans developed by the faculty member who is absent. If no alternate plans are in place, the chairperson should search for ways to continue the teaching and learning-related activities. Absent alternatives, cancel classes.
- Each department chairperson should arrange for a designee in the event the chairperson develops an Infectious Disease or Pandemic Illness.
- If classes have to be cancelled, the chairperson must notify the Vice Provost’s Office, Brockport’s radio station (WBSU), and the Office of Telecommunications. In turn, the Vice Provost works with (i) the Web Master to publish the list of cancelled classes on the Web and update it as needed, (ii) the College’s radio station (WBSU) to periodically broadcast the list of cancelled classes, and (iii) the Office of Telecommunication to create a voice mail message informing people who call the campus switchboard about the list of cancelled classes.
- Faculty and staff should contact the Office of Human Resources for information on sick leave.

Faculty Response to Student Absences due to an Infectious Disease or Pandemic Illness:

- Faculty should excuse absences due to an Infectious Disease or Pandemic Illness without penalty. Students may not be able to provide documentation of their illness as the student health center may be triaging via phone rather than in-person visits. See “Documentation” heading below. Faculty attendance policies should be adjusted to reflect this change.
- Students are responsible for making up all missed work.
- Alternate exam dates (both for regular and final exams): In the event a student is ill for a regular exam, either a make-up exam or an alternate assessment instrument should be administered as soon as possible. If a student is ill for the final exam, explore whether the final exam can be administered before the grades are due. Failing that, the faculty member will assign an “Incomplete” (I) and re-schedule the final exam after consulting with the student.

Student Responsibilities - Absences due to an Infectious Disease or Pandemic Illness:

- Call the Student Health Center or private health provider if experiencing flu-like symptoms.
- If it is determined that the student likely has the illness, the health center staff will enter that name on the daily roster. Each day, an email with these names will be sent to VP secretaries for EMSA, Provost and Assistant VP Student Affairs.
- The student should contact each professor via email or the method outlined in the syllabus.
- The student should remain in isolation per instructions supplied by the Health Center or health care provider.

- Consult with instructors or departments to ascertain whether alternate modes of teaching and learning have been created. To the extent possible, students should access such material and try to catch up.
- Utilize College E-mail to keep apprised of any necessary information.
- It is the student's responsibility to make up all work when he/she returns to class.

Student Teaching/Internships

- Follow the policy of the off campus site
- Notify both the College and site supervisor

Documentation of Illness

- There may be no formal testing for the Infectious Disease or Pandemic Illness unless patients are hospitalized or have specific risk factors.
- Because individuals are encouraged to isolate themselves to prevent transmission of the Infectious Disease or Pandemic Illness, it may not be possible to provide documentation of specific illness.

Campus Closure

- If circumstances require the campus to close, which can only be done with the approval of the Governor, students, staff and faculty should consult the College's Website for updates and information