CONTINGENCY PLAN TO DEAL WITH COVID-19 Outbreak
(Revised on April 15, 2020)

Submitted to the IGU Stakeholders: Students, Faculty, Staff & Government Agencies

IGlobal University (IGU) has implemented a Contingency Plan to deal with the Coronavirus Outbreak, based on and in compliance with the guidelines issued by SCHEV, ACCSC, Student and Exchange Visitor Program (SEVP), U.S. Department of Education, and other government agencies. Under this Contingency Plan, IGU has started providing distance education (DE) courses to all the residential (on-campus) and Traditional DE Program students, since April 6, 2020.

The purpose of this report is to notify all the IGU stakeholders, all the students, especially the students taking DE courses in the U.S. and overseas, the faculty and staff members, that IGU will conduct all the current DE classes until June 14, 2020, the end of Spring Quarter.

Even during this subsequent contingent period, IGU will continue to pursue and ensure the academic excellence with all the existing academic audit policies and procedures enforced.

IGU offers not only residential programs but also distance education programs (referred to as “Traditional DE Programs”) to out-of-state students and working professionals. It is imperative to note that those students who have been enrolled for Traditional DE Programs are not affected by this Contingency Plan. However, some of the DE courses implemented under this Contingency Plan may be taken by both Traditional DE Program students and residential (on-campus) students.

IGU is certified to operate in the Commonwealth of Virginia by the State Council of Higher Education for Virginia (SCHEV), accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) recognized by the U.S. Department of Education, certified by the U.S. Department of Homeland Security to issue Form I-20 to enroll qualified international students, approved by the U.S. Department of Education for Title IV Program to offer Federal Student Aid to qualified U.S. citizens and lawful permanent residents, authorized by the U.S. Department of State to sponsor exchange visitors (professors, researchers, students, and specialists) under J-1 Program, certified by the U.S. Department of Veterans Affairs for Veterans Education and Training Program, and certified for the National Council for State Authorization Reciprocity Agreements (NC-SARA).

The details of the Contingency Plan are described below.

1. DE Course Registration

   It is noted that all the Traditional DE Program students and all the “existing” residential students (enrolled prior to the Spring Quarter) are familiar with the online course registration
process and that all of them will be required to register online as directed by the Registrar’s Office and Lead Faculty. However, the “new” students who will be enrolled for the Spring Quarter for the first time will be required to visit the campus in person for a period of one week from March 30 to April 3.

IGU normally conducts a New Student Orientation (NSO) session for all the new students on campus. During this NSO session, they will not only tour the campus for the first time but also sign the Enrollment Agreement, register for courses to take, meet the Student Advisors and Faculty Advisors, take a DE Test, and learn how to use Canvas, a Learning Management System (LMS).

However, during this Contingency Plan period, IGU strives to refrain from all the large group activities, such as NSO. Therefore, we will invite new students for the Spring Quarter to visit the campus individually or on the basis of a group of five or less students at a time. In addition, they will be provided with an NSO Video cliff so that they can watch it at home at their leisure.

2. **Canvas used as the Distance Education (DE) Platform**

Canvas has been used as a web-based Learning Management System (LMS) for IGU to management all aspects of learnings of both DE Program students and on-campus students. Canvas has a number of excellent features and tools to allow for the highest academic integrity and excellence, such as a plagiarism tool, Unicheck. Canvas will be used to manage all aspects of distance learning for the residential students under this Contingency Plan.

3. **Mode, Classroom Settings, and Audit**

Canvas is the venue through which all asynchronous course activities are conducted. Canvas features are highly advanced and integrated tools by which IGU has already established an effective interactive learning environment. All stakeholders, including students, staff, instructors, Lead Faculty, and Distance Education Auditors (DEAs), are provided with access information for Canvas before each quarter starts. Canvas features include a virtual learning setting by which all stakeholders actively and academically engage with one another under a thorough supervision of Distance Education Auditors (DEAs) who monitor all the activities daily and keeps communicating with the stakeholders as needed.

4. **Students’ Familiarity with Canvas**

All the existing students, whether they are residential or Traditional DE Program students, are familiar with Canvas, because they have learned to use Canvas, since they have been admitted to their program of study. Both residential and Traditional DE Program students use Canvas to effectively manage their learning process, such as registering courses, reporting attendances, submitting homework, and communicating with their instructors during each quarter.
5. Faculty Assignment

IGU has been offering Traditional DE Program classes for more than 5 years. All faculty members are well equipped and experienced in distance education via Canvas. It is noted that IGU considers all the possible scenarios under this Contingency Plan, including a case when residential students must start taking residential classes on campus after June 2, 2020. For this reason, IGU will assign only those faculty who not only have extensive experiences with IGU’s DE courses but also are readily available to teach residential courses on campus as well as DE courses, just in case when the Contingency Plan must end as of June 1, 2020 for any reason.

6. List of DE Courses Available under the Contingency Plan

It is noted that some of the DE courses will be enrolled by both Traditional DE Program students and residential students enrolled under this Contingency Plan. Therefore, in the event that residential students return to the on-campus classes before the end of Spring Quarter in compliance with the current guidelines from SCHEV, ACCSC and/or other government agencies. However, the Traditional DE Program students will continue to take their DE courses until the end of Spring Quarter.

7. DE Classroom Activities and School Oversight

The steps listed below are taken to establish an efficient and effective distance learning environment.

a. Access: Once students register for a class; they receive an invitation from Canvas which grants them access to their courses on Canvas.

b. Online Learning Assessment (OLA) Training: Almost all of our students have taken online courses using Canvas. Our current students are well-versed in using Canvas for distance education. All new students have to go through our internal training module designed to test their online learning skills. Students must pass this online learning assessment module before starting an online course. All new students are also required to attend the New Student Orientation (NSO) session that includes a separate OLA training session run by IGU’s DE auditor.

c. Course Introduction: On the course landing page, the course is briefly introduced with a welcome message by the instructor. The instructors also provide their contact information and the office hours on the landing page.

d. Announcement: On the Announcement tab in Canvas, instructors keep their students posted and updated weekly on the course activities, requirements, and expectations. On the Announcement tab, they also provide details on class introduction, instructor’s profile and contact details, clear instructions on how to get started, and course expectations. The
instructors post weekly announcements to provide students with relevant updates and additional guidance when needed.

e. Assignments: The Assignment tab contains assignment groups and weekly assignments that match the grade breakdown in the course syllabus provided in the Files tab in Canvas. The assignments are aligned with the plagiarism tool, Unicheck.

f. Unicheck: IGU has integrated Unicheck, the plagiarism tool, into Canvas to maintain academic integrity. All assignments and discussion responses are submitted via Unicheck, which is already integrated into the system. Once Unicheck detects plagiarism, the system notifies the students and the instructors immediately. The instructors provide feedback and ask the students to revise and resubmit plagiarism-free assignments within the period determined in the course syllabi.

g. Discussions: On the Discussion tab, instructors post the weekly discussion questions and provide feedback to each response posted by each student. Students are required to participate and submit their responses to the discussion questions within the deadlines provided by the instructors.

h. Student-to-Student Interaction: IGU policy requires students submit at least one insightful comment response to at least two of their classmates, each with a minimum of 100 words.

i. Course Syllabus: A complete syllabus of a course is provided to the students before each quarter starts. Each course syllabus includes the instructor’s name, title, and contact information; the schedule and the instructor’s virtual office hours; textbook information; the course design and the content; the teaching method, supplemental, and instructional materials; library information with the librarian’s contact information; grading rubric; and the weekly flow of course activities.

j. Weekly Core Content: Weekly core content includes weekly learning outcomes, reading assignments, and presentations. The weekly core content reflects the weekly learning outcomes outlined in the syllabus. Weekly core content contains 4 hours of reading and learning. The instructor uses other mediums to deliver the core content such as video, audio, case studies.

k. Gradebook: The gradebook is consistent with the breakdown provided in the course syllabus. Total points possible in the syllabus precisely match with those in the gradebook in Canvas. Grading rubric criteria posted in the course syllabus is used for the transparency of assignment evaluation throughout the course.

l. Weekly Participation: The instructors make sure the students engage with the course activities at least 4 hours a week. The instructors can track the total time spent by each
student on Canvas. In case students do not actively participate, instructors, lead faculty, and the IGU DE auditor will get involved and have the students engage with the course activities.

**m. Learning Resources System (LRS):** IGU integrated a Learning Resources System (LRS) by which the students and the instructors can benefit through our online sources available through IGU’s library. IGU trains all stakeholders, including domestic, international, traditional DE Program students, and instructors, to make sure the Learning Resources System functions well. Before each quarter starts, all traditional DE programs students are provided with the library’s access information and the librarian’s contact information so that they can reach the librarian as needed. Populi, the Student Information System (SIS) adapted at IGU provides the following information to all students enrolled residential and DE (online) courses: IGU subscribes to three online library systems.

1) LIRN=> Username: 34314; Password: firstpanda47
2) Library World=> Username: IGlobal Library; Password: U11iGuLRc
3) EBSCOhost=>Username: ns147028main; Password: iglobal2020@
4) Contact Info=> J. C. Wasley IV: Email: john.wasley@igu.edu; Cell: (571) 585-3819

**n. IT Help Desk:** All students are provided the contact information of the IT Help Desk when they need any technical help while using Canvas. The IT team responds promptly to all student requests for assistance.

**8. Projected length of time for online instruction:**
The Spring 2020 quarter will start on April 6, 2020, and end on June 14, 2020. Each class lasts 4 hours a week. A 10-week quarter takes 40 hours in total by the end of the quarter. The instructors will make sure that the students spend at least 4 hours a week throughout the quarter to receive participation credit points. However, the length of DE courses under this Contingency Plan is subject to the new guidelines from SCHEV, ACCSC, SEVP and/or other government agencies.