



SOE Pandemic Response Plan

The School of Education Pandemic Plan has been developed under the guidelines of Gonzaga University and information available from:

- Department of Health and Human Services and Centers for Disease Control site for Colleges and Universities <http://www.pandemicflu.gov/plan/collegeschecklist.html>, and the
- American College Health Association Guidelines for Pandemic Planning website http://www.acha.org/info_resources/pandemic_flu.cfm.

The School of Education will adhere to the guidelines and procedures recommended by Gonzaga University in the event of a pandemic outbreak. The School of Education will strive to keep offices open to continue administrative operational functions and deliver as many academic courses to students as possible during a pandemic caused interruption of normal university activities.

Operation Plans:

The Dean's Office will plan to continue operational functions during a pandemic outbreak. Each office that reports directly to the Dean has prepared a communication and operation plan. The Dean's Office has identified the key business functions and essential personnel critical to continuing operations to serve our departments and students.

If the University is open, the Dean's Office, Computer Lab, Graduate Admissions, Certification, and Field Experience Offices will be open. If key offices are closed due to illness, the communication plan will be posted on their door and the SOE website.

In the event the University is closed, we will have a skeletal crew of essential personnel in the building to continue operations and services in the Dean's Office, Computer Lab, Graduate Admissions, Certification, and Field Experience Office. The essential personnel who have been identified are Jon Sunderland, Cynthia Smutny, Carol Bradshaw, Karde'e Wilkinson, Dan Marx, Janice Huston, Cathy Dieter, and Kaye Kamp. Some offices can be operated from home computers to continue to serve students.

DEAN'S OFFICE

Jon D. Sunderland, School Dean
Cynthia Smutny, Director of Budget & Graduate Admission
Carol Bradshaw, Assistant to the Dean/Accreditation Specialist
Karde'e Wilkinson, Admin Secretary

The Dean's Office will be the central office for:

- receiving all updates from University Relations in our office to provide current and consistent information to faculty, staff, and student inquiries
- reviewing and processing documents for Dean's signature and forwarding to appropriate offices
- maintaining list of classes that are using back-up faculty or delivering classes via Blackboard
- taking calls on administrative and academic issues if department offices are not fully staffed
- updating internal absenteeism to assure that backup personnel and faculty are in place
- calling tree for notifying essential personnel in SOE as specified by departments

- maintaining current contact information that includes cell and home phone numbers for all faculty, adjunct faculty, and staff
- ongoing retrieval of emails and voice mails
- continued building operations

Computer Lab and Technology Support

Jason Gilman, Computer Support Specialist

Dan Marx, Computer Lab, Web & Distance Education Specialist

- The staff members in the Computer Lab will be able to support each other if needed and maintain regular lab hours and assistance to students
- offer after-hours service with work study students who will continue their responsibility of assisting students and closing the Lab
- process work orders from the Help Desk for all technical support issues and provide follow-up contact

Website – Dan Marx

- Posting daily operations status
- Direct links to email addresses for faculty/student communication

Graduate Admissions

Janice Huston, Program Specialist

In the event the Graduate Admissions Office is closed,

- student assistants will respond to inquiries and admissions questions with support from the Dean's Office
- an "Out of Office" message will direct calls to the Dean's Office if it is necessary to close the Graduate Admissions Office
- staff in the Dean's Office will be available to provide limited service for students in regard to admission status and transfer calls to department offices for program information

Certification

Cathy Dieter, Director

In the event the Certification Office is closed,

- an "Out of Office" message will direct calls to the Dean's Office
- the Dean's Office has the communication plan outlining point people for specific issues, and will direct calls for certification questions specific to program to the appropriate office

Professional Development Programs

Sharon Straub, Director

In the event the Professional Development Programs Office is closed,

- an "Out of Office" message will direct calls to the Certification Office or the Dean's Office if necessary
- provide updated information to students through email communication and the SOE website since these students are from various off-campus sites

Field Experience

Kaye Kamp, Director

The staff members in the Field Experience Office will be able to support each other if needed. If the office is closed,

- an "Out of Office" message will direct calls to the Dean's Office. The Dean's Office has the communication plan outlining point people for the specific issues

DEPARTMENT OFFICES

If Department Chairs and staff members are available, department offices will remain open. Their office will be responsible for:

- maintaining office hours
- posting information regarding changes in classes
- assisting students with questions on changes in class schedules and alternative contact information
- regular retrieval of emails and voice mails and making sure department and faculty offices have an alternative contact message on their voice mail and email “out of office” message if they are sick.
- contact information posted on faculty doors
- notifying the Dean’s Office of classes that are using back-up faculty or need to deliver classes via Blackboard
- notifying Dean’s Office of needed changes in their communication plan due to illness.
- communicating to Dean’s Office any additional information that needs to be posted on the web

Administrative and Department Offices

SCHOOL OF EDUCATION ADMINISTRATIVE DIRECTORY		LOCATION	EMAIL	(509) AREA CODE
SOE TOLL FREE FOR FACULTY USE: 1-800-986-9585		SOE TOLL FREE FOR STUDENT USE: 1-800-533-2554		
OFFICE OF THE DEAN				Fax 313-5821
Jon D. Sunderland, Ph.D., Dean	RC 203	sunderland@gonzaga.edu	313-3594	
Cynthia Smutny, Director of Budget & Grad Admissions	RC 203C	smutny@gonzaga.edu	313-3489	
Carol Bradshaw, Asst. to the Dean/Accreditation Specialist	RC 203D	bradshawc@gonzaga.edu	313-3444	
Kardee Wilkinson, Admin Secretary	RC 203	wilkinsonk@gonzaga.edu	313-3594	
Sharon Straub, Director of Prof. Development Programs	RC 202D	straub@gonzaga.edu	313-3662	
Cathy Dieter, Director of Certification	RC 202C	dieter@gonzaga.edu	313-3504	
Kaye Kamp, Director of Field Experience	RC 208	kampk@gonzaga.edu	313-3516	
Janice Huston, Graduate Admissions – Program Specialist	RC 244	hustonj@gonzaga.edu	313-3821	
DEPARTMENT OF COUNSELOR EDUCATION				Fax 313-5964
Elisabeth Bennett, Ph.D., Chair	RC 264	bennette@gonzaga.edu	313-3512	
Cari Johnson, Secretary – DEPARTMENT OFFICE	RC 262	johnsonc3@gonzaga.edu	313-3501	
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND ADMINISTRATION				Fax 313-3482
Al Fein, Ph.D., Chair	RC 140	fein@gonzaga.edu	313-3651	
Allison Sather, Program Assistant – DEPARTMENT OFFICE	RC 142	sather@gonzaga.edu	313-3640	
DEPARTMENT OF SPORT AND PHYSICAL EDUCATION				Fax 313-3482
Diane Tunnell, Ed.D., Chair	RC 158	tunnell@gonzaga.edu	313-3479	
Sue Butterfield, Secretary – DEPARTMENT OFFICE	RC146	butterfields@gonzaga.edu	313-3499	
Kristen Kavon, Activities Coordinator	MC315	kavonk@gonzaga.edu	313-5715	
DEPARTMENT OF SPECIAL EDUCATION				Fax 313-3661
Kimberly Weber, Ph.D., Chair	RC104	weberk@gonzaga.edu	313-3661	
Shannan Palomba, Program Assistant – DEPARTMENT OFFICE	RC100	palomba@gonzaga.edu	313-3470	
DEPARTMENT OF TEACHER EDUCATION				Fax 313-3472
Cathy Dieter, Teacher Education Liaison	RC224	dieter@gonzaga.edu	313-3504	
Gale Snyder, Program Assistant – DEPARTMENT OFFICE	RC204	snyderg@gonzaga.edu	313-3514	

Course Delivery

If the University is operating, but courses are highly interrupted due to faculty and student absenteeism, the Department Chair will notify the Dean's Office. In coordination with department offices, steps will be initiated to provide course delivery through Blackboard for classes affected.

Each department has submitted a contingency plan that includes:

- identifying courses that cannot be delivered due to the nature of the course
- direction by the Dean's Office for departments, full-time, and adjunct faculty to provide current information on on-campus or web-based training for Blackboard.
- instructional back-up that includes the name of the faculty member or groups of faculty that will provide back-up
- meeting essential learning outcomes
- a communication plan

In addition, a faculty mentor was identified from each department to be the primary contact for Instructional Technology. The mentors will be responsible for relating to the department faculty any changes in course delivery.

Mark Young	Counselor Education
Cynthia Johnson	Educational Leadership and Administration
Jonas Cox	Teacher Education
Anjali Barretto	Special Education
Karen Rickel	Sport and Physical Education
Dan Marx	SOE Computer Lab
Jason Gilman	SOE Computer Lab

Pandemic Response Plan for Continued Course Delivery

DEPARTMENT OF COUNSELOR EDUCATION

Assuming that any University closure will be short-lived, faculty have devised back-up plans for continuation of all courses (including clinical courses) for a period not to exceed two weeks. Should school closure exceed the two week limitations, all clinical/practical courses would not be continued and would need alternative completion schedules (including internship, practicum, and group facilitation).

- All Counselor Education full-time faculty have had in-house training and/or web seminars for proficiency in Blackboard. Dr. Mark Young, Assistant Professor in the Department developed a step-by-step [Blackboard tutorial](#) for faculty that fulfilled the requirements of the University for delivery of classes. Advanced trainings will be held within the Department as deemed helpful. This is available for use by any SOE member. It is available in PowerPoint format and in outline format.
- A student version is nearly completed for utilization by all EDCE students. All EDCE students have been notified of methods for using Blackboard and the necessity to assure proficiency in that process as well as to gain access to Blackboard from home or alternate situations outside of GU.
- All faculty have been apprised of the University's position on encouraging students to remain at home if ill and to call the Health Center if suspecting swine flu symptoms. Faculty will accommodate students who are absent for said reason.

Instructional Back-up for Off-campus courses			
Course	Title	Assigned Professor	Back-up faculty
EDCE 558	Counselling Issues and Ethics	Curry	Hooper
EDCE 590	Marriage and Family Counselling	Young	Hastings
EDCE 640	Counselling Theories	Koffman	Curry
EDCE 685	Counselling Pre-practicum	Hastings	Bennett

Instructional Back-up for On-campus courses			
Course	Title	Assigned Professor	Back-up faculty
EDCE 559	Critical Issues in School Counseling	Griffen	Brown
EDCE 560	Critical Issues in Community Counseling	Souers	Young
EDCE 583	Intro Marital Couple Family	Young	Hastings
EDCE 585	Intro to School Counseling	Brown	Trotter
EDCE 586	Intro to Community Counseling	Crump	Bennett
EDCE 639	Counseling Theories	Young	Koffman
EDCE 664	Group Facilitation	Koffman	Bennett
EDCE 695	Pre-practicum in Counseling	Young, Bennett, Hastings	
EDCE 697A	Internship	Bennett, Hastings, Brown	

Learning Outcomes

Meeting essential learning outcomes has been secured via the back-up faculty system (every back up faculty person has taught the courses for which they are providing back up), have been provided by the CACREP standards critical to the courses, and have access to the syllabus and teaching tools utilized by the professors of record. Furthermore, all departmental materials (forms, handouts, etc.) essential to

assuring ongoing presentation and requirements of courses have been placed on Blackboard in a section open to all EDCE students and faculty for access.

Communication

All students and faculty have been provided by email and face-to-face format, the protocols for dissemination of any communications regarding departmental matters including the closure of a course, the department, the University or any other possibility that might impact our functioning. Students have been advised to check their Gonzaga email accounts daily for instruction. All have been apprised of the use of Blackboard as a temporary means for course delivery including the formats for such delivery, such as live chats, pod casts, and so on. Furthermore, all students have granted permission for their phone numbers and other email addresses to be made available in cohort lists for dispersing to all faculty, staff, and cohort-mates. These lists can serve as a phone or email tree for immediate contact of all students. Additionally, as noted above, a departmental space has been created on Blackboard for announcements or other means of communication to students regarding the potential pandemic or any other emergent need.

Site-based Back-up Plans

- Faculty have been identified who can substitute for faculty should the swine flu pandemic occur (see back up for all faculty).
- If there is a closure of the site at which the weekend courses had been scheduled, back-up facilities have been located to hold classes.
- If a large number of students are ill, courses will be provided via Blackboard for that weekend only and will resume the following weekend. Courses provided on Blackboard will include the faculty posting of PowerPoint or other means of distribution of the lecture materials, handouts, assignments and discussion groups during which all students must attend and post comments/questions.
- It cannot be stressed more clearly that there are no substitutes for the face-to-face meetings that occur in a counselor preparation program for assuring student education, training, and quality and for the upholding of the responsibilities of gate-keeping for the profession.

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND ADMINISTRATION

In case of widespread H1N1 or other similar illness, the Department has developed a plan to continue service to students so that all program outcomes can be met, albeit in alternative ways. Because we are a department with students in various sites in Washington State, British Columbia and Alberta, a pandemic could affect us in a variety of ways requiring cancellation of class: faculty illness, student illness, cohort school district closure, border closure, airline cancellations, etc.

Courses that cannot be delivered via Blackboard

MALA

- EDLA 689 Professional Seminar and
- EDLA 699 Orals Exam (Fall)

MAE

- EDAE 622, Specialty Practicum
- EDAE 623, Integrated Practicum
- EDAE 698, Pro Sem./Integration
- EDAE 699, Oral Exam (Fall and Spring)

Note: The courses listed above may require “in-progress grades or extended time to complete.”

Blackboard Training

All full-time faculty are certified in Blackboard and the adjunct faculty will complete Blackboard training by October 15.

Absentee Policy for Students

During this academic year, faculty will post attendance policies that do not unduly punish students if they miss class due to illness. Because the H1N1 virus involves symptoms similar to a cold, students are requested to stay home if they are showing any symptoms that may be flue related. Students must meet the course outcomes, but may be permitted alternative means of completion and grades should not be lowered due to absence related to the flu.

Instructional Back-up

- For the Master of Leadership and Administration (MALA) faculty, it is not feasible to depend on a system of back-up faculty to travel to sites in Washington State, British Columbia, and Alberta. Blackboard will be used to deliver classes and adjunct faculty will be asked to assist if needed.
- For the Master of Anesthesiology (MAE) faculty, the Director, and Assistant Director will assign back-up faculty from the Sacred Heart Medical Center (SHMC) clinical staff depending on expertise for the course and timeframe in which substitution might be necessary.

Meeting Essential Learning Outcomes

The faculty assigned to the course is responsible for ensuring that students are graded related to the course outcomes.

Communication

A communication tree in order of priority has been established by the department. Both master's programs are offered on-site, all communication with students will be electronic.

- Faculty and staff will notify the Department Office and the Department Chair of illness
- An “Out of Office” phone message and email message will be posted with alternative contact information
- The list of faculty and staff who are not available due to illness will be sent to the Dean's Office

- Faculty, staff, and student email contact information will be located on the Department Blackboard site: The Department Chair, Program Assistant, and Dean's Office will have access to the Department Blackboard site so that necessary alerts can be sent

Faculty and staff contingency plan

- Will communicate the Department's pandemic response plan to all students and include information on the alternative delivery of classes through Blackboard if needed.
- Notify the department central office and chair office/MAE office when taken ill and follow with updates as the illness allows.
- Check email and phones messages from home as illness allows.
- Contact the department/MAE office if illness prevents you from notifying students in a timely manner regarding class changes. Alerts will be sent directly to all students via email regarding changes. If possible, back-up faculty may be used to conduct class.
- FACULTY MUST CANCEL THEIR OWN AIRLINES, HOTEL, AND CAR RENTAL RESERVATIONS.
- Faculty will contact students with directions for activating the emergency plan to make up the missed classes via their Blackboard/arrangements.
- Off-campus classes missed due to illness will be made up using Blackboard.
- MAE classes will be made up according to the Sacred Heart Medical Center directives including use Blackboard, make-up sessions, and faculty substitution.
- All courses are to be completed by the official end of the semester.

DEPARTMENT OF SPECIAL EDUCATION

Classes that cannot be delivered via Blackboard:

- FA – fall and summer
- In-school experiences
- Preschool linked courses except for content
- Student teaching

The Plan for continuance of field experience/student teaching courses:

- In-school experiences – if not sick and placement school is open, continue to attend
- If school shuts down, must create make-up hours

Student Teaching

- if not sick and placement school is open, continue to attend
- If school shuts down, must create make-up hours

Instructional Back-up			
Course	Title	Assigned Professor	Back-up Faculty
EDSE 451/551	DI Reading		Jen Neyman
EDSE 410/522	Precision Teaching		Kim Weber
EDSE 352/562	Language & Communication		Kim Weber
EDSE 465/575	Classroom Management		all Special Education faculty
EDSE 320/520	Applied Behavior Analysis		all Special Education faculty
EDSE 150/501	Psych of Child w/Except		Jen Neyman / any Special Education faculty
EDSE350/351/345	Early Childhood courses		Jen Neyman
EDSE 340/545	Special Education Policies and Procedures		All Special Education faculty
EDSE 417/604	Assessment		Steve Ward
EDSE 415	ADHD		Mark Derby
--	Student Teaching supervision		all Special Education faculty

Communication

Communication plan for expediting the status of the University (i.e. closure, etc.) as well as reverse communication or how students let us know they are sick.

- Special Education has a Facebook page where important information is posted and updated daily, or as needed to provide an almost instant means of communication with our students.
- Faculty will utilize Blackboard announcements and e-mail.
- All students have faculty and staff e-mail addresses for reverse communication and may leave voice mail messages for faculty in the event of illness or other issues resulting in absence.

DEPARTMENT OF SPORT & PHYSICAL EDUCATION

Classes that cannot be delivered via technology

- EDPE 276L - Scientific Principles of Anatomy and Physiology Lab; Boyd Foster, instructor
This laboratory class is a hands-on experience that does not lend itself well to Blackboard delivery. However, in the case that lab cannot meet due to University policy, the following alternative is proposed.
 - Well students can check out the key to the lab from the professor and enter individually to work with the models in the lab.
 - Sick students can utilize the texts and internet sites for visual review of the anatomy elements covered in lab.
 - Students can email or use Blackboard for questions.
 - Lab tests can be formatted for Blackboard for the written portion, and scanned pictures or pictures taken from websites can be used as diagrams for online testing. However, it may be possible to set up the hands-on tests in the lab, and allow students to come in individually to take the lab test at separate days/times.

- EDPE 495 – Student Teaching
This course would only be affected should the public school close due to high number of absentees. In that event, the student will be required to make-up the missed days in accordance with state standards.

- EDPE 497A-C – Field Experience
This course would only be affected should the public school close due to high number of absentees. In that event, the student will be required to make-up the missed days in accordance with state standards.

- EDPE 496A-D; EDPE 696 – Practicum
These courses will only be affected should a particular organization be temporarily closed due to an outbreak of the flu. In that event, the student will be required to make-up the missed hours in accordance with the guideline.

- EDPE 101 – 189: Activity courses
In case of the university declaring a shut down – these courses will be cancelled and there will be no scheduled make-up. In the event of instructor illness, the first week, class will be cancelled. If the illness extends to a second week, a graduate assistant will be assigned to cover the course, if expertise is present. Otherwise, the class cancellation will remain in effect.

Instructional Back-Up	
Course taught by	Back-up Faculty
Dr. Diane Tunnell	Jeff Reed
Dr. Roger Park	Diane Tunnell
Dr. Boyd Foster	Karen Rickel
Dr. Karen Rickel	Boyd Foster
Dr. Jeff Reed	Diane Tunnell
Rob Schebor	Diane Tunnell
Patti Richards	Foster or Rickel

Office Back-Up	
if not available	Back-up support
Sue Millar	Diane Tunnell
Kristen Kavon	Diane Tunnell
Diane Tunnell	Jon Sunderland

Blackboard Training

All faculty are prepared to use Blackboard if necessary for communication or coursework assignments.

Absentee Policy for Students

Each instructor has been asked to consider being more lenient in absentees this semester if the need arises. This will be handled on a course by courses, student by student basis. The Chair is to be informed of any student with excessive absences to determine the proper course of action.

DEPARTMENT OF TEACHER EDUCATION

Plan for continuance of field experience/student teaching courses

In-school experiences:

- If candidate is not sick and placement school is open, candidate will continue to attend
- K- 12 school shuts down, may create make-up hours as determined by Field Experience Office, mentor teacher and Teacher Education faculty

Student Teaching:

- If candidate is not sick and placement school is open, candidate will continue to attend
- If K-12 school shuts down, may create make-up hours as determined by Field Experience Office, mentor teacher and Teacher Education faculty

The courses listed below would be affected if a K-12 school is temporarily closed due to a pandemic.

EDTE 221L	EDTE 496E/S
EDTE 301L	EDTE 505
EDTE 401L	EDTE 506
EDTE 454L	EDTE 507
EDTE 455L	EDTE 696E/S

Instructional Back-up			
Course	Title	Assigned Professor	Back-up Faculty
EDTE 101	Foundations of American Ed	J. Traynor	Walsh
EDTE 201	Learning Theories	J. Cox	Girtz
EDTE 221 S	Diff. Instruction Block	F. Walsh	Nelson
EDTE 418	Reading & Writing Across the Curriculum	F. Walsh	Straub
EDTE 632	Research & Assessment (MIT XIII Elem & Sec 1 Yr)	F. Walsh	Traynor
EDTE 554E	Secondary English Methods (MIT XII 2yr) (MIT XIII 1 YR)	F. Walsh	Powell
EDTE 221E	Diff. Instruction (Block)	D. Booth	Fischer
EDTE 231	Reading / Writing / Com I	D. Booth	Dieter
EDTE 540	Foundations of Reading and Language Arts (MIT XIII 1 Yr & 2 Yr)	D Booth	Ward
EDTE 464 / 564	Practicum -Reading	D. Booth	Dieter
EDTE 512S	Integrated Inst. (MIT XIII Sec. 1yr)	J. Nelson	Walsh
EDTE 512S	Integrated Inst. (MIT XIII Sec. 1yr)	J. Nelson	Walsh
EDTE 402	Elem. SS Methods	J. Nelson	League
EDTE 469	Five Themes of Geography	J. Nelson	League
EDTE 554F	Secondary Methods History (MIX XII 2 yr, MIT XIII 1 Yr)	J. Nelson	League
EDTE 304	Concepts In Science	S. Fischer	Cox
EDTE 404	Elem. Science Methods	S. Fischer	Cox
EDTE 303	Elem. Math Methods	S. Fischer	Cox
EDTE 509	Elem. Math Methods (MIT XII Elem 2 yr) (MIT XIII Elem 1 yr)	S. Fischer	Cox
EDTE 400	Elem Music Methods (1st 8 weeks)	A. Nunes	Fague
EDTE 403	Elem. Art Methods (2nd 8 wks)	F. White	Booth
EDTE 460E	Classroom Mgt	D. Cadagan	Bainter
EDTE 460S	Classroom Management	D. Keller	Traynor
EDTE 462/562	Child & Adoles Literature (Reading Endorsement)	K. Reickers	Booth
EDTE 241	Teaching In Middle	K. Selland	Fischer

EDTE 554M	Secondary Methods – Math (MIX XII 2 yr, MIT XIII 1 Yr)	K. Nitta	Traynor
EDTE 554T	Secondary Methods-World Languages (MIX XII 2 yr, MIT XIII 1 Yr)	J. Traynor	Traynor
EDTE 554S	Secondary Methods, Science (MIX XII 2 yr, MIT XIII 1 Yr)	Jeff Groshof	Fischer
EDTE 630	Research Methods MIT XII Elem & Sec 2 YR. MEd Literacy	D. Wylder	Girtz
EDTE 201	Learning Theories	S. Girtz	Cox
EDTE 463/563	Reading in Content Area (Reading Endorsement)	C. Reiber	Booth

Learning Outcomes

Each syllabus has outcomes and key assessments clearly indicated. Faculty will be responsible for indicating the progress made by students toward these outcomes. It will be either recorded on the course calendar with outcomes listed by date or communicated directly to back-up instructors at the time of illness. Most back-up instructors are faculty within the department of teacher education and are therefore familiar with the outcomes and key assessments required.

Communication Plan:

We have two means of disseminating information for faculty and staff:

- a list serve for email communication
- phone tree for more urgent or complicated communications. The phone tree is on file in the Dean's office.
- students will notify the instructor via email if they are sick and these messages will be forwarded to the Department Secretary and the Chair.
- A list of faculty and staff who are ill will be forwarded to the Dean's office
- Students will be notified by professors via blackboard courses and from the Chair via a student list serve.