



Office of the Vice-Principal Academic & Dean

UTSC Continuity Checklist for Chairs and Academic Directors

Department/Unit Name: _____

Date of Completion: _____

Please undertake the following actions to prepare your department/unit for continuity.

Consult Global Affairs Canada for updated travel advisories (<https://travel.gc.ca/travelling/advisories>) and regularly refer to the University of Toronto [main page](#) for updates and frequently asked questions.

For additional support or questions, please contact:

Gary Pitcher, Director, Campus Safety and Security: gary.pitcher@utoronto.ca

Mark Schmuckler, Vice-Dean, Undergraduate: vdundergrad@utsc.utoronto.ca

Academic Continuity

Immediate actions to be undertaken:

1. Distribute the Course Resilience Planning document to all instructors.
2. Collect or delegate someone to ensure all Course Resilience Plans are submitted to your office by Wednesday March 18.
3. Inform instructors that The Course Information System (<https://www.sis.utoronto.ca/cis/>) is available to post their syllabus.
4. Familiarize yourself with various course delivery options.

Course Delivery/Communication	Support & Resources
Tip-sheets & guides	https://www.utsc.utoronto.ca/projects/quercus/support/
Posting course materials online	https://q.utoronto.ca/courses/46670/pages/build-your-course
Online communication with students	https://q.utoronto.ca/courses/46670/pages/build-your-course#announcements-communication

Accepting course assignments online	https://q.utoronto.ca/courses/46670/pages/build-your-course#assignments-grading
Administering quizzes/tests online	https://q.utoronto.ca/courses/46670/pages/assessments#quizzes
Online discussion boards	https://q.utoronto.ca/courses/46670/pages/build-your-course#discussion-board
Facilitating group activities	https://q.utoronto.ca/courses/46670/pages/groups
Live-streamed courses and virtual office hours	https://q.utoronto.ca/courses/46670/pages/integration-blackboard-collaborate-ultra-web-conferencing
Lecture capture (recording, posting of pre-recorded videos)	https://ctl1.utsc.utoronto.ca/quercus/help/Remote_lecture_recording_using_techSmith_snaqit.pdf

To access all of the support materials and resources available, visit:

<https://utsc.utoronto.ca/projects/quercus> and <https://q.utoronto.ca/courses/46670>

5. Ensure that your support/administrative staff have unit-level Quercus access to all of the courses in your unit/department. (to do so, contact: quercus@utsc.utoronto.ca)
6. Inform instructors and teaching assistants that original copies of student assignments/tests/exams should remain on campus and be kept in a secure location until returned to students. Where necessary, please provide secure storage space to house the marked assignments.
7. Assist instructors in arranging space on campus for TAs/graders to conduct grading (unless assignments have been submitted online).
8. Require instructors and TAs to submit grades to the department within 24-hours of grading assignments in order to assure that all course records remain up to date.
9. Identify and communicate the roles and responsibilities of administrative staff and academic administrators to the members of your unit (e.g., who is collecting course materials, who is responsible for the secure storage of exams, etc.).
10. Familiarize yourself with the [Grading Practices Policy](#) and other relevant policies from the [UTSC Academic Handbook](#).
11. Contact your Academic HR Officer for any questions pertaining to instructional staff, including faculty, sessional instructors, graduate student course instructors, and teaching assistants.
12. Encourage flexibility regarding student requests for accommodations, leniency, and attendance.

Business Continuity

Immediate actions to be undertaken:

1. Ensure you have email lists for all groups within your unit (e.g., all faculty and instructors, all administrative staff, all graduate students, all undergraduate students).

2. Request that faculty and staff from your unit update their contact information through the “My info” tab in intranet.utsc.utoronto.ca
3. Ensure email passwords to general departmental inboxes and telephone lines are available to others in the event of staff absence.
4. Identify key events, conferences, and workshops scheduled in the next 3 -6 months and develop contingency plans for cancelations or alternative delivery/participation.
5. Discuss and plan for work from home arrangements in compliance with appropriate IT security and HR protocols (e.g., VPN and Remote Desktop); contact your Administrative Human Resources consultant or IITS (helpdesk@utsc.utoronto.ca) as necessary.
6. Should you have an employee who will be working from home, it is encouraged that they use departmental laptops. Please contact IITS (helpdesk@utsc.utoronto.ca) to set up personal devices, if necessary.
7. Identify critical administrative roles and functions within your department and ensure that appropriate back-up coverage is in place.
8. Contact Academic and/or Administrative Human Resources with respect to any questions or issues related to workplace concerns.