



Title:	DELIVERY DISRUPTION OF TEACHING AND LEARNING ACTIVITIES
Approved:	July 13, 2012
Approved By:	TEL Committee, Curriculum Committee
Audience:	Students, faculty and program staff including AV technicians, AV Technical Leads, Session Coordinators, Program Coordinators and Program Assistants.
Purpose:	To clarify the steps that should be followed when a disruption in delivery occurs, before or during a teaching and learning activity in the MD Undergraduate Program.
Contact:	MedIT

1 Objective

The purpose of this document is to clarify the steps that should be followed when a disruption in delivery occurs, before or during a teaching and learning activity in the MD Undergraduate Program.

Even with a low probability of delivery disruptions occurring, there have been incidents in the past, including:

- Technical failure
- Labour disputes and/or work stoppage
- Inclement weather

These incidents have necessitated the need to outline the correct procedures to follow when a potential or actual disruption occurs.

2 Delivery Disruptions

1. Should a disruption (of any kind) cause one site to miss a lecture, the other sites will continue as normal, steps will be taken to record the lecture (lecturer consent permitting) and the missed lecture may be accessed by the students on MEDICOL.
2. If the instructor is able to attend host delivery site, the lecture will go ahead as planned. If possible, the lecture will be recorded. With consent granted by instructor, the recording will be posted on MEDICOL. The students who missed the lecture will catch up independently using the learning materials posted on MEDICOL or provided in hard copy.
3. If the instructor is not able to attend the host delivery site, the lecture will be cancelled at all sites. The instructor will be given an opportunity to record the lecture, which will be made available on MEDICOL.
4. When there is a 'shared' lecture, involving more than one lecturer from more than one site, the situation will be assessed on a case-by-base basis.
5. For outages known in advance or lasting more than one day, the situation will be assessed on a case-by-base basis and accommodations will be made to transfer learning materials to the affected site.



Appendix 1: Procedure to engage backup plan during unplanned disruption to teaching and learning activities

