

Catastrophic Events and Continuity of Operations

Cincinnati State Technical and Community College maintains a *Critical Incident Management Plan* and an *Information Technology Services (ITS) Disaster Recovery Plan*, which together articulate the policies and procedures to manage and respond to catastrophic events which may cause disruption to programs and services. The priority of both plans is to ensure continuity of operations and restore normal activities as quickly as possible following an emergency or unforeseen disaster.

Continuity of Operations

If a catastrophic event disrupts College computing and/or network facilities or capabilities, the *ITS Disaster Recovery Plan* guides College administrators and technical staff in the recovery and sustainability of these services. The plan presents an orderly course of action for using data systems housed on other Cincinnati State campuses to maintain operations continuity, and specifies the procedures, equipment, timeline, and estimated costs associated with repairs and recovery of affected sites.

Correspondingly, the Cincinnati State *Critical Incident Management Plan* provides a framework for response to various types of incidents that may disrupt operations. In all cases, a Critical Incident Management Team (CIMT) will use the framework to evaluate a critical incident and its potential to disrupt operations and programs. The CIMT will determine the most effective course of action to mitigate any disruption that may affect operations and/or student learning.

College Closure Policy and Safeguarding Student Records

In the event of permanent institutional closure, Cincinnati State will, at a minimum, observe the procedures required for closure and teach-out required by the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC), including the identification of a back-up or other entity to safeguard student records in such a case. In accordance with 602.24(c) of federal requirements for catastrophic events, a teach-out plan will be submitted to the HLC prior to its implementation.

Program Discontinuances

Cincinnati State Technical and Community College addresses program discontinuances on a case-by-case basis due to the specific needs of each degree or program path. This allows our institution to better serve the needs of our individual students. If a program is discontinued, the students of the programs are notified by the College and then counseled on the manner in which they can complete their program.

The appropriate Program Chair reviews the current curriculum with the students and provides them with the option of finishing their degree or program path, as long as they remain continuously enrolled at the College in their designated degree or program path. Students also are given the opportunity to move to a similar but different degree or program path.

In accordance with 602.24(c) of federal requirements, the program teach-out plan is submitted to the ODHE and HLC prior to its implementation.

Questions about the information above may be directed to Dr. Denise Rohr, Associate Provost of Assessment and Accreditation, at denise.rohr@cincinnatiastate.edu.

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