



COLLEGE POLICY

Policy Title Catastrophic Events and Teach-Out Plan

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Date issued	
Responsible office(s)	Finance and Administration
Keywords	Catastrophic; Teach-Out; HLC; Continuity

Policy purpose

Madison Area Technical College District (“Madison College” or “the college”) is committed to ensuring the continuity of academic operations, instruction, and critical functions.

The purpose of the Catastrophic Events and Teach-Out Plan Policy is to mitigate the impact of operational disruptions to its campus community by implementing policies, procedures, and capabilities that provide continuity of operations should a catastrophic event or permanent campus closure occur.

Scope

All members of the Madison College faculty and staff

Definitions

- **Catastrophic event**
A natural or human-caused incident, which results in substantial damage or loss requiring major financial resources to repair or recover (i.e., fire, tornado, flood, pandemic, act of terrorism, or other disaster).
- **Closure**
A short-term greater than one semester to permanent closure of the college depending on the damage created by the catastrophic event.
- **Teach-Out Agreement**
Document made between the home institution and each partner Teach-Out institution identified in the Teach-Out Plan. The agreement should be reasonably detailed about the obligations being agreed to by each party and should be signed by an appropriate representative of each institution.
- **Teach-Out Plan**
Details the arrangements an institution makes for students when it intends to cease operating as an educational institution.

Policy

Note: The guidelines that follow do not supersede or exempt college employees from expectations outlined in the college’s [Employee Handbook](#), [Student Conduct and Community Standards](#), or [Higher Learning Commission Provisional Plan requirements](#). The standards presented here outline expectations and requirements specific to catastrophic events and teach-out plan and should be considered along with expectations documented in other applicable college policies.

CATASTROPHIC EVENTS

Madison College maintains and adheres to specific policies and procedures regarding crises, catastrophic events, and program discontinuances in order to minimize the length of time students' educational activities are disrupted and minimize the length of time that students, faculty, and staff are displaced due to short term closures.

TEACH-OUT PLAN

Any college affiliated with the Higher Learning Commission ("HLC") that is in the process of closing is obliged to provide for the welfare of enrolled students who have invested their time, energy, and money in attending the college. The college will document its preparations through a Teach-Out Plan in compliance with the Higher Learning Commission's policy [FDCR.B.10.010 HLC Approval or Teach-Out Arrangement](#).

CONTINUITY OF OPERATIONS

Madison College utilizes highly accessible, educational technologies minimizing the likelihood of interruptions when college facilities are not available. In addition, [Information Protection Standards](#) ensures that systems are protected from vulnerabilities, are adequately secured, and backed up to prevent record destruction and/or data loss.

The following Madison College resources are intended to help mitigate the impact of a catastrophic event on college operations:

- [Education Records of Students policy](#) provides guidance for ensuring the integrity, confidentiality, and security of all documents and records created, received, or maintained in the course of college academic activity.
- Through the use of cloud-based technologies, in the event Madison College facilities are not available and/or Madison College closure, the college's transcripts can be provided off-site in an electronic format through a partnership with [Parchment](#).
- [Madison College's Tuition Refunds policy](#) provides guidance, ensuring financial refunds are processed in a timely manner consistent with the college's policy and applicable federal, [Wisconsin Administrative Code Chapter TCS 10 and Wisconsin Technical College System \(WTCS\)](#) accreditation requirements. The Cabinet maintains the authority to enact additional refund measures due to a catastrophic event and associated extenuating circumstances.
- The Madison College Crisis Management Team is comprised of the College President, Provost, Executive Vice Presidents, Chief Information Officer, Chief Information Security Officer, Facilities Engineering and Operations Director, Planning and Construction Management Director, Marketing and Communications Director, Director of Public Safety and Risk Management, and the Risk Manager. This team is responsible for assessing the College's needs in the event of a physical crisis or emergency on campus and planning how to recover if such an event occurs.
- Madison College adheres to [Emergency Notification Procedures via Wolfpack Alerts](#).

Links to state/federal regulations

Supporting documents

- College of Western Idaho [Catastrophic Events Policy](#)
- [Higher Learning Commission HLC Approval of Teach-Out Arrangements Policy Number: FDCR.B.10.010](#)

Related policies

- Madison College Academic Program Teach Outs Policy
- [Madison College Record Retention Policy](#)