

AQUARIUM SCIENCE PROGRAM

CONTACT INFORMATION FOR KEY INDIVIDUALS

NAME	TITLE	WORK	CELL	HOME
	AQS Manager			
Alyssa Squiers	AQS and Biology Faculty	541-867-8540	210-789-0560	
Dr. Tim Miller-Morgan	AQS Veterinarian and Faculty	541-867-0265	541-270-4218	
Clare Hansen	Building Aquarist		541-366-8185	
Sage Butts	Building Aquarist			

CRITICAL FUNCTION OF THE AQUARIUM SCIENCE DEPARTMENT – SUMMARY

1. Provision of classroom and laboratory instruction on-site.
2. Provision of classroom and laboratory instruction online.
3. Care and maintenance of Aquarium Science Teaching Aquarium – live animals and life support.

BASIC PROCESSES PERFORMED DUE TO CRITICAL FUNCTIONS

1. Provision of on site instruction
 - a. Matrix of what is needed and time frames to conduct this process

NEEDS	Time without Need(s)	How much time is needed to get by – if need is available intermittently
Electricity	1 week	During class times (6-8 hours/day)
Computers with network access	1 week	1 hour/week
Internet access	1 week	1 hour/week
Environmental controls	1 week	Seasonal
Printers and copiers	1 week	30 min/day
Telecommunications	1 week	1 hour/day

- b. Number of individuals and expertise needed to continue this process
 - 1 full time faculty and 2-5 part-time faculty provide classes each term. Subject matter expertise is needed
- c. Coping strategies
 - Limited range of instruction may be provided without power, telecommunications, or web access.

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- Substitute instructors may be available in some. For one class period, an instructor from within the AQS program could be substituted.
- If web access and Canvas are available, some face-to-face classes can be temporarily moved online.

2. Provision of on-line instruction

a. Matrix of what is needed and time frames to conduct this process.

NEEDS	Time without Need(s)	How much time is needed to get by – if need is available intermittently
Electricity	1 week	4 hours/day
Computers with network access	1 week	4 hours/day
Internet access	1 week	4 hours/day
Canvas access	1 week	4 hours/day

b. Number of individuals and expertise needed to continue this process

- All instructors maintain Canvas shells. Subject matter expertise is needed.
- Understanding of Canvas is needed.

c. Coping Strategies

- As long as students and instructor have access to electricity, internet connection, and Canvas, online content can continue to be made available.
- One instructor from the AQS program can substitute for all online Canvas needs for a short time.

3. Care and maintenance of Aquarium Science building – live animals and life support

a. Matrix of what is needed and time frames to conduct this process

NEEDS	Time without Need(s)	How much time is needed to get by – if need is available intermittently
Fuel for generator	-	
Electricity	3 hours*	On for at least 1 hour every 2-3 hours
Electricity – Freezer, Fridge, blowers	3 hours	Enough to maintain temperature of food, air to systems.
City water	1 week	500 gallons at a time
Telecommunication	1 week	1 hour/day
Internet access	1 week	1 hour/day
Environmental Controls	24 hours	Seasonally – heat in the winter months, air exchange in summer

*Livestock will be lost without power for any period of time exceeding an hour.

*Backup generator in addition to solar panels on roof of facility should be in working order

*Checklist in place for needs after 72 hours

b. Number of individuals and expertise needed to continue this process

- 2 part-time aquarist faculty for AQS building needs
- AQS Program manager for building expertise

c. Coping strategies

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- Animal care can be minimized without power
- Animal collections can be minimized without power.
 1. Release according to permits.
 2. Non-ingenuous animals transferred to local aquatic animal care facilities.
 3. Surplus additional animals that cannot be released.

INFORMATION TECHNOLOGY REQUIREMENTS

1. Centrally owned applications
 - a. Canvas
 - b.
2. Department owned IT applications and systems

Responsibility	Applications/Systems				
	Canvas	JotForm			
Functional Owner	OCCC				
Technical Owner	OCCC				
Application Type	AQS				
Frequency					
Backup Media					
Auto/Manual					
Database application (Y/N)	No	Yes			
Does application move data to/from any core campus systems (Y/N)					
Department(s) affected by failure of App.	AQS	AQS			
Technical experts	IT	AQS/IT			
Responsible party for recovery	IT	AQS/IT			
On-site storage location (if any)	IT Server	Online			
Off-site storage location & frequency (if any)		None			
Location of installation disks/documentation					
Local Workstations	AQS faculty comp	AQS Bldg			
Other workstations					

OTHER INFORMATION

1. If unable to function
 - a. The AQS department serves students within the AQS program and any extended interruption would have negative impacts for Certificate, Degree and Transfer seeking students as well as for college revenue.
2. Periods of increased activity
 - a. For each academic term, there are heightened periods of activity (e.g., instructional planning prior to the term, AQS building responsibilities at the beginning of each term, opening of web registration, first week of the term, mid-term examinations, finals week, etc.).
 - b. Were we to experience interruptions during these specific periods, declines in student access and revenue would likely result.
3. Department/Division Operating Instructions can be found where? (backed up, hardcopy, etc?)
 - a. AQS building and system SOP's and records are saved in AQS faculty dropbox and offsite with facility veterinarian.
 - b. AQS building inventory is located in AQS faculty google drive.
 - c. The AQS handbook is saved to the server.
 - d. AQS course information is saved in the AQS managers server files.
 - e. AQS ODFW permits are located on AQS faculty server.