



**CENTRAL
TEXAS
COLLEGE™**

DRAFT

Faculty Handbook 2014-2015

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Message from the Chancellor

Welcome to our community college. We offer a comprehensive array of associate degree, vocational-technical, adult continuing education and high school programs in delivery formats that address virtually every need.

Central Texas College helps students succeed. We are the number 26 producer of associate degree graduates from among the 1,655 associate degree-granting colleges in the United States. More importantly, our graduates receive a quality education.

All of us at Central Texas College are especially proud of our service to military members, veterans and their families at more than 140 locations around the world and through our online programs. More enlisted military members choose to enroll with—and graduate from—Central Texas College than any other college in the world.

Our students' college credits readily transfer to four-year universities. We have academic advisors to make certain our students take courses appropriate to their degree plans and academic goals.

We are an incredible value for the people of central Texas. At \$63 per credit hour for in-district tuition, cost to attend CTC is among the lowest in Texas and the nation. Central Texas College is a public institution under the control of a publicly-elected board of trustees. We belong to you. Be proud of us. Use us.

Tom Klincar, D.A.
Chancellor

Message from the President, Texas Operations and Online Programs

Dear Colleagues:

Welcome to the Central Texas College faculty. Your fellow faculty has prepared this handbook in order to help you to perform at a high level and to maintain the highest professional standards.

I know that you will find CTC a positive work environment where employees and students are respected. You join a wonderful group of talented and dedicated professionals. You will learn that your colleagues are both resourceful and results oriented.

Our common goal is to fulfill our mission through a collegial and supportive work environment. It is a privilege to work with such a positive and creative group of educators who continually focus on student success.

I hope that you find the handbook a useful tool.

Sincerely,

Dr. Ralph L. Ford
President, Texas Operations and Online Programs

Message from the President, Continental and International Operations

Welcome to Central Texas College!

There is much more to Central Texas College than our campus in Killeen. We are proud to offer educational opportunities to active duty military personnel and their families at more than 140 locations around the world and online.

The CTC mission of providing an accessible education is brought to life by dedicated faculty teaching sailors aboard ships at sea and soldiers, marines and airmen in deployed locations like Kuwait. Our staff and faculty serve students on military installations around the world and our students depend on the availability of quality online courses when their schedules will not allow classroom attendance.

Continental and International operations include the Navy, Fort Hood, Continental, Europe and Pacific Far East Campuses. The deans of each campus are focused on the success of our students and strive to hire quality faculty to ensure that success.

We are proud of our service to those who serve our country.

Jim Yeonopolus
President, Continental and International Programs

Section 1. Introduction

1.1 CTC Board of Trustees

The Central Texas College Board of Trustees is comprised of elected representatives from the College District. Trustees serve six-year at-large terms representing the District, which includes the Killeen and Copperas Cove Independent School Districts. The Board's regular meeting is held the third Thursday of each month at 1:15 p.m. on Central Campus in the Anderson Campus Center (building 156).

1.2 Institutional Mission, Vision, and Values

Mission

Central Texas College's accessible education supports student success and employability.

Vision

Central Texas College fulfills the needs of our global community through engaging and innovative education.

Values

Central Texas College, in meeting the education goals and needs of students, is committed to:

- belief in the worth and dignity of the individual.
- excellence in all aspects of operations.
- highest standards of ethical professional practice.
- accountability and responsibility in the stewardship of public trust and resources.

1.3 Who Our Students Are

Central Texas College provides affordable education to students in all branches of the Armed Forces, veterans, and family members of both active duty military members and veterans. Serving both traditional and non-traditional students in more than 140 locations worldwide, the college offers classes online, face-to-face, and blended. Additionally, the institution's community education program provides college classes in a number of counties in Texas.

Section 2. Orientation

2.1 Human Resources

2.1a Identification Card

Once you have completed the New Employee Orientation with Employment Services, you are eligible to obtain an identification card. It is used as your library card, to check out equipment in the Upper Student Center, and to access the CTC sports complex (gym).

The ID Card Office is located in Student Services (Bldg 119, Room 100). You will need to present your employee PEID in order to receive your card.

2.1b Name Tags

CTCD employees shall wear and appropriately display nametags when at an event that includes the public, such as an employment fair, student recruitment or registration. Nametags for employees will be uniform and may be requested via the online Request Replacement Nametag form on the Faculty & Staff webpage. Any follow-up should be directed to your department assistant.

To access the replacement form, visit <http://www.ctcd.edu/faculty-staff/marketing/nametag-request-form/>.

2.1c Business Cards

Business card requests from Killen, Fort Hood, and Service Area campuses should be routed through deans and directors to Marketing and Outreach. Requests generated from continental and international campuses should be routed through the Dean of Continental Campus. Printing will be charged to the department or site.

To request marketing materials, access <http://www.ctcd.edu/faculty-staff/marketing/request-marketing-materials/>.

2.1d Parking

All faculty, including adjunct, are required to obtain a parking permit for any vehicle they drive and park on campus. Parking permits are issued at no charge. Reserved parking is available to full-time employees for a yearly fee.

Students are no longer required to register their vehicles or obtain a parking permit to park on campus.

For more information, visit <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/campus-police/all-about-parking-on-campus/parking-permits-student-and-staff-requirements/>.

2.1e Keys

Your department chair or designee will submit a work order to Facilities Management in order for you to receive keys to an office/classroom. You must have your PEID before keys are ordered. Once the keys are ready, the police department will contact the department chair or designee to arrange for pick-up of the keys.

Faculty not located on Central Campus should contact their site supervisor for keys.

2.1f After Hours Access

Building access is limited to 8 a.m., 10 a.m., and 2 p.m. after normal business hours. Additional work entry times for departments attempting to meet deadlines, goals, or suspenses may be approved on a case-by-case basis through the Central Texas College Police Department by e-mailing them in advance at campus.police@ctcd.edu. Weekend requests must be received by 11 a.m. Friday mornings.

For full details, visit <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/campus-police/campus-rules-regulations-and-policies/security-and-access/>.

Note: Faculty not located on Central Campus should contact their site supervisor for building access.

2.1g Training Requirements

There are four (4) mandatory training courses that all new hires or returning faculty/staff must attend: New Employee Orientation (NEO), Safety Training, Hazard Communications, and Equal Employment Opportunity/Sexual Harassment Protocol (EEO/SHP). These courses may be completed online or in the Training Center.

For more information, visit <http://www.ctcd.edu/faculty-staff/human-resources/>.

2.1h Grievance Procedures

Experience has demonstrated that problems are normally best resolved through informal discussion. However, if problems are not satisfactorily resolved, a grievant may discuss matters with the Director, Human Resource Management or designee.

For the complete policy, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/210-grievance-procedures/>.

2.1i Employment Termination

Central Texas College employs personnel *at will*. Consequently, the institution reserves the right to terminate any employee without notice for any reason, at any time, regardless of length of service.

For more information, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/100-employment-procedures/190-disciplinary-action-and-termination/>.

2.1j Crisis Management

A crisis situation is defined as any circumstance or event identified by the chancellor as having a real or potential major impact on the campus community as a whole. Each crisis or emergency will require a unique public information response dependent on the nature of the crisis.

It is essential that the College deliver a rapid, accurate, and complete response in a crisis, within constraints imposed by concern for individual privacy and legal responsibility. The release of any information surrounding a crisis situation will be coordinated by the community relations department. Only the Chancellor or his designee will be authorized to speak for the college in an emergency situation.

For full details, visit http://www.ctcd.edu/f_staff/ctc_crisis_communication_plan.pdf.

2.2 Compensation

Instructional personnel are hired under terms and conditions stated in the Employment Agreement and Provisions, the Personnel Status Form (PSF), and the Part-time Employment Agreement (PTEA).

Base pay is salary for services performed. It is based on salary ranges approved in the compensation plan and will not exceed dollar amounts approved in the budget unless permitted by the Chancellor.

For full details, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/400-employee-compensation/>.

2.2a Class Loads

Teaching loads for faculty are calculated based on the types of classes assigned. The method used to calculate teaching loads varies among sites.

Full-time faculty members teaching their standard load are required to maintain office hours and be available to students at posted times. Faculty members' required course load plus office hours will equal a minimum of 30 hours per week.

There are limitations to the number of hours and courses part-time faculty members may teach.

For full details, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/100-employment-procedures/100-employment-status-and-classifications/>.

2.2b Pay Periods

Employees of Central Texas College are paid twice monthly, on the 15th and the last working day of each month.

A payroll calendar for Texas, continental, and international campuses can be found at <http://www.ctcd.edu/faculty-staff/human-resources/payroll-services/campus-payroll-calendars/>.

2.2c Family and Medical Leave Act (FMLA)

Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

For more information and full eligibility requirements, visit <http://www.ctcd.edu/faculty-staff/human-resources/employment-services/family-medical-leave-fmla/>.

2.2d Semester Breaks

Full-time faculty and department chairs do not accrue vacation, but are granted time off between academic semesters or at other times which do not conflict with assigned teaching schedules.

Full-time Distance Learning Faculty Mentors will accrue vacation since they are not granted time off between semesters or terms.

For detailed information about leave, holiday, and vacation policies, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/300-leaves-holidays-vacations/>.

2.3 Department

2.3a Dress

Faculty members are expected to project professionalism in their dress and appearance as an example for students in the learning environment. Clothing shall be neat, clean, in good repair, and appropriate for work assignment.

Faculty members shall wear business professional attire; denim/jeans is not considered appropriate attire (with the exception of Fridays) unless specifically approved by a department supervisor for particular job-related tasks. Shorts and/or hats are authorized only if part of an issued CTC uniform.

For the full policy, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/250-dress-code/>.

2.3b Faculty Mentor

As part of CTC's mission, vision, and values, the department chair will appoint a faculty mentor from within the department to mentor newly-hired faculty.

While the scope of faculty mentorship is intended to be department led, the following guidelines are offered:

Department Chairs shall provide access to information, regular, open communication, and constructive feedback.

Mentors shall be available, cultivate trust, provide opportunities for networking, and encourage participation in professional events.

Mentees shall become familiar with available resources, take advantage of professional opportunities, and communicate needs, questions, and concerns.

2.3c Faculty Evaluation

Faculty members/department chairs are formally evaluated every three (3) years. Faculty members are either in *Evaluation Year* status or *Non-Evaluation Year* status.

For detailed information on CTC faculty evaluations, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/600-training-and-development/605-performance-evaluation-system/>.

2.3d Instructor Observations

Regular evaluation of individual instructors is essential to building and maintaining excellence in the instructional program. Evaluation should provide information about performance both to the instructor and his/her supervisor. This information serves as a base for professional improvement of the instructor, as well as for administrative decisions regarding the granting of tenure, assignment, and re-employment. As a result of the evaluation process, instructors can continue to polish existing skills. Therefore, the instructional program will continue to improve.

Your department chair, and in some cases department peers, shall conduct classroom observations of instructors in their areas of responsibility; shall conduct evaluation conferences with instructors; and shall insure participation of instructors in the evaluation process.

2.3e Marketing and Outreach

The primary function of the Marketing & Outreach Department is to build, enhance and protect the image of Central Texas College worldwide through communication with internal and external audiences. The merging of the previous community relations department with the web and desktop publishing/technical publications functions has created a synergy in development of marketing communications that will ensure a consistent, targeted message.

For more information on marketing resources, visit <http://www.ctcd.edu/faculty-staff/marketing/>.

2.3f Reprographics

The department chair or the departmental assistant manages a budget for graphics and printing services.

Faculty will have access to both computer printer and duplication/copy machines. The printer will be used only for small jobs, while the copier will be used for larger jobs. Very large printing jobs should be delivered to the reprographics department for service. Copiers are available across campus for use by faculty and staff. See your departmental assistant for protocol to submit jobs to reprographics, for your department's access code, for how much can be copied, and what copier to use. This code is available for faculty and staff use only. Students with copying needs may go to the library.

Contact to the reprographics department can be made at telephone extension 1156 and via e-mail at: printing.department@ctcd.edu.

2.3g Supplies

The department chair or the departmental assistant manages a budget for supplies. See your department chair or departmental assistant to order supplies.

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Section 3. Technology

3.1 Log-in Information

Since CTC's various online systems have unique log-in procedures, see the subsections below. For you to acquire an e-mail, Blackboard, WebAdvisor, Emergency Alert or Postini account, the Director or Dean of your Division must send an e-mail request with the following information to the IT Help Desk at help_desk@ctcd.edu: Employee's name, Employee's start date, Position Title, Department, Building and Room number, Phone number, Supervisor's name.

3.1a Email

While on a campus computer, you may log into your CTC e-mail account using MS Outlook. For information on how to access your e-mail from remote locations or from other electronic devices, visit <http://www.ctcd.edu/faculty-staff/information-technology/tech-tips/outlook-email/>.

Spam is unsolicited e-mail usually sent by advertising companies to promote their products. The CTC IT Division uses a service developed by Postini to filter up to 95% of spam from entering the CTC network; however, you may receive an occasional spam message in your Inbox.

A Postini account is automatically set up for you when you get a *@ctcd.edu* e-mail account. For information on how to access your Postini account, visit <http://www.ctcd.edu/faculty-staff/information-technology/tech-tips/outlook-email/>.

3.1b Blackboard

The Distance Education and Educational Technology (DEET) Division at Central Texas College is charged with developing, delivering, and evaluating courses and providing technical services and support for students, faculty, and staff.

For a list of faculty training and resources, visit http://www.online.ctcd.edu/training_resources.cfm.

3.1c WebAdvisor

WebAdvisor is an employee access system. Not only is it used for posting grades, but also for checking on employee benefits. Students may access WebAdvisor to view their grades and personal information.

Instructions for logging into WebAdvisor are found at <http://www.ctcd.edu/students/current-ctc-students/registration/webadvisor/>.

3.2 Social Media

Social media sites are online social utilities that allow individuals or group of individuals to create a place for a group of people to come together online to post information, news and events. Central Texas College pages on Facebook, Twitter, Youtube, LinkedIn, Flickr and any other social media site are intended to provide the College community with a venue to share thoughts, ideas, and experiences through discussions, postings, photos, and videos. If an employee or student group at the College creates a page that could be affiliated with the College, the Community Relations & Marketing office should be notified.

For more information about CTC's Social Media Guidelines, visit <http://www.ctcd.edu/myctcd/assets/File/socialmediaguidelines.pdf>.

3.3 Computer Resources and Access

The CTC Information Technology (IT) department is responsible for providing computer equipment and access to WebAdvisor and CTC email accounts. Typically, adjunct faculty supply their own computers and Internet connectivity. A free wireless network is provided on Central Campus.

For full-time faculty, a computer will be provided to you to fulfill your academic and job requirements. Request a computer system through your department chair.

Adjunct faculty have computer access at various places around Central Campus, including the library and departmental computer labs set up for students. The Distance Education Office also has information on computers available on campus for adjunct online professors.

For adjunct faculty of continental or international campuses, check with your department chair about what computer resources are available to you.

3.4 Telephone System

The campus telephone system provides service for conducting Central Texas College business. Use of the telephone system is restricted for CTC business communications.

For instructions on how to use the CTC Central Campus Telephone System, visit <http://www.ctcd.edu/faculty-staff/information-technology/tech-tips/telephone1/>.

3.5 Instructional Media

The CTC Oveta Culp Hobby Memorial Library maintains databases, articles, ebooks and streaming videos for use in classes.

For details, visit <http://www.ctcd.edu/academics/library/>.

Instructional media support varies within each department and location. Most instructional media is provided by publishers and textbook authors. Before using any instructional media, check copyright laws and CTC usage licenses. Find out more information about what instructional media may be available to you with your department chair.

3.6 Technical Support

Technology support is provided for all technical services at CTC.

The Information Technology (IT) Help Desk provides technical support for e-mail accounts. Call (254) 501-3103 or e-mail help.desk@ctcd.edu for assistance. For more information, visit <http://www.ctcd.edu/faculty-staff/information-technology/help-desk/>.

The WebAdvisor Service Desk offers technical support for WebAdvisor. Call (254) 526-1303 or email hr.webadvisorhelp@ctcd.edu for assistance.

For around the clock technical support for Blackboard, call 1-866-350-4729. All other technical issues should be routed through the Distance Education and Educational Technology (DEET) Division by e-mailing de.techsupport@ctcd.edu. For more information, visit: http://online.ctcd.edu/contact_tech.cfm.

3.7 Emergency Alert System

Texas Campuses

When an emergency occurs, our Emergency Alert system, powered by e2Campus, will send e-mail, text messages and voice messages to students and employees in as little as 90 seconds. Texas law requires that ALL students, faculty and staff be automatically opted-in to receive notifications.

For more information, <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/emergency-alerts1/>.

All Other Campuses

Review your site's emergency and safety procedures.

Section 4. Instructor Preparation

4.1 Academic Calendar

The academic calendar provides information about advising and registration dates, holidays, training schedules, and important dates throughout the semester.

For the academic calendar, along with the faculty and staff calendar and campus events calendar, visit <http://www.ctcd.edu/faculty-staff/student-services-tools/academic-calendar/>.

4.2 Syllabus

Master syllabi are provided for traditional, blended and online courses. Visit <http://ctcd1.ctcd.edu/syllabus/syllabus.asp> to search for a specific syllabus.

4.3 Requesting a Password for Online and Blended Proctored Exams

It is necessary for you to obtain and input an updated password into Blackboard in order for students to access proctored exams in your online and blended courses. You may obtain a current password by accessing the Distance Education Password Retrieval System at <http://soarapp.ctcd.org/testing/index.cfm>. Follow the prompts that appear.

Note: Under no circumstance should passwords be given to students or test proctors.

To input an updated password into Blackboard, simply edit the link for any proctored exam. Click on the password option and paste the updated password into the box. Do this for all proctored exams.

4.4 Classroom Set-up/Protocol

Classrooms are often equipped with computers, projectors, and other learning tools. Check with the department to learn about the set-up of assigned classrooms, keys, remotes or equipment needed for that room.

For blended and online classes, instructors will need to update each class well before the start of a course. Note: Course content has been approved by the department. You need only personalize the content.

4.5 Conference/Office Hours

Full-time faculty members teaching their standard loads are required to maintain office hours and be available to students at posted times.

Standards for office hours are found at <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/400-employee-compensation/>.

4.6 Textbooks

Textbooks and instructional materials for each class can be found at <http://www.ctcd.edu/academics/booksinstructional-materials/>.

Check with your department before buying books or software for classes.

4.7 Academic Freedom

All employees are encouraged to produce and publish professional papers, articles, textbooks or other materials that reflect a professional approach and contribute to the general body of knowledge.

Faculty members should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to their subject field.

For more information, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/280-copyright-and-publications/>.

4.8 Family Educational Rights and Privacy Act of 1974 (FERPA)

Also known as the “Buckley Amendment,” this federal law is designed to:

- protect the privacy of education records,
- establish the right of students to inspect and review their education records, and
- provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Faculty and staff of CTC are required to ensure compliance with the Act by understanding the provisions and applying them to procedures and processes within the institution.

For full details, visit <http://www.ctcd.edu/faculty-staff/information-technology/colleague1/ferpa-and-security-manual-8-12-05pdf/>.

4.9 Instructional Methods of Delivery

Traditional

Traditional classes, also known as face-to-face classes, meet a specific amount of time on specific days of the week. Traditional courses may use components of Blackboard as a part of the course. Learn more about the traditional course at http://online.ctcd.edu/traditional_courses.cfm.

Blended

Blended courses combine lecture and face-to-face class meetings with online activities, assignments, and/or discussion boards. A description of blended courses can be found at http://online.ctcd.edu/blended_courses.cfm.

Online/Distance Learning

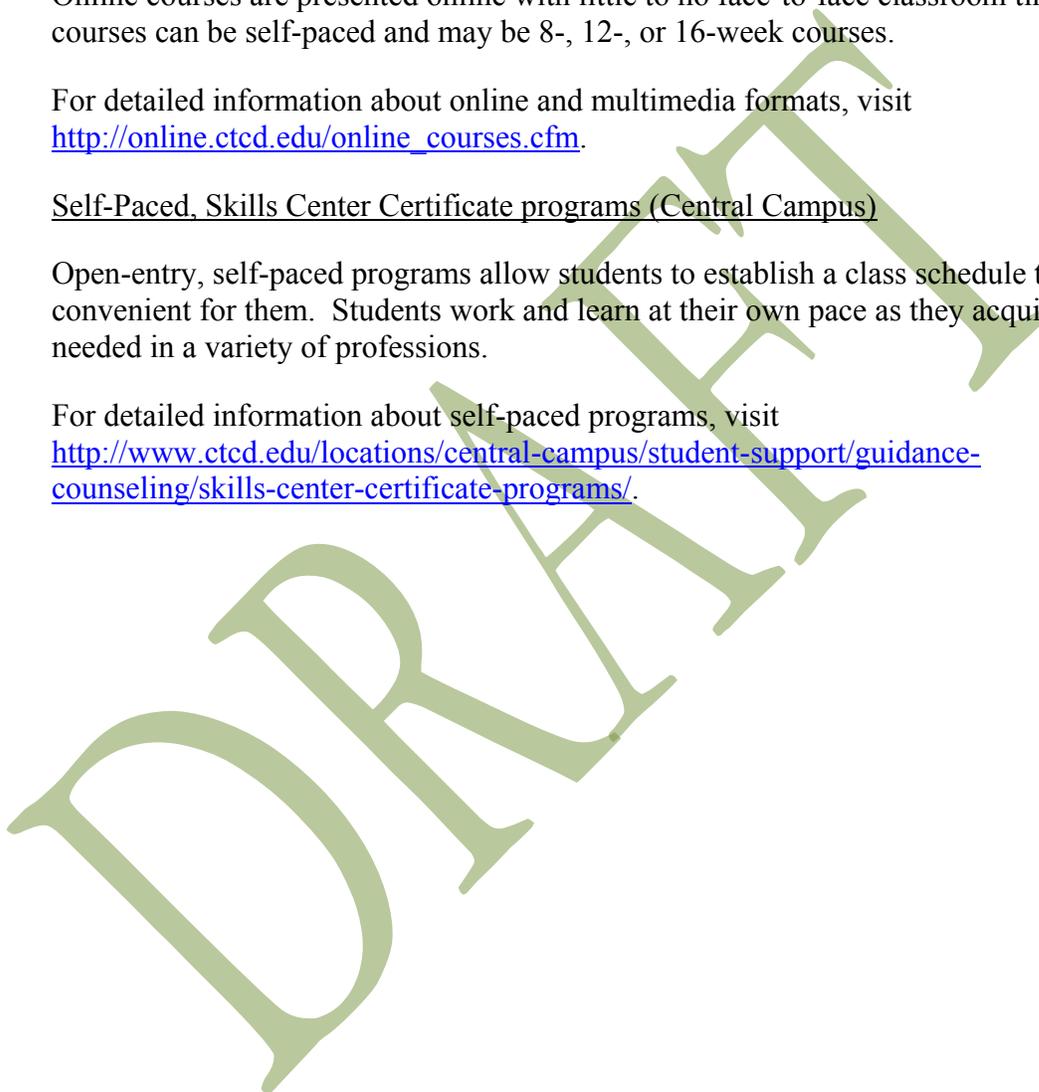
Online courses are presented online with little to no face-to-face classroom time. Online courses can be self-paced and may be 8-, 12-, or 16-week courses.

For detailed information about online and multimedia formats, visit http://online.ctcd.edu/online_courses.cfm.

Self-Paced, Skills Center Certificate programs (Central Campus)

Open-entry, self-paced programs allow students to establish a class schedule that's convenient for them. Students work and learn at their own pace as they acquire the skills needed in a variety of professions.

For detailed information about self-paced programs, visit <http://www.ctcd.edu/locations/central-campus/student-support/guidance-counseling/skills-center-certificate-programs/>.



Section 5. Beginning of Semester

5.1 Check Rosters

Distance Learning Courses

Class rosters are automatically generated by the CTC Online Student Data System and e-mailed from *roster, DE* within one week of the start of a new semester. Scrub your roster against the roster found on WebAdvisor and the user list found in Blackboard.

For more information, e-mail cdl.records@ctcd.edu.

Traditional and Blended Courses

Class rosters are not distributed for traditional or blended courses. Access WebAdvisor for a current list of students in your courses. Because rosters can change daily at the beginning of a new semester, you should check it closely each class meeting. Students whose names do not appear on the roster must not be allowed to remain in class. Direct those students to the Records & Registration office in building 119.

For more information, e-mail centralcampusrolls@ctcd.edu or call 254-526-1711.

5.2 Verifying Certified Class Rolls

Distance Learning Courses, Blended Courses, and Traditional Courses

One day after the census date digital certification rolls are e-mailed from *roster, DE* (for distance learning courses) and *CentralCampusCrolls* (for traditional and blended courses). These rolls include all students registered by the census date. It is critical that you ensure all entries are correct because these rolls are the basis for CTC state reporting and funding.

Certification rolls must be signed and returned to *roster, DE* (for distance learning courses) or *CentralCampusCrolls* (for traditional and blended courses) within five (5) days of receiving them. The date signed should reflect the actual day you sign the rolls, not the start date of courses.

Note: Before you receive your certification rolls, you will receive e-mailed instructions for completing and returning the rolls.

For more information, e-mail cdl.records@ctcd.edu for the distance learning courses and centralcampusrolls@ctcd.edu for the traditional and blended courses.

Self-Paced Course

All census rolls will be sent by e-mail to the instructor of record. Instructions will be attached to the e-mail. It will explain how to review, annotate corrections, certify, and return the census rolls.

Census rolls will not be generated if there isn't an instructor of record. Consequently, it is essential that any faculty changes be updated as soon as possible so that census rolls are sent to the correct faculty.

5.3 Drop/Add Policy

During the official add/drop period, students may add a class prior to the second scheduled class meeting. Classes missed will be counted as absences and students are required to make up any assignments. Students who receive Army TA must drop and add courses through the GoArmyEd portal.

Students who receive financial aid should visit the Office of Student Financial Assistance prior to making a schedule change. It is a student's responsibility to meet with a financial aid advisor prior to dropping a course. Students who receive VA benefits must have schedule changes approved at the CTC VA office.

For more information, visit <http://www.ctcd.edu/students/current-ctc-students/registration/drops-and-withdrawals/>.

5.4 Social and Academic Contracts

A social/academic contract should serve to enhance the student's learning experience by fostering a classroom environment for students to be creative, think critically, and acquire knowledge. A social/academic contract should clearly delineate boundaries and define expectations.

In order for a social/academic contract to be effective, it must be meaningful to and internalized by the student. To that end, consider involving students in the creation of your social/academic contracts.

Section 6. During Semester

6.1 Early Alert Warning System

The college's RETAIN consists of three main tools: automated e-mail for departmental use, Early Alert Warning System for identification of at-risk students, and data tracking. You will receive a survey included in the e-mails you receive each semester as part of the Early Warning System. The data produced will be reported at the end of each semester.

For more information, visit <http://www.ctcd.edu/retention/retainexamples.html>.

Note: Blackboard includes an Early Warning (Retention) System that you may choose to use to supplement CTC's system.

6.2 Class Attendance

Lecture/Lab Courses

Regular and punctual class attendance at all scheduled classes is expected. Each faculty member will inform students of the attendance policy and the course objectives at the initial class meeting.

Students are required to be in class on time. Instructors may choose to lower a student's grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.

Only instructors can authorize an excused absence. Regardless of the reason for the absence, the student is responsible for completing all coursework covered during any absence.

Failure to meet the attendance requirements in a course may result in a lower grade or failure in the course.

An instructor may initiate an administrative withdrawal if a student fails to meet the attendance requirements or is not making satisfactory progress toward the course objectives. The instructor may assign a grade of "FN" or "XN" at the time of the administrative withdrawal.

Note: For reasons that concern financial aid, the W grade must be entered as soon as a student fails to meet attendance and/or performance requirements.

Distance Education Courses

Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

For more information, visit www.ctcd.edu/acadpol.pdf.

Note: For reasons that concern financial aid, the W grade must be entered as soon as a student fails to meet attendance and/or performance requirements.

6.3 Assessments

Assessment is not an end in itself but a vehicle for educational improvement. Its effective practice, then, begins with and enacts a vision of the kinds of learning we most value for students and strive to help them achieve. The keys to successful assessment of student learning are awareness of core curriculum assessments and development of clear learning outcomes as defined in the course syllabus. Find the learning outcomes in your course syllabus and model your assessments to target those outcomes.

For more information, visit the Center for Teaching, Learning, and Assessment (CTLA), Indiana University Kokomo (http://www.iuk.edu/academics/ctla/assessment/9_principles/index.shtml).

6.4 Withdrawal Process

Faculty

Faculty are authorized to withdraw students who are not making satisfactory progress in a class.

For more information, visit <http://www.ctcd.edu/academics/catalog/> to access *Satisfactory Progress Standards* in the current course catalog.

Students

It is the student's responsibility to officially withdraw from a class if circumstances necessitate.

Refer students to <http://www.ctcd.edu/academics/catalog/> to access *Academic Policies* in the current course catalog.

6.5 Instructor Absence

If an absence is anticipated, the professor should coordinate with the department chair for a substitute during the absence.

Sick leave, which is available only to full-time employees, is authorized only when a valid need arises. For details, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/300-leaves-holidays-vacations/360-sick-leave/>.

Bereavement leave, which is available only to full-time employees, is authorized under specific guidelines. For details, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/300-leaves-holidays-vacations/370-bereavement-leave/>.

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Section 7. End of Semester

7.1 Posting Final Grades

Log in to WebAdvisor. Under *Faculty Information*, choose *Grading*. Select a term or date range and click *Submit*. Once the list of courses appears, be sure to select *Final* from the drop down menu at the top of the page. Click *Submit* and enter your grades.

Once all grades have been entered, click *Submit*. You will be directed to the Grading Confirmation Form.

For more information, e-mail centralcampusrolls@ctcd.edu.

7.2 Grade books

Online Courses and Other Grade books Maintained in Blackboard

Approximately one week before the end of the semester, you should receive an e-mail containing detailed instructions for downloading and submitting grade books.

If you maintain your grade books in Blackboard, part of the process includes logging into Blackboard. If you do not maintain your grade books in Blackboard, you will still need to follow the e-mailed instructions for formatting and submitting them.

Grade books for online courses need to be submitted to grades.ctam@ctcd.edu within 5 working days after the last day of class. Grade books for blended and traditional courses need to be submitted to mail centralcampusrolls@ctcd.edu within 5 working days after the last day of class.

For more information, e-mail grades.ctam@ctcd.edu or mail centralcampusrolls@ctcd.edu.

7.3 Grade Change

Grade changes must be submitted on the Change of Grade Request Form to the Systems Registrar's Office. Submit requests via fax to (254) 526-1545 or via e-mail to systems.registrar@ctcd.edu.

Questions regarding grade changes or the grade change submission process should be directed to the Office of the Registrar at (800) 792-3348, extension 1663 or systems.registrar@ctcd.edu.

7.4 Incomplete, Course in Progress (IP)

The IP grade is not used for developmental study courses and designated nontraditional, modular courses.

Students who receive an IP have up to 110 days after the end of a semester to complete course requirements. Once students have successfully completed course requirements, the final course grade should be changed in WebAdvisor. An IP may not be replaced by a W.

After the allotted 110 days, an IP is automatically converted to an F. If that occurs because you neglect to post the actual grade, a Change of Grade Request Form must be submitted to systems.registrar@ctcd.edu.

For more information, visit <http://www.ctcd.edu/academics/catalog/> to access *Grade Designations* in the current course catalog.

7.5 Commencement

Commencement is the public acknowledgement of students' achievements. Central Texas College holds one consolidated commencement ceremony in May of every year. Full-time faculty are required to participate in the commencement exercise. Adjunct faculty who wish to participate should provide advance notice to their department chair.

Rented regalia is provided by the institution. You will receive notification concerning how and when to place your order.

7.6 Student Evaluations

Students should be encouraged to complete and submit end-of-course evaluations. They are available in Blackboard or at http://www.ctcd.edu/hb2504/evals/tx_crs_eval_form.cfm.

Notifications of completed evaluations are e-mailed to faculty members and their supervisors each Friday. To access completed evaluations, click on the link provided in the e-mail(http://www.ctcd.edu/hb2504/evals/all_crs_eval_select.cfm) and follow the onscreen prompts.

Section 8. Faculty Resources

8.1 Texas Higher Education Coordinating Board Division of Workforce, Academic Affairs, and Research

- 8.1a Workforce Education Course Manual (WECM): web-based inventory of current workforce education courses available for use by public two-year colleges*

To access the manual, visit

<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>.

- 8.1b Guidelines for Instructional Programs in Workforce Education (GIPWE): official policy manual for both credit and non-credit workforce education programs offered at public higher education institutions*

To access the guidelines, visit

<http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/gipwe.htm>.

- 8.1c Lower-Division Academic Course Guide Manual (ACGM): official list of lower-division courses approved for general academic transfer that may be offered by public community and technical colleges in Texas for state funding*

To access the manual, visit

<http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/acgm.htm>.

*The preceding descriptions were copied from the official Website of THECB.

For more information, visit

<http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/>.

8.2 Faculty Senate/Faculty Association

The Central Texas College Faculty Association (FA) exists as a group for the purpose of promoting teaching and learning; communication and understanding among the Board of Trustees, college administration, and the faculty; professional relations among members; presentation of the views and recommendations of the faculty to administration, board-appointed councils, and/or the Board of Trustees; and student welfare.

The Faculty Senate (FS) is the voice and decision-making body of the FA. The FS reports all actions and decisions to the FA and surveys the FA when needed. The FS also collaborates with the Central Campus Dean and department chairs to ensure consistency of the faculty voice.

For information about membership or for more details, visit

<https://sites.google.com/site/ctcfacultysenate/>.

8.3 Texas Community College Teachers Association (TCCTA)

TCCTA is the largest organization of postsecondary educators in Texas. Comprised of educators from every teaching discipline, as well as counselors, librarians, and administrators, the TCCTA's members come from all public and independent two-year colleges in Texas.

Get connected to people, institutions, resources, and ideas. Join TCCTA today!

For full details, visit <http://www.tccta.org>.

8.4 Professional Development

The Faculty Professional Development Plan (FPDP) promotes the requirement for faculty to improve their knowledge and skills through a consistent, technology-based record of activities. These activities focus on developing, enhancing, and celebrating faculty members' multiple roles as educators, practitioners, and scholars, and research and change.

For more information, visit <https://sites.google.com/site/ctcfacultysenate/>.

8.5 Travel

College-related travel may be necessary in order to fulfill the requirements of the institution. See your department chair to ascertain what travel is authorized and when. See your department assistant for help with the appropriate travel forms.

For more information, visit <http://www.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/290-travel-relocation-and-other-reimbursable-expenses/> or <http://www.ctcd.edu/publications/board-documents/btd367pdf/>.

8.6 Natatorium and Physical Education Center

Central Texas College Intramural and Recreational Sports offers a wide range of recreational opportunities for men, women, and co-recreational participants. The Intramural Office conducts league play in flag football, volleyball, basketball, and softball. Competition in individual activities such as tennis, golf, bowling, 5K run, badminton, and free throw/3-point competition are also provided.

Community Activities

The Kinesiology Department and Intramural Sports sponsor the annual Golden Eagle Classic Open Tennis Tournament, the annual CTC Dig Fest Volleyball Tournament, the annual 3-on-3 Hoop It Up Basketball Tournament, and a Fall Tennis Benefit Tournament for St. Jude's Children's Hospital.

Independent Activities

The department faculty and staff keep the gym and weight room open various hours to afford students and campus personnel an opportunity to engage in independent workouts and recreational activities.

For full details, visit <http://www.ctcd.edu/academics/instructional-departments/kinesiology/>.

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Section 9. Resources for Students

9.1 Library

The mission of the Hobby Memorial Library is to help patrons develop information literacy competencies that will enable them to achieve success in their academic pursuits and to become effective, lifelong information users. Additionally, the library's mission is to support the instructional and research needs of CTC faculty and staff, to include the diverse population of the campus and the surrounding community.

For more information, visit: <http://www.ctcd.edu/academics/library/>.

9.2 Academic Studio—Student Success Center

The Academic Studio—Student Success Center is the headquarters of the Student Success & Persistence (SSP) department. The SSP department assists students in establishing and completing their educational goals by providing holistic instructional support and service-related programs that address student needs both within and outside of the classroom.

Success programs include drop-in advising, a writing clinic, Friday study groups, early alerts, student-to-student collaboration, and text and technical support.

Other services include Child Care Assistance, Disability Support, Guidance and Counseling Support, and Textbook Lending.

For details about any of these programs, visit <http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/>.

9.2a Child Care Assistance Program

Childcare Services provides assistance to currently enrolled students who meet specific guidelines.

9.2b Disability Support Services

The Disability Support Services Program provides educational access for students who have appropriate disability documentation.

Students with disabilities are encouraged to visit with a Disability Support counselor to complete an office questionnaire as well as to discuss documentation requirements and any reasonable accommodation options for their current classes.

9.2c Guidance and Counseling Services

The Guidance and Counseling department anticipates the needs of Central Texas College's diverse student population and supports students in setting and achieving academic goals.

Academic advisors can answer general questions about your education; explore different career fields and CTC degree/certificate options; assist with academic planning and goal-setting; help you develop a degree/certificate plan; talk to you about academic progress; help you improve your study skills and handle difficulties you may have in your coursework; discuss transferring both to and from CTC; advise on TSI and interpret test results; assist with scheduling; refer to campus and community resources; advise on the ESL program; provide information on nursing program requirements.

9.2d Textbook Lending Program

Textbook loan assistance is provided to career and technical students in the central campus area who meet specific guidelines. Textbooks are loaned on a first-come, first-serve basis.

9.3 Career Center

The Career Center provides career planning and employment assistance services for students and alumni. Prospective students and currently enrolled students can receive assistance to determine their career choices and educational planning through self-assessments and career information. Job search training is also available.

For details, visit <http://www.ctcd.edu/students/current-ctc-students/career-center/>.

9.4 Student Life

The Student Life office supports and guides student development by providing opportunities for individual and group interaction through student organizations, tournaments, field trips and other social and seasonal activities.

The Student Life office is also the point of contact for official student complaints.

For details, visit <http://www.ctcd.edu/locations/central-campus/student-life/>.

9.5 Veteran Services

Central Texas College is proud to assist veterans and military members in earning a degree of furthering their education. Veterans and survivors or dependents of a veteran may be eligible for Veterans Affairs (VA) educational benefits.

For more information, visit <http://www.ctcd.edu/students/military-students-veterans-spouses/veterans/>.

VetSuccess on Campus

As part of a program initiated by the Department of Veterans Affairs, CTC has experienced vocational counselors on campus to assist veterans, active duty, and eligible family members with a variety of services.

For more information, contact jmorgan@ctcd.edu or gprimas@ctcd.edu.

9.6 Testing and Test Proctoring

Central Texas College provides an extensive testing program for interested students and residents of the area.

For details, visit: <http://www.ctcd.edu/students/current-ctc-students/testing-services/>.

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Section 10. Institutional Accreditation

10.1 Texas Education Systems

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate degrees and certificates of competition. Further information about SACS-COC and its accreditation procedures and authority, view their website at: <http://www.sacscoc.org/>.

Within the State of Texas, Central Texas College is approved by the Texas Higher Education Coordinating Board (THECB) to provide quality and affordable education to the residents of Texas. Information about the THECB can be found at their website: <http://www.thecb.state.tx.us/>.

Central Texas College also works with the Texas Education Agency (TEA) to ensure public school students are ready when they enter institutions of higher learning. Information about the TEA can be found at their website: <http://www.tea.state.tx.us/>.

For a complete list of accreditation and governing agencies visit <http://www.ctcd.edu/accreditation.htm>.

10.2 Quality Enhancement Program (QEP)

The Quality Enhancement Plan (QEP) is a blueprint for improving processes and experiences that allow Central Texas College to remain at the forefront of quality education.

10.3 Institutional Effectiveness

The Department of Institutional Effectiveness studies how well CTC is meeting its goals through research, planning, evaluation, and policy analysis.

For more information, visit <http://www.ctcd.edu/faculty-staff/institutional-effectiveness/>.

Section 11. Noteworthy Items

11.1 Bookstore Discount

Full-time faculty are eligible for a 10 percent discount in our campus bookstore. Some software is also available at deeply discounted prices. Simply present your ID card in order to receive applicable discounts.

11.2 Military Terms

The students and instructors of CTC are worldwide, and many of them are affiliated with the military in some manner. If you haven't been exposed to military personnel, you may not understand some of the jargon. Fortunately, the following Websites can help you with some commonly used acronyms:

<http://www.acronymslist.com/cat/us-military-acronyms.html>

<http://www.acronymslist.com/cat/us-army-acronyms-%28official%29.html>

http://www.dtic.mil/doctrine/dod_dictionary/

11.3 Quick Reference Contact Numbers

Bookstore	(254) 526-1219
Campus Police	(254) 526-1200
Distance Learning	(254) 526-1296
Employment Services	(254) 526-1158
Financial Aid.....	(254) 526-1559/1508
Guidance and Counseling	(254) 526-1226
IT/Help Desk.....	(254) 501-3103
Library	(254) 526-1621
Maintenance	(254) 526-1196
Payroll	(254) 526-1155
Records.....	(254) 526-1133
Registration	(254) 526-1131
Student Services.....	(254) 526-1298

Access <http://www.ctcd.edu/about-ctc/contact-us/> to conduct an online search of departments, faculty, and staff at all locations.

11.4 Glossary of Terms and Acronyms

FERPA	Family Educational Rights and Privacy Act
FMLA	Family Medical Leave Act
GoArmy Ed	registration portal for active duty military members
IE	Institutional Effectiveness
NCPACE	Navy College Program for Afloat College Education
PEID	Personnel Entity Identification Number
PFEC	Pacific Far East Campus
PSF	Personnel Status Form
PTEA	Part-time Employment Agreement
QEP	Quality Enhancement Program
QPP	Employees' Pension Plan and Trust
SACS	Southern Association of Colleges and Schools
SPP	Employees' Supplemental Plan and Trust
TA	Tuition Assistance
TCCTA	Texas Community College Teachers Association
TES	Texas Education System
THECB	Texas Higher Education Coordinating Board
TSI	Texas Success Initiative
VA	Veterans Affairs