



# Faculty Handbook for Effective Instruction

Central Campus, Service Area, and Continental U.S.

2019 - 2020

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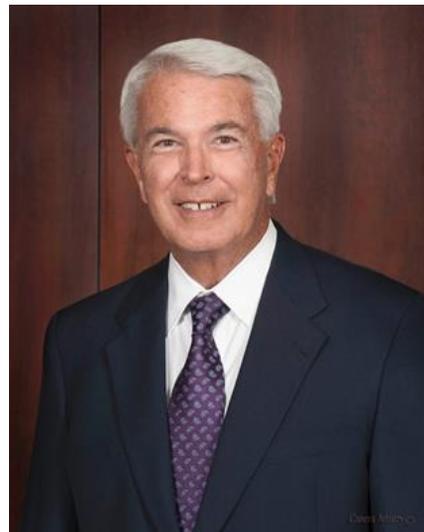
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## Message from the Chancellor

Welcome to Central Texas College!

Thank you for choosing our institution to pursue your academic endeavors. Whether you are a first time student or returning student, the CTC faculty and staff are honored to have you with us and look forward to helping you achieve your educational goals.

The administration and faculty have implemented several initiatives focused on the college's mission - student success, completion, and employability. While our tuition remains affordable, we recognize that the cost of textbooks continues to increase with no immediate relief in sight. Our faculty and staff continue to develop learning materials using open educational resources (OER) resulting in zero to little cost to students. In addition, our staff secured a grant to implement an emergency aid program designed to address emergent financial needs and food insecurity among our student population. We are grateful for the opportunity to remove some of the barriers to our students' success.



Recently, the college revitalized the ROTC program offered in partnership with Texas A&M University-Central Texas (TAMUCT). Students can begin the program by enrolling in ROTC classes at Central Texas College for two years before transferring to TAMUCT in their junior year. This program offers a local and affordable opportunity for students interested in becoming a military officer.

We are approaching the completion of a multi-year campus improvement project focused on correcting electrical deficiencies across central campus and replacing building mechanical equipment. At the conclusion of this project, the administration will focus on classroom improvements to include technology and equipment upgrades. The goal is to create a campus environment whereby CTC is a student's first choice for college.

With 25 locations throughout the United States and nearly 100 locations worldwide, we continue to serve our military service members and their families via face-to-face courses and online classes. CTC is the number one associate-level school among military service members using Tuition Assistance. The college is ranked number three "Best for Vets: Colleges 2018" in the category of online and nontraditional schools.

Our endeavor is to provide you with an engaging and innovative education delivered by quality instructors in a quality learning environment.

Thank you,

Jim Yeonopolus  
Chancellor

## Message from the Deputy Chancellor of Instruction and Workforce Initiatives

Dear Central Texas College Faculty Member,

Thank you for joining us at Central Texas College. We are delighted to have you as part of our team and we look forward to you sharing your experience and skills with our students. Your colleagues have a wealth of resources you may find helpful in developing creative and engaging instruction to deliver in an inspiring manner.

As faculty, you have the opportunity to help students acquire new knowledge and skills that students can apply in their profession or future studies. You also have the opportunity to be part of new course and program development and ensure our students are well-prepared for the 21<sup>st</sup> century workforce. We appreciate your contributions to our students and the college.

I hope that you find this faculty handbook to be a useful tool.

Dr. Tina J. Ady  
Deputy Chancellor, Instruction and Workforce Initiatives

## Section 1. Introduction

These policies and procedures apply to most, but not all, CTC locations. Contact your supervisor in case of questions as some procedures may vary.

### 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 Tuesday of each month at 1:00 p.m. on Central Campus in the Anderson Campus Center (building 156).

### 1.2 Institutional Mission, Vision, and Values

#### Mission

Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.

#### Vision

Central Texas College serves our diverse 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. CTC also offers courses to dual credit students, to include Early College High School, STEM, and Early College Program (ECP) students. Serving both traditional and non-traditional students in worldwide locations, 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 106). 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://ctcfacstaff.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. Department Chairs and faculty working directly with industry or business are usually granted permission to obtain business cards. 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://ctcfacstaff.ctcd.edu/faculty-staff/marketing/request-marketing-materials/>

#### 2.1d Parking

All faculty, staff, and students 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. There is a waiting list for reserved parking, and full time faculty may have to wait for an open reserved spot. Adjunct faculty can utilize open parking or some of the slots dedicated for adjunct faculty. To do so, adjunct faculty members have to obtain an adjunct faculty parking permit from Campus Police, Bldg. 137. For more information, visit <https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police1/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](mailto:campus.police@ctcd.edu)". Weekend requests must be received by 11 a.m. Friday mornings. For full details read the "Faculty and Staff Information Guide" listed under General Information at <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-police1/general-information/>

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

## 2.1g Training Requirements

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

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

Additionally, Supervisor Training may be required if applicable.

## 2.1h Grievance Procedures

Experience has demonstrated that problems are normally best resolved through informal discussion. To make a complaint, contact your supervisor or Department Chair. For online instructors, contact your Online Manager, followed by your Department Chair. If the problem is not resolved, make an appointment with the Dean of Instruction. For issues that do not follow this chain of authority, a grievance may be filed with Human Resource Management. For the complete policy, see the Human Resources Policies and Procedures Manual, Section 200, Workplace Environment at <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/>

### 2.1i Employment Termination

According to the State of Texas, 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 the complete policy, see the Human Resources Policies and Procedures Manual, Section 100, Employment Procedures at <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/100-employment-procedures/>

### 2.1j Crisis Communication Plan

The purpose of the College's Crisis Communication Plan is to outline media relations and communications procedures during a crisis. 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.

Please note that only the Chancellor or his designee will be authorized to speak for the College in an emergency situation.

For full details visit

[http://ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/ctc\\_crisis\\_communication\\_plan-1.pdf](http://ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/ctc_crisis_communication_plan-1.pdf)

*Note: It may be necessary for you to copy and paste this link to open the file.*

## 2.2 Compensation

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

Base pay for full time faculty is salary for services performed and does not include overload pay or stipends. 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://ctcfacstaff.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. See your contract for specifics.

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

For the complete policy, see the Human Resources Policies and Procedures Manual, Section 100, Employment Procedures at <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/100-employment-procedures/>

#### 2.2b Pay Periods

Faculty of Central Texas College are generally paid twice monthly, on the 15<sup>th</sup> and the last working day of each month. However, if, due to class start dates and certification dates, the Part Time Employment Agreements do not reach payroll in enough time to be processed by the College and the bank, it's possible that pay may be delayed.

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

#### 2.2c Family and Medical Leave Act (FMLA)

The 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://ctcfacstaff.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.

Faculty Online Managers 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://ctcfacstaff.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, T-shirts, hats, and sneakers are authorized only if part of an issued CTC uniform.

For the complete policy, see the Human Resources Policies and Procedures Manual, Section 200, Workplace Environment at <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/>

### 2.3b Faculty Mentor

As part of CTC's mission, vision, and values, the Department Chair is the primary POC for faculty, but may assign an instructor to assist in the mentoring of 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.

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

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

### 2.3c Faculty Evaluation

New faculty are evaluated within the first year of teaching. Afterwards, faculty members/Department Chairs are formally evaluated a minimum of every three (3) years. Faculty members are either in *Evaluation Year* status or *Non-Evaluation Year* status.

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 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 at least once a year; shall conduct evaluation conferences with instructors; and shall insure participation of instructors in the evaluation process.

For the complete policy, see the Human Resources Policies and Procedures Manual, Section 600, Training and Development at <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/600-training-and-development/>

### 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 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 at least once a year; 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. Any marketing or outreach needs should be processed through the Department Chair.

For more information on marketing resources, visit <http://ctcfacstaff.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 computer printers and/or copy machines. The printer will be used only for small jobs (up to 10 copies). Larger printing jobs, such as syllabi, tests, and other multiple-page documents, should be forwarded to your departmental assistant. 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, and the amount of lead-time needed. The access code is available for faculty and staff use only for official business. Students with copying needs may go to the library.

Contact with the reprographics department can be made (254) 526-1156 and via e-mail at: [printing.department@ctcd.edu](mailto: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.

## 2.3h Evening and Weekend College (EWC)

For students with obligations during the day, CTC offers weekday evening and weekend classes leading to associate degrees and certificates of completion.

The EWC encompasses courses that are offered in the evening starting at 5:00 p.m., and also on the weekends to include Friday afternoons, Saturdays, and Sundays. The courses are scheduled through the individual Departments Chairs.

The EWC Office itself includes a variety of other services, to include admissions and academic advising. *Degrees on the Go* is also part of the EWC programs. It is an expedited program that offers students the opportunity to achieve an associate degree (Interdisciplinary Studies, Business Administration, or General Studies) in a time frame less than 18 months.

The EWC Office is located in Bldg. 119, Student Services. For office hours, course offerings, and additional information go to <http://www.ctcd.edu/academics/programs-of-study/evening-and-weekend-college/>

## 2.3i Dual Credit, Early College High School, STEM, and Early College Program

*Dual Credit:* Dual credit gives high school students an opportunity to earn college credit while in high school. Dual credit is the process of enrolling in college courses and using those classes as credit toward high school graduation, as well as attaining regular college credit.

*Early College High School:* CTC's Early College HS (ECHS) partnership with Killeen Independent School District (KISD) is a unique opportunity for students to earn an AA Interdisciplinary Studies by the time the students graduate from high school. The ECHS consists of two locations, one being the ECHS campus on Ft. Hood and the other on Central Campus. A total of approximately 600 freshmen and sophomores are taught at the Ft. Hood location and 600 junior and seniors on Central Campus.

For more information on the Early College HS visit <https://schools.killeenisd.org/echs>

*Science, Technology, Engineering, Mathematics (STEM):* CTC and KISD also provide STEM program opportunities to students. The students are bussed to Central Campus either in the morning or in the afternoon. Students are enrolled in courses leading to an AA Interdisciplinary Studies with an emphasis in either Human Biology, Organismal Biology, Chemistry, Environmental Science, Computer Science, Mathematics, or Engineering.

For more information on STEM please visit

<https://www.ctcd.edu/sites/ctcd/assets/File/Public%20Education/Handbooks/stem-handbook.pdf>

*Early College Program (ECP):* CTC's partnership with Copperas Cove ISD (CCISD) gives student an opportunity to achieve an AA Interdisciplinary Studies degree or to pursue vocational technical training, such as Welding or Automotive. Students are bussed from Copperas Cove HS to the Central Campus to attend their courses.

2.3j Campus Carry, Concealed Handgun Policy (effective August 1, 2017)

Safety Policy No. 131: Camps Carry, concealed Handgun Policy, is located in the Safety Policies and Procedures Manual, and is the same as Policy No. 716 in the Human Resource Management Operating Policies and Procedures Manual. The purpose of Policy No. 131 is to inform faculty, staff, students and visitors of the rules relating to carrying concealed handguns and other firearms and weapons on the Central Texas College District (CTCD) Central Campus and Service Area locations and promote the safety of all individuals.

In accordance with Texas Government Code §411.2031 and Texas Penal Code §46.03 and all other relevant Texas state and federal laws , all use, storage, carrying or possession of a firearm or other weapon, concealed or otherwise, is governed by this policy on all campuses and at all college events.

All faculty are required to familiarize themselves with Policy No. 716 at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/700-safety/>

## Section 3. Technology

### 3.1 Log-in Information

CTC's various online systems have unique log-in procedures. See the subsections below. To acquire an e-mail account, the Director or Dean of your Division must call or send an e-mail request with the following information to the IT Help Desk at [help.desk@ctcd.edu](mailto:help.desk@ctcd.edu): Employee's name, Employee's start date, Position Title, Department, Building and Room number, Phone number, Supervisor's name.

Information on the ticketing system used by the Help Desk (KACE) can be found at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/help-desk/tech-guides/>

#### 3.1a Email

CTC faculty are required to regularly check and use their CTC e-mail accounts. Faculty can access their CTC email through MS Outlook on their campus computers or Online Web Access (OWA) (<http://ctcfacstaff.ctcd.edu/logins/>) via a browser. Further email tips can also be found at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/help-desk/tech-guides/>

A Google Apps Message Center account is automatically set up for you when you get a CTC e-mail account. More information on how to access your Google Apps Message Center and Spam Folder can be found at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/help-desk/tech-guides/>

Unwanted junk emails that are commercial in nature and sent indiscriminately to multiple recipients are called spam emails. The CTC IT Division uses a service developed by Google to filter most spam from entering the CTC network. If you receive a spam message, delete it immediately. Likewise, never open a link or attachment sent from an unknown or suspicious source.

#### 3.1b Blackboard

The Distance Education and Educational Technology (DEET) Division at Central Texas College is charged with providing assistance and guidance on the development and delivery of CTC online courses and providing technical services and support for students, faculty, and staff.

For a list of faculty training and resources, visit [https://online.ctcd.edu/training\\_resources.cfm](https://online.ctcd.edu/training_resources.cfm)

3.1c WebAdvisor

WebAdvisor is a database with student, staff, and employee access. It is used for emergency alerts, posting grades, checking class rosters, and employee/payroll information such as pay statements, W-2, etc. Students may access WebAdvisor to view their grades and personal information.

Instructions for logging into WebAdvisor are found at <https://webadvisor.ctcd.org/>.

3.1d ESchoolPLUS

All faculty teaching classes that include Early College HS (ECHS) or STEM students will need to have access to ESchoolPLUS. ESchoolPLUS is the ISD computer software used to record class attendance of ECHS students.

Department Chairs will complete an Access Request Form for the faculty member and forward it to the ISD for processing. The ISD will then provide the faculty member with the logon information. Attendance must be taken in the second 15 minutes of class. For example, during a class starting at 9:00 a.m. attendance will be taken between 9:16 and 9:30 a.m. Attendance has to be entered into ESchoolPLUS by 4 p.m. the same day. Attendance needs to be taken every class period provided class ends before 4:30 p.m.

### 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, they must go through the Community Relations & Marketing office for approval.

For more information about CTC's Social Media Guidelines, visit <http://www.ctcd.edu/myctcd/assets/File/socialmediaguidelines.pdf> *Note: It may be necessary for you to copy and paste this link to open the file.*

Please also review CTC Policy No. 295: Computer Usage at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/>

### 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, there is designated shared space within the department, in a computer lab, or in the library for adjunct faculty to use computers and the Internet. A free wireless network is provided on Central Campus.

For full-time faculty, a computer will be provided by your department Chair to fulfill your academic and job requirements.

For adjunct faculty of continental or international campuses, check with your Site Director 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.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/help-desk/tech-guides/>

### 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](mailto:help.desk@ctcd.edu) for assistance. For more information, visit <http://ctcfacstaff.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](mailto:hr.webadvisorhelp@ctcd.edu) for assistance.

For around the clock technical support for Blackboard, call 1-866-350-4729 or email "[de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu)". For more information, visit <http://online.ctcd.edu>

### 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-preparedness/emergency-alerts/>

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.ctcfacstaff.ctcd.edu/faculty-staff/student-services-tools/academic-calendar/>

### 4.2 Syllabus

Master syllabi are provided for traditional, blended and online classes. To find the syllabi for all classes, search here: <http://www.ctcd.edu/syllabus/syllabus.asp>.

### 4.3 Requesting a Password for Online and Blended Proctored Exams

Although online courses are required to have only non-proctored exams, a few courses have approved as exception proctored exams. Should you find it necessary to obtain and input a password into Blackboard in order for students to access proctored exams, you may obtain a current password by accessing the Distance Education Password Retrieval System at <https://soarapp.ctcd.org/testing/index.cfm>

Follow the prompts that appear. *Note: It may be necessary for you to copy and paste this link to open the file.*

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 at least four weeks before the start of a course. Do not update the course until you receive an email from DEET [course.support@ctcd.edu](mailto:course.support@ctcd.edu) indicating that the course content has been copied and the course is ready for you work in. Note: Course content has been approved by the department. You need only personalize the content.

For more information, visit <http://www.ctcd.edu/myctcd/assets/File/Faculty%26Staff/faculty-handbook-draft.pdf>. *Note: It may be necessary for you to copy and paste this link to open the file.*

#### 4.5 Conference/Office Hours

Full-time faculty members teaching their standard loads are required to maintain office hours – either virtual or physical -- and be available to students at posted times. Online faculty will maintain virtual hours, and face-to-face faculty will maintain physical hours. Faculty who teach both delivery modes can have a combination of both virtual and physical hours. Faculty members' required course load, office hours, prep time, and grading will equal a minimum of 40 hours per week.

#### 4.6 Textbooks

Textbooks and instructional materials for each class can be found at <http://www.ctcd.edu/academics/booksinstructional-materials/>. Please note that CTC has a policy of a \$25 limit on instructional materials per course. If this is not possible, a \$25 option such as an eBook, Kindle download, or virtual links must be provided. Open Educational Resources (OERs) have been developed by many departments in order to provide students access to free materials. CTC's long-term goal is to provide OERs that lead to zero-textbook cost degrees (z-degrees). All faculty interested in developing OERs in their discipline should check with their Department Chair and then contact the Distance Education and Educational Technology (DEET) Department.

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

#### 4.7 Professional Integrity

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.

#### 4.8 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.

For more information on Policy No. 280: Copyright and Publications, visit <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/>.

#### 4.9 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.

For information on FERPA please click on <https://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/student-responsibilities/>

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.

#### 4.10 Instructional Methods of Delivery

##### Traditional (LEC)

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 or require other online resources as a part of the course. This delivery method requires that at least 85% of student interaction with the instructor is accomplished in the classroom in a face-to-face manner.

Expectations of the Student:

- Attend class regularly.
- Take responsibility for communicating any issues with your instructor.

Expectations of the faculty:

- See sections 4 – 7 of this handbook.
- Attend departmental meetings and adhere to instruction from your Department Chair and Program Coordinator.

Learn more about the traditional course at [http://online.ctcd.edu/course\\_info.cfm](http://online.ctcd.edu/course_info.cfm).

##### Blended (OBL)

The blended course delivery method utilizes technology not established in the face-to-face delivery method to enhance the learning environment. A course is considered blended when a majority (more than 50% but less than 85%) of the planned instruction occurs when the students and the instructor are not in the same place. The remainder of the instruction is conducted face-to-face.

Expectations of the student:

- Access to a computer with minimum technical requirements.
- Consistent and reliable Internet connection.
- Valid and functional email address.
- Ability to download any required applications or plug-ins.
- Basic computer skills.
- Time and self-discipline to devote to coursework.

Expectations of the faculty:

- See sections 4 – 7 of this handbook.
- Attend departmental meetings, and when appropriate, adhere to the Distance Education (DE) Faculty Handbook guidelines.

[http://online.ctcd.edu/blended\\_courses.cfm](http://online.ctcd.edu/blended_courses.cfm).

### Online/Distance Learning (OLL)

The online delivery method is completed through the college's approved Learning Management System. Proctored exams may be administered at testing centers or by an approved test proctor. Online students will have frequent contact with the instructor and with other students via email, a discussion board, messages, and chat rooms. A minimum of 85% of the instruction time must be conducted online using the college's approved Learning Management system.

Expectations of the student:

- Constant access to a computer with minimum technical requirements.
- Consistent and reliable Internet connection.
- A valid, functional email address.
- Basic computer skills.
- The ability to download any required applications or plug-ins.
- The time to devote to coursework.
- Self-discipline

Expectations of the faculty:

- Update and operate your course following the Distance Education Faculty Handbook guidelines.
- Ensure you are completely familiar with the document referenced above.
- Utilize any DEETS checklists as appropriate when sent from the Office of the Dean, Central and Service Area Campus.

For detailed information about online and multimedia formats, visit

[http://online.ctcd.edu/online\\_courses.cfm](http://online.ctcd.edu/online_courses.cfm).

Visit [http://online.ctcd.edu/training\\_resources.cfm](http://online.ctcd.edu/training_resources.cfm) for the Distance education Addendum to the Faculty Handbook and other faculty resources.

### Self-Paced (OSL)

The Self-Paced delivery method allows students to: access the course; complete and submit assignments, and; take tests at the students' own pace rather than according to a fixed schedule. Self-paced courses can be paired with another type of delivery method i.e., an online delivered course may also be offered in the self-paced format.

## Expectations of the student:

- Access to a computer with minimum technical requirements.
- Basic computer skills.
- Ability to install any required applications or plug-ins.
- Be self-disciplined about studying and taking tests, there is no course schedule.
- Contact instructor during the first week of the class, regardless of actual start date.
- Complete all course work by the end of the class.
- Take all examinations in sequence.
- Time and self-discipline to devote to coursework.

## Expectations of the faculty

- Clearly publish in syllabi what requirements are due the first week of school.
- If students are not showing participation in required first-week assignments, reach out to student through Eagle mail, and if available, student's personal email, to determine the student's status and reiterate the first week requirements.

Synchronous Virtual Lecture (SVL)

## Expectations of the student:

- Access to a computer with minimum technical requirements, a webcam, and a mic.
- Basic computer skills.
- Ability to install any required applications or plug-ins.
- Be self-disciplined about studying and taking tests, there is no course schedule.
- Login to the course on the designated days/times.
- Complete all course work as specified in the course syllabus.
- Take all examinations in sequence.
- Time and self-discipline to devote to coursework.

## Expectations of the faculty:

- Clearly publish the course requirements in the course syllabus. .
- If students are not showing participation in required first-week assignments, reach out to student through Eagle mail, and if available, student's personal email, to determine the student's status and reiterate the first week requirements.
- Provide synchronous lectures on dates and times as indicated in the course syllabus.

Multimedia

The courses are offline and require no Internet connection. They are offered at select locations and in response to specific contracts. Go to [http://online.ctcd.edu/mm\\_courses.cfm](http://online.ctcd.edu/mm_courses.cfm) for more information.

Open-Entry, Self-Paced, Central Campus.

Open-entry, self-paced programs as found in the Skills Center, 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 open-entry, self-paced programs, visit

<http://www.ctcd.edu/locations/central-campus/student-support/guidance-counseling/skills-center-counseling/the-difference-in-self-paced-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. Use the alternate email addresses listed on the roster email to attempt to establish contact with students who have not logged into Blackboard.

For more information, e-mail [cdl.records@ctcd.edu](mailto: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 registration office.

For more information, e-mail [CentralCampusCrolls@ctcd.edu](mailto:CentralCampusCrolls@ctcd.edu).

### 5.2 Verifying Certified Class Rolls

#### Distance Learning Courses, Blended Courses, and Traditional Courses

CTC has implemented new guidelines for completing and returning certification rolls via E-Forms for distance learning (TD) course sections. The week prior to submitting electronic certification rolls, faculty will receive an email stating the exact date when rolls need to be certified. Attached to the email faculty will also receive detailed instruction on how to send a cert roll. Please note that TD sections should be sent to Inbox, DL, while TDD sections go to INBOX, Dual Credit, and TM sections go to INBOX, Central.

For more information, [dlocert@ctcd.edu](mailto:dlocert@ctcd.edu) e-mail or [CentralCampusCrolls@ctcd.edu](mailto:CentralCampusCrolls@ctcd.edu).

#### Open-Entry, 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

With the implementation of the new drop and census-cert roll policy effective with the Spring 2017 classes and subsequent revision dated 2/28/2017 more issues arose resulting in yet another change to the document. Changes are necessary to ensure only eligible students receive their Title IV financial aid, Veterans Education benefits, and the college adheres to state and federal reporting and refund requirements.

1. Instructors are required to keep attendance through the census date by requiring students to complete one academically related activity (graded or non-graded) PRIOR to the census date.
2. The day AFTER the class census date, the instructor must complete the eForm Census-Certification Roll (Cert Roll) and check the Never Attended block for any student to include a GoArmyEd student who has not attended or participated in the class or contacted the instructor. Instructors do not need to post a grade in WebAdvisor or complete a Faculty Withdrawal form for students who never attended/participated in the class during the census period.

Note: Although GoArmyEd students can be dropped for nonparticipation, GoArmyEd students will remain on the instructor's class roster. Because GoArmyEd students cannot be dropped on the GoArmyEd portal, the instructors will post a final grade for the GoArmyEd student at the end of the course. GoArmyEd students are in the cross-listed sections with four-digit section numbers starting with just numbers (such as 0001, 0067, and 2123) or one letter followed by three numbers (such as T112, U020, and C040).

3. The applicable Campus/Site location staff who receive the instructor's Cert Roll are responsible for processing any student drops in Colleague with no grade. Campus/Site location staff must process drops within 24 hours of receiving the Cert Roll. For students marked never attended, the first day of class will be used as the drop status date in Colleague.
4. Once a student is certified as attending through the census date, a drop cannot be backdated prior to or on the census date.
5. The FN and XN grades will no longer be used. A student who never attended or participated in an online course should have been dropped during the census period. Administrative withdrawals for non-attendance after census date will no longer be processed. Students have the option to drop themselves up to the last day to withdraw. A student who does not complete a course should receive the appropriate

letter grade as determined by the instructor. Excessive absences are determined by the instructor, and an instructor may choose to assign a lower or failing grade in the course.

6. The System Registrar is responsible for creating a weekly report of instructors and staff who do not follow the new procedures. For instructors and staff who are noncompliant, emails will be sent to the instructors and employees with copies to the appropriate department chair/supervisor and dean. The department chairs, supervisors, and deans are responsible for taking appropriate action for instructors and staff who consistently do not adhere to procedures.
7. Except for students dropped due to an institutional error, students will not be reinstated after the course census-cert date unless they meet one of the exceptions listed below. If they meet one of the exceptions, they have five (5) business days after the course census-cert date to request reinstatement. **THERE WILL BE NO REINSTATEMENTS AFTER THAT.**
  - Course is the last class they need to graduate (determined by Student Services).
  - They were on field duty in the military.
  - They have documentation for a medical reason.
  - They had a death in the immediate family.
  - The course will not be offered in the next term.

Other Information Discussed:

If an Early College High School (ECHS) student is dropped from the high school course for which the student is also receiving college credit, the student will received a “W” grade in the CTC course if the drop was initiated after the census date. If the drop was initiated on or prior to the census date, the student is dropped from the college course without a grade.

#### 5.4 Auditing a Class

You may have students who are auditing the course in your classroom or in your online class. Auditing is on a space-available basis, and not all courses such as internships are available to audit. Courses cannot be converted from audit to credit or credit to audit, and transcripts are not issued. Audited courses do not apply to a degree and are not eligible for financial aid and veterans education benefits. Students are not subject to class attendance and are excused from class on days/times of exams. Instructors will not accept papers, tests, or exams from auditing students.

The instructor will know about the auditor in advance and will need to grant permission for the students to audit the course. Here’s the process. About one week before classes start, an individual who wants to audit a class will complete the Audit/Registration Request eForm and submit the form to the Central Records Inbox. Central Record staff will verify the class

section availability and contact the instructor. The instructor approves or disapproves the request and notifies the Central Records Office staff of the decision. Central Records staff will notify the individual if the request is approved or denied, and coordinate registration with the individual if appropriate. If the request is disapproved, the individual may select a different course and re-submit another eForm request.

## 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/locations/central-campus/student-support/student-success-persistence/>

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

### 6.2 Class Attendance

See 5.3 Drop/Add Policy

### 6.3 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.

For more information, visit <http://www.ctcd.edu/students/current-ctc-students/academic-policies/>

### 6.4 Assessments

Assessments of student learning is important to measure the student's progress. All assignments should be listed in the course syllabus along with the weights given to each assignment. Assessments can be hands-on exercises, mostly suitable in vocational programs, or through written exams, papers, discussions, etc. All assessments should line up with the learning outcomes identified in the syllabus.

## 6.5 Withdrawal Process

Please see 5.3 Drop/ Add Policy.

The instructor cannot withdraw a student from the course. It is the student's responsibility to officially withdraw from a class, within the permitted time, if circumstances necessitate.

## 6.6 Instructor Absence

If an absence is anticipated, the professor should coordinate with the Department Chair for a substitute during the absence. If at all possible, personal appointments should be scheduled outside of class times. In fairness to students who have paid for the course, instructors should try to be present in every class and begin class on time.

Sick leave, which is available only to full-time employees, is authorized only when a valid need arises.

Bereavement leave, which is available only to full-time employees, is authorized under specific guidelines.

For details on absences/leave, visit <http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/300-leaves-holidays-vacations/>

## 6.7 Emergency Evacuation and Drills

Employees, students, and visitors are expected to play an active role in reducing injury and losses by adhering to procedures for the evacuation of buildings in the event of an emergency. Please familiarize yourself with Policy No. 110: Emergency Evacuation and Drills, located in the CTC Safety Policies and Procedures Manual at <http://ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/Risk%20Management/Safety%20Manual.pdf>. The overriding goal of this policy is to ensure everyone evacuates quickly and safely.

## 6.8 Emergency Lockdown Procedures and Drills

In the event of an emergency, employees, students, and visitors are expected to play an active role in reducing losses by adhering to Policy No. 111: Emergency Lockdown Procedures and Drills, located in the CTC Safety Policies and Procedures Manual at <http://ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/Risk%20Management/Safety%20Manual.pdf>. The overriding goal of this policy is to ensure everyone remains safe and not endanger the safety of others.

## 6.9 Safety Guidelines for Active Shooter Situations on Campus

An active shooter is a person or persons who appear to be actively engaged in shooting, killing, or attempting to kill on campus, or in the vicinity of the campus. It is important for faculty to know how to appropriately react during this type of situation. For specific

information please review Policy No. 115: Safety Guidelines for Active Shooter Situation on Campus, which is located in the CTC Safety Policies and Procedures Manual at <http://ctcfacstaff.ctcd.edu/ctcfacstaff/assets/File/Risk%20Management/Safety%20Manual.pdf>.

#### 6.10 Zero Tolerance Policy Statement

A zero tolerance policy is one which requires an appropriate penalty be imposed, based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a “zero tolerance policy”, CTCD will take appropriate disciplinary action for every weapon, threat, incident of hazing, stalking, harassment or discrimination, sexual misconduct, and/or violent act that is reasonably substantiated through investigation. CTCD may also take disciplinary action for certain violations reported off campus, to the extent these violations may have an impact on the campus. This includes, but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, and illegal conduct.

For specific information please review Policy No. 315: Zero Tolerance Policy Statement, which is located in the CTC Safety Policies and Procedure Manual at <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/700-safety/>

#### 6.11 Drug Free Workplace

The purpose of Policy No. 225 in the Human Resource Management Operating Policies and Procedures Manual is to ensure the workplace is free from illegal use, possession or distribution of controlled substances, dangerous drugs or alcohol. This policy prohibits the illegal possession, misuse, abuse and distribution of illegal drugs, prescription drugs and alcohol.

For additional information visit <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/>

#### 6.12 Smoking & Tobacco Use

CTCD Central Campus is a tobacco-free environment. The use of all tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, hookahs and vapers are prohibited.

For detailed information regarding Policy No. 230: Smoking & Tobacco Use, click on <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/>

#### 6.13 Inclement Weather

CTCD does not expect its employees or students to risk personal injury in order to maintain regular operating hours. Therefore, during periods of inclement weather or threat of inclement weather, CTCD may choose to curtail or limit operations if in the view of the

Chancellor, his designated representative, or the non-Texas Campus Deans the continuation of operations might create a significant risk of injury or illness to students or employees. The status of Fort Hood's military operations and the area public school systems will be considered for decisions regarding Central Campus. Regardless of the Campus decision, it remains the responsibility of the individual employee/student to assess and evaluate their situation.

All faculty are encourage to sign up for emergency text alerts via e2Campus on Web advisor and keep phone numbers updated to receive text alerts. The inclement weather line is (254) 501-3100.

For specifics regarding Policy No. 125: Inclement Weather (same as Policy No. 720 in the Human Resource Management Operating Policies and Procedure Manual) visit <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/700-safety/>

#### 6.14 Obligation to Report Child Abuse

HR Policy No. 222: Obligation to Report Child Abuse provides guidelines regarding proper notification about child abuse. Under Chapter 261 of the Texas Family Code any person who has reason to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect to the Texas Department of Family and Protective Services ("DFPS") or to a state or local law enforcement. This responsibility is applicable to all members of the CTCD community, whether administrators, faculty, staff, students, or others. "Professionals," a designation which includes "teachers, nurses, doctors, day-care employees and employees of a clinic or health care facility that provides reproductive services," have a higher duty to report than anyone else; they must make a report within 48 hours after suspecting child abuse or neglect. A "child," in Texas, is a person under 18 years of age who has not been married and who has not had the disabilities of minority removed for general purposes.

For additional information click on <http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/200-workplace-environment/>

## 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 [systems.registrar@ctcd.edu](mailto:systems.registrar@ctcd.edu).

### 7.2 Grade Books

#### Online Courses and Other Grade Books Maintained in Blackboard

Approximately one week before the end of the semester, faculty 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](mailto: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 [systems.registrar@ctcd.edu](mailto:systems.registrar@ctcd.edu) within 5 working days after the last day of class.

For more information, e-mail [grades.ctam@ctcd.edu](mailto:grades.ctam@ctcd.edu) or [systems.registrar@ctcd.edu](mailto:systems.registrar@ctcd.edu).

### 7.3 Grade Change

Grade changes must be submitted on the Eform Change of Grade – Internal form to the Systems Registrar's Office.

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](mailto:systems.registrar@ctcd.edu).

### 7.4 Incomplete, Course in Progress (IP)

Students who receive an IP have up to 110 days after the end of a semester to complete course requirements. It is advised that you adjust that time based on the amount of work to be completed. Once students have successfully completed the assignments an Eform Change of Grade – Internal must be submitted to the Systems Registrar's Office.

Note: After the allotted 110 days, an IP is automatically converted to an F. If that occurs, a Change of Grade Request Form must be submitted to [systems.registrar@ctcd.edu](mailto:systems.registrar@ctcd.edu).

## 7.5 Commencement

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

You will receive notification concerning how and when to place your order for your regalia.

## 7.6 Student Evaluations

Our accrediting body SACSCOC and the Department of Education require student evaluations in all areas. Every teacher is obligated to encourage students to complete a course evaluation and direct them to the location of the evaluation form which is [http://soarapp.ctcd.org/online\\_forms/course\\_evaluation/course\\_eval\\_form.cfm](http://soarapp.ctcd.org/online_forms/course_evaluation/course_eval_form.cfm). At this site, students can elect to evaluate classroom (lecture, Face-to-face), hybrid, online, blended, or multimedia courses.

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://ctcd1.ctcd.edu/hb2504/evals/all\\_crs\\_eval\\_sum\\_select.cfm](http://ctcd1.ctcd.edu/hb2504/evals/all_crs_eval_sum_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 use Firefox or Chrome to 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/>

- 8.1d The Central Texas College Student Handbook

<https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf>

- 8.1e The Central Texas College Human Resource Manual

<http://www.ctcfacstaff.ctcd.edu/faculty-staff/human-resources/human-resources-policies-and-procedures-manual/>

- 8.1f Central Texas College Risk Management <http://ctcfacstaff.ctcd.edu/faculty-staff/risk-management/>

- 8.1g Educational Program Guidelines

The Educational Program Guidelines (EPG) document provides information, procedures, and guidance to be followed in the implementation, administration, and management of educational programs. The guidelines and procedures contained in the EPG apply to all Central Texas College personnel regardless of location and regardless of the method of instructional delivery.

The Educational Program Guidelines are available  
<http://ctcfacstaff.ctcd.edu/faculty-staff/institutional-accountability-curriculum-support/instructional-program-support-services/educational-programs/>

## 8.2 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.

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

## 8.3 Faculty Professional Development Plan

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.

## 8.4 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. All travel MUST be approved in advance.

For more information, visit <http://www.ctcd.edu/about-ctc/leadership/board-of-trustees/board-documents/board-document-3671/>

## 8.5 Physical Education Center and Natatorium

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 Department of Physical Education 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/locations/central-campus/fitness-sports/>.

## 8.6 Faculty Participation in Governance

Faculty are generally responsible for ensuring achievement of appropriate student learning and academic program outcomes; thus, it is the intent of the college for the faculty to be active participants in cooperation with the Administration on implementing academic procedures such as syllabi, grading, attendance, textbook adoption, student disciplinaries and appeals, professional development, curriculum, and other matters related to instruction.

Committees on which faculty currently serve include, but are not limited to, the QEP FAST Advisory Board, IACs, Curriculum Review Committee, Enrollment Management Committee, Employee Benefits and Pension Plan, Department Chair meetings, Student Appeals Committee, the Big Event Committee, Strategic Planning, Institutional Effectiveness meetings, and a number of hiring and other ad hoc committees.

The College also encourages Faculty to attend Board meetings and community functions to learn more about the College's role and represent the College in civic events in order to understand CTC's mission and constituencies as they apply to academic programs and student learning.

Thus, faculty play a vital role in shaping academic policy, procedures, and governance in academic matters.

## 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.

For more information, visit <http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/>

### 9.3 Academic Advising Services

The Academic Advising 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.

For more information, visit <http://www.ctcd.edu/locations/central-campus/student-support/guidance-counseling/>

### 9.4 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/>.

## 9.5 Student Life

The Student Life Activities 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.

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

Formal Complaint Process: Students who wish to file a formal complaint may do so by completing the appropriate form at this link: <http://www.ctcd.edu/forms-1/student-forms/>.

Refer to the Central Texas College Student Handbook for details.

## 9.6 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.

For details, visit <http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/>

## 9.7 Child Care Assistance Program

The Student Success Center Childcare Assistance service provides assistance to currently enrolled students who meet specific guidelines. Students who wish to be considered for childcare assistance should locate details at <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/textbook-lending-childcare-assistance/>

## 9.8 Textbook Lending Program

Textbook loan assistance is provided to career and technical students in the central campus area who meet specific guidelines.

For details, visit <http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/textbook-lending/>

## 9.9 Veteran Services

As part of the VetSuccess on Campus 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, visit: <http://www.ctcd.edu/students/military-students-veterans-and-spouses/veterans/>

Email: [james.morgan@ctcd.edu](mailto:james.morgan@ctcd.edu) or [william.miller@ctcd.edu](mailto:william.miller@ctcd.edu)

## 9.10 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/>.

## Section 10. Institutional Accreditation and Related Items

### 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/about-ctc/accreditation/>

### 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. All faculty are asked to participate and comply with QEP and Institutional Effectiveness initiatives.

For review past and current plans, visit <http://ctcfacstaff.ctcd.edu/faculty-staff/institutional-accountability-curriculum-support/institutional-effectiveness/quality-enhancement-plan/>

### 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://ctcfacstaff.ctcd.edu/faculty-staff/institutional-accountability-curriculum-support/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

CTC's students and instructors are worldwide, and the majority of the students 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 these acronyms:

All Military: <http://www.acronymlist.com/cat/us-military-acronyms.html>

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

DoD Dictionary: <https://apps.dtic.mil/dtic/tr/fulltext/u2/1029823.pdf>

## 11.3 Quick Reference Contact Numbers

Bookstore .....	(254) 526-1219 .....	www.ctcbookstore.com
Campus Police .....	(254) 526-1200	
Distance Learning .....	(254) 526-1296 .....	online.mentors@ctcd.edu
Employment Services .....	(254) 526-1158	
Financial Aid.....	(254) 526-1559/1508	
Guidance and Counseling .....	(254) 526-1226 .....	guid.cou@ctcd.edu
IT/Help Desk.....	(254) 501-3103	
Library .....	(254) 526-1621 .....	referencerequest@ctcd.edu
Maintenance .....	(254) 526-1196	
Payroll .....	(254) 526-1155	
Records .....	(254) 526-1133	
Registration.....	(254) 526-1131	
Student Services.....	(254) 526-1298 .....	student.services@ctcd.edu

## 11.4 Glossary of Terms and Acronyms

FERPA	Family Educational Rights and Privacy Act
FMLA	Family Medical Leave Act
GoArmyEd	registration portal for active duty Army
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
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
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