



ALVIN COMMUNITY COLLEGE
FACULTY
HANDBOOK

2017



Welcome to ACC!

ACC takes pride in having served area students for over half a century. Faculty members come from many diverse backgrounds and each brings a unique strength to the College Community. As fellow Faculty, we hope that your experiences here at ACC are rewarding and productive and that this handbook will help acquaint you with the policies and procedures of the institution. As the College continues its strong commitment to high quality academic and technical programs there is no question that you will be an integral force in providing excellence in education and leadership well into the twenty-first century.

TABLE OF CONTENTS

BACKGROUND INFORMATION	4
HISTORY	4
VISION STATEMENT	4
MISSION STATEMENT	4
INSTITUTIONAL GOALS.....	4
BOARD OF REGENTS	5
ACCREDITATION	5
TEXAS HIGHER EDUCATION COORDINATING BOARD.....	5
COLLEGE PUBLICATIONS	5
CODE OF PROFESSIONAL ETHICS	6
FACULTY INFORMATION	7
ACADEMIC FREEDOM	7
ACADEMIC JURISDICTION OF FACULTY	7
CLASSIFICATION OF FACULTY.....	7
COPYRIGHT REGULATIONS	8
FACULTY GOVERNANCE.....	8
INTELLECTUAL PROPERTY RIGHTS.....	8
OUTSIDE EMPLOYMENT	8
COURSE INFORMATION	8
ATTENDANCE / ABSENCE / TARDINESS OF STUDENTS	8
AUDITING CLASSES.....	9
CENSUS ROSTERS/CENSUS ENROLLMENT REPORTING	9
CHILDREN IN CLASSROOMS / UNATTENDED MINORS.....	9
CLASSROOM CONDUCT	10
COURSE SYLLABUS & CURRICULUM VITAE.....	10
DISTANCE EDUCATION COURSES.....	10
EMERGENCY NOTIFICATIONS.....	11
EXAMINATIONS / MAKE-UPS / FINALS	11
GRADE BOOKS	11
GRADE CHANGES / INCOMPLETE GRADES	11
HOLIDAYS	12
INSTRUCTIONAL COMMITMENT	12
OFFICIAL GRADE REPORTS.....	12
RELIGIOUS HOLY DAYS.....	12
SCHOLASTIC INTEGRITY	12
DIVISION AND DEPARTMENT INFORMATION	13
BUDGET	13
CLUB SPONSORSHIP	13
CURRICULUM DEVELOPMENT / REVISIONS	13
END OF SEMESTER CHECK-LIST (ADJUNCT FACULTY).....	13
FACULTY CREDENTIALS AND TRANSCRIPTS.....	13
FACULTY ID'S	13
FACULTY OFFICES.....	14

FERPA.....	14
FIELD TRIPS.....	14
GRADE APPEAL PROCESS.....	14
GRADUATION	15
MAILBOXES / PHONE MESSAGES.....	15
OFFICE HOURS (FULL-TIME FACULTY)	16
OFFICE HOURS – OPTIONS FOR ADJUNCT FACULTY.....	16
OVERLOADS	16
PARKING / VEHICLE REGULATIONS	16
PERFORMANCE EVALUATION PROCESS	16
PROFESSIONAL DEVELOPMENT	17
RECORD KEEPING.....	17
FACULTY WORKLOAD (FULL-TIME FACULTY)	17
TENURE.....	17
TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ)	17
INSTRUCTIONAL PLANNING & PROGRAM EVALUATION	18
THE OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH	18
INSTITUTIONAL STRATEGIC PLAN	18
COURSE EVALUATIONS.....	18
SUPPORT SERVICES	19
CAREER SERVICES.....	19
CENTER FOR SUCCESS	19
CLASSROOM TECHNOLOGY	19
COLLEGE AND CAREER PATHWAYS	19
COLLEGE STORE.....	19
COPY CENTER.....	20
LIBRARY SERVICES	20
MARKETING AND COMMUNICATIONS.....	20
TESTING CENTER.....	21
TUTORING CENTER / LEARNING LAB.....	21
WIRELESS INTERNET ACCESS.....	21
STUDENT INFORMATION.....	21
ADMISSIONS / ADVISEMENT / REGISTRATION	21
AMERICANS WITH DISABILITIES ACT	21
ASSESSMENT AND CARE TEAM (ACT).....	21
APPENDIX	23
COURSE SYLLABUS	A
COURSE COMPLETION CONTRACT.....	B
VEHICLE REQUEST	C
STUDENT TRAVEL FORM.....	D
COLLEGE SPONSORED TRAVEL RELEASE FORM	E
FULL-TIME FACULTY COURSE LOAD FORM	F

Background Information

History

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and College Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a current enrollment that exceeds 5,000. During this period of growth, Alvin Community College has had five presidents. ACC's current President, Dr. Christal M. Albrecht, has served as the Chief Executive Officer since 2014.

Vision Statement

"As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College's focus will be to promote student success, enhance quality of life and support economic development."

Mission Statement

"Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves."

Institutional Goals

- 1** Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion, and success.
- 2** Alvin Community College will plan and develop a campus in the vicinity of the west side of the college taxing district, and address facilities' needs and technology upgrades for the existing campus.
- 3** Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.
- 4** Alvin Community College will develop programs and partnerships to meet employment needs of the community.
- 5** Alvin Community College will maximize the acquisition of revenue, taking into consideration the interests and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.

6 Alvin Community College will strengthen its human resources capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

Board of Regents

Alvin Community College is guided by a nine member [Board of Regents](#). Each member is elected to a six year term, and all members serve at-large. The Board is responsible for the adoption of a [Policy Manual](#) to guide legal and local expectations for the College.

Accreditation

Alvin Community College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#). The next ten year reaffirmation occurs in 2021.

Texas Higher Education Coordinating Board

The [Texas Higher Education Coordinating Board \(THECB\)](#), is a statutory 9-member board appointed by the Governor. State funding appropriated by the Legislature for academic programs is administered by the Board. It reviews and approves degree programs, and is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education. Curricula and courses are guided by the THECB through an [Academic Course Guide Manual](#) and the [Guidelines for Instructional Programs in Workforce Education](#).

College Publications

The [ACC Catalog](#) details admissions requirements, course offerings, grading system, student services, and tuition and fees. It also gives general information about the College, lists the faculty and administrators, and contains the College calendar. The ACC Catalog is available to students online or through the Admissions and Student Services office. Copies for faculty and staff are available through the Admissions Office.

The [ACC Course Schedule](#) lists the courses offered each semester. Instructions for registration and compliance with local assessment and/or Texas Success Initiative are also included. Schedules are available online or through the Admissions and Student Services Offices.

The [ACC Fact Book](#) is published by the Office of Institutional Effectiveness and Research. It presents statistical information on such topics as enrollment figures, College curricula, student characteristics, budget and finance, and faculty and staff.

The [ACC Organizational Chart](#) provides a visual representation of the College's administrative, divisions, and departments as reference for all employees.

The ACC Student Handbook reviews programs, services, policies and procedures governing students.

Faculty, Administrative and Professional Staff Code of Professional Ethics

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
8. The Professional Educators shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
9. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
11. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
12. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

*In this Code the term "colleague" refers to administrators, teachers, non-academic personnel, and any other persons employed by colleges in the educational enterprise.

REFERENCE: Texas Community College Teachers Association, February 20, 1997

Faculty Information

Academic Freedom

Academic freedom is not a privilege of education but a condition of intellectual independence in the classroom. Faculty are entitled to freedom in discussing their subject matter and in expressing their own opinions as citizens of the nation, state, and community so long as they make clear that they are expressing their own opinions and not those of the institution.

The partner of academic freedom is academic responsibility. The responsibility to be professionally competent, professionally behaved, professionally accountable, and professionally respectful falls upon all faculty members. Instruction must adhere to state mandated requirements and outcomes for the course. Faculty should be aware that individual independence is to be exercised with judicious and responsible consideration of the situation.

Details concerning Academic Freedom are available in the Board of Regents Policy Manual [DGC \(Local\)](#) and through the American Association of University Professors ([AAUP](#)).

Academic Jurisdiction of Faculty

Primary responsibility for the quality of the educational program rests with the faculty. All concerns related to general academic matters or specific departmental issues should be brought to the attention of the appropriate Division Dean and/or Department Chair.

Classification of Faculty

Full-time Teaching Faculty is defined as:

1. Holds a term contract of one year or a tenure contract;
2. Teaches no fewer than fifteen (15) semester credit hours each long semester (note: "long" semester is the language used at the College to refer to fall and spring semesters);
3. Conducts all duties and responsibilities as defined in the Faculty Handbook, Board Policy Manual, Administrative Procedures Manual, and employee contract;
4. Receives the employee benefit package; and
5. Works 35 hours per week.

Part-Time Faculty are hired when an insufficient number of full-time faculty are available to cover the courses needed.

Part-Time faculty is defined as:

1. Teaches no more than eight (8) semester hours each long semester (note: "long" semester is the language used at the College to refer to fall and spring semesters);
2. Conducts all duties and responsibilities as defined in the Faculty Handbook, Board Policy Manual, and employee contract;
3. Is compensated on the part-time salary schedule; and
4. Works 19 or less hours per week.

Semester credit hours are the basis for determining faculty instructional loads. The maximum number taught in a fall or spring semester for full-time instructors is fifteen (15). The maximum number of credit hours taught in a semester by a part-time instructor is eight (8). Semester credit hours taught above the maximum are considered "overloads" and must be recommended by the appropriate division dean and approved by the vice-president.

Copyright Regulations

Instruction, scholarship, and research are generally granted “fair use” of copyrighted material. Four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

[Reproduction of Copyrighted Works by Educators and Librarians http://www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

Faculty Governance

The accomplishment of the goals of any educational institution depends on the successful interaction of the administration, faculty, staff, and students. Presidential, standing, and special ad hoc committees serve as the primary channel of communication through which the faculty use their expertise and experience in the development of college policies and procedures. Active participation in the committee process will ensure that new ideas are given every opportunity for discussion and careful consideration. It is important to remember that all committee meetings are open and that any faculty member may address an issue currently under review by any committee. Faculty are expected to serve on institutional committees, including attendance and completion of assignments, as part of their established workload.

Intellectual Property Rights

Alvin Community College is not a research and development institution. As such, research, discoveries, and inventions are not a primary objective of the College. Should such discoveries or creations occur, however, the College’s policy ([CT Local](#)) is to protect the development of the creation while serving the best interest of the public, the creator, and the research sponsor. All copyrights, trademarks, and other intellectual property rights shall remain with the College District at all times.

Outside Employment

Employees of the College are not permitted to engage in any aspect of any business or obligation that conflicts with the proper discharge of their duties. In accordance with Board Policy [DBF\(Local\)](#), all full-time employees are required to annually disclose any outside employment to his or her immediate supervisor in writing. Disclosure is required at the beginning of the academic year or at any time during the year that the employee begins another job.

Course Information

Attendance / Absence / Tardiness of Students

The College recognizes that student attendance and engagement is necessary for success. With that understanding, faculty are required to keep accurate, daily records of attendance in WebACCess. Attendance records are especially important for students receiving Veterans benefits and Pell grants. Faculty may NOT drop students for non-attendance.

Under no circumstances is a faculty member permitted to allow a student to enter or remain in class unless the student's name appears on the official class roster or the student has an official, stamped paid schedule and fee statement.

Excused absences, as defined in ACC Board Policy [FC \(Legal\)](#), include Religious Holy Days and Military Service. Faculty may make their own determination concerning other excused absences, but must make a clear statement in the syllabus of regarding course exception for missed work and excessive absences. Faculty have the discretion and the authority to determine if accumulated absences (including excused absences) preclude any reasonable possibility of successful completion of the course.

Absences in excess of two weeks are to be reported to the office of the Director of Retention and Student Success, along with appropriate recommendations. Students who are repeatedly and disruptively tardy may also be referred to the same office.

Auditing Courses

Audit registration, based upon space availability, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who previously earned credit who need to refresh or revisit skills.

Audit registration is conducted in the Admissions Office on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

Residents of the ACC District who are 65 years or older are permitted to audit up to six (6) hours per semester without payment of tuition and fees, on a space-available basis for any course the College offers (Texas Education Code 54.210).

Students are NOT permitted to attend a class without officially registering for a course, whether credit, non-credit, or audit.

Census Roster / Census Enrollment Reporting

The census roster for each term must accurately reflect enrollment in each class. Enrollment is the basis for our state funding, so accuracy is crucial. Faculty are required to review the rosters carefully and thoroughly and to notify the Registrar of any discrepancies. All Full-time faculty must print, sign, date, and upload their WebACCESS census enrollment roster to G:\\Attendance\\Official Census\\Fall 2017\\Division\\Department. The Roster must be saved as a .pdf and named according to this exact file naming procedure:

MATH_1314_01_SMITH_217FA_Roster

MATH_1314_01_SMITH_217FAM1_Roster

Adjunct Faculty who do not have access to the G:\\drive will follow the same procedure as above by emailing the official day roster to the appropriate division email listed below:

Division of Arts & Sciences email: div.arts.sciences@alvincollege.edu

Division of General Education and Academic Support email: div.gen.ed@alvincollege.edu

Division of Professional, Technical & Human Performance email: div.prof.tech.hp@alvincollege.edu

Division of Legal and Health Sciences email: div.legal.health@alvincollege.edu

Children in Classrooms / Unattended Minors

The college promotes an educational environment that optimizes learning for all enrolled students. Infants and minor children of students are not allowed in classrooms, laboratories, and other instructional facilities of the college. Children

who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus. Only officially enrolled students may attend classes.

Classroom Conduct

Faculty are authorized to establish rules of conduct within the classroom. He/she has the right to suspend a student from class whenever the behavior is believed to be disruptive or inappropriate. Students may also be referred to the [Assessment and Care Team \(ACT\)](#) for assistance.

The student Code of Conduct is published in the Student Handbook. It details both the behavior and conduct for which students may be disciplined and the form the discipline that may be taken.

Course Syllabus & Curriculum Vitae

A course syllabus is a document that contains a description of the course content, the expected learning outcomes, structure of the content, grading policies, faculty expectations, faculty contact information and availability, as well as other related course details. Since a syllabus is designed for students and serves as a guide to faculty expectations, it should be reviewed prior to the beginning of each semester in order to ensure its continued relevance.

Use of the most current ACC Master Course Syllabus template is required and available on G:\Syllabi and CV. For each class taught, faculty are required to provide students with a syllabus prior to or during the first class meeting. Some disciplines create standard departmental syllabi. Other faculty, however, create their own individual syllabi using the ACC Master Course Syllabus template and created in accordance with College guidelines. If the course is a Distance Education course, please contact the Distance Education department for additional requirements.

As required by Texas State Law (House Bill 2504), ACC is required to make all undergraduate course syllabi and the curriculum vitae of each faculty member available via the World Wide Web for each term the course is taught. House Bill (HB) 2504 also requires that the course syllabi and faculty curriculum vitae (CV) remain on the website for a minimum of 2 years. The updated course syllabus for each course section and faculty must be uploaded prior to the first class day.

Faculty are required to have **updated** syllabi and CV uploaded into the Xitracs system no later than **3 days prior to the first class day** for a given semester. Notices of submission deadlines will be sent in advance to all faculty. (Appendix A)

Syllabi content must comply with the requirements of the State of Texas and Alvin Community College or they cannot be posted. A Master Course Syllabus template file is available at G:\Syllabi and CV\Syllabi. Please contact the Division Dean or Department Chair for further information and/or to answer questions regarding these requirements.

- All syllabi must be submitted electronically as a PDF (Portable Document Format) file. **All submitted syllabi must use the following file naming convention:**
COURSENAME_COURSENUMBER_SECTIONNUMBER_FACULTYSLASTNAME_SEMESTER (Example file name: MATH_1314_AHS1_SMITH_216FA)
- Faculty can directly upload a syllabus from any location where Internet access is available. Please refer to the [Xitracs Training Document](#) for detailed instructions or contact the Director of Distance Education at de@alvincollege.edu.

Distance Education Courses

ACC offers distance education instruction in a secure online environment via two delivery methods: Internet (IN) and Hybrid (HY). The [Texas Higher Education Coordinating Board](#) defines distance education as "The formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction." Distance education can include courses and programs offered online, off-campus face-to-face, and electronic-to-groups. Coordinating Board rules recognize two categories of distance education courses: fully distance education courses and hybrid/blended courses. A fully distance education course is defined as "A course which

may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test." A hybrid/blended course is defined as "A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place."

All ACC distance education classes are delivered through the Learning Management System, MyBlackboard. Many faculty also use MyBlackboard as a web enhancement resource to supplement face to face classes. The system can be used for communication, to post documentation, or for assignment and assessments. Web enhanced courses are not considered distance education courses since all instruction occurs in a face-to-face classroom setting.

Faculty log in to MyBlackboard at <https://bb.alvincollege.edu> or by using the [MyBlackboard link](#) on the ACC webpage.

The Distance Education Department offers many opportunities for training in MyBlackboard, online teaching practices, and other technologies to faculty through the College's [Center for Success](#). To review and register for professional development offerings, access the [Registration](#) link on the Center for Success webpage. There is also a [Faculty Resources](#) resource area within MyBlackboard that a repository of help files and tutorials.

Faculty who have technical difficulties or questions regarding Distance Education are encourage to complete the [Blackboard Support Ticket](#) located at the top of the Blackboard log-in screen or in the course menu of any course in Blackboard. Additionally, help is available 7 days a week until 8:00 p.m.

Emergency Notifications

The [RAVE](#) Alert System is a critical information management system used by the college to notify employees and students of inclement weather school closings, school re-openings, and other emergency situations. The system will send notifications to registered home telephones, mobile phones (both voice & text messages), and email addresses on or off campus. ACC employees are automatically registered in the Rave Alert system when they are hired and processed through the Human Resources department.

Examinations / Make-Ups / Finals

Faculty should periodically evaluate their students' understanding of the subject matter in a reasonable and timely manner. Evaluating an entire semester's work on a single grade is NOT considered educationally sound.

All Final Exams are to be administered in accordance with the published final exam schedule each semester. Any deviation from the published schedule must be approved by the Vice President of Instruction.

Grade Books

ACC does not provide a standardized grade book. Faculty may use the Grade Reporting tool in Blackboard or another tool of your choice such as an excel spreadsheet. Whatever form is chosen, the following general guidelines for grade book records should be employed:

- * Identify each class record with faculty's name, semester/year, course number and section
- * Record all grades in labeled columns (e.g., Major Exam 1, Report 2, Final Exam)
- * Record daily attendance

Grade Changes / Incomplete Grades

Grades that have been reported to the Registrar Office may only be changed at the initiation of a faculty member with the approval of the Division Dean and Vice President of Instruction. The policies for grading and making grade changes are detailed in the Administrative Procedures Manual and in the College Catalog (Academic Regulations, Grading).

An incomplete grade (“I”) is only given when a course is nearly completed and when, in the opinion of the instructor, it may be completed with minimal additional work on the part of the student and the instructor. Guidelines for the “I” process follows:

- Prior to an “I” being recorded as a grade, faculty complete a written “I” contract to describe the work needed for completion and a completion date not to exceed the end of the next, subsequent semester.
- A copy of the contract, signed by both the student and faculty, is filed with the appropriate Dean.
- Upon the student’s completion of work contained in the “I” contract, faculty complete and submit a Grade Change form along with a copy of the “I” contract to the Division Dean for approval.
- Once approved, all documentation is submitted to the Vice President of Instruction for signature and submission to the Registrar’s Office.
- If the student fails to complete all work contained in the “I” contract by the stipulated deadline of the subsequent term, the “I” grade will automatically become an “F.” Extensions may be considered for one additional semester if faculty complete an “I” Grade Extension form and submit to the Registrar’s Office. (Appendix B)

Holidays

The College observes holidays as noted on the [academic calendar](#) and published on the College website.

Instructional Commitment

A student enrolled in class has entered an agreement with the faculty of that class for a specified number of contact hours of instruction per semester. Instruction is to be scheduled for each class meeting, including the entire first day of class. Faculty are not to dismiss classes early or to give “walks.”

In the case of an unexpected absence, faculty are required to notify the Dean and/or Department Chair so a substitute faculty member can be scheduled. Substitute faculty must hold the established Faculty Credentials for the discipline and course being taught.

Official Grade Reports

Grades must be submitted through WebACCESS by the designated date and time. Students withdrawn from a course on or before the last withdrawal date receive a grade of W and will not appear on the roster or WebACCESS.

Religious Holy Days

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code 51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absences is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any disagreement about the nature of the absence or if there is a disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction. ([FC Legal](#)).

Scholastic Integrity

Scholastic honesty is expected of all students as described in Board Policy [FLB \(Local\)](#). In situations where dishonesty, plagiarism, cheating, or collusion is encountered, faculty are permitted the options outlined in Board Policy [FM \(Local\)](#).

Division and Department Information

Budget

The College's Board of Regents is required by law to adopt an annual budget of income and expenditures. The budget is adopted during the summer of each year and implemented on September 1st. For information regarding the budget development process contact the Division Dean and/or Department Chair.

All budget managers are responsible for planning, oversight, and expenditures associated with their department. Funds for the purchase of instructional resources and office supplies are allocated in the annual budgets for each department. Faculty should communicate their needs to the Division Dean and/or Department Chair during the budget process. Upon approval of necessary expenditures, purchase requisitions are submitted through the Division Dean according to guidelines established by the Vice President of Administrative Services and the Purchasing Director.

Club Sponsorship

Faculty are encouraged to participate in student organizations, both informally and as sponsors. Faculty interested in being involved with student clubs should contact the [Student Activities Office](#).

Curriculum Development / Revisions

When curriculum changes or new curriculum needs are identified, faculty members play a key role in the development of new or revised courses and programs. Beginning at the departmental level, recommendations are submitted to the appropriate Department Chairs, Division Dean, and Curriculum Committee for review and consideration. Once approved, the recommendations are forwarded to the Vice President of Instruction for approval and submission to the Texas Higher Education Coordinating Board and SACSCOC, if warranted. Final approval for curricular changes rests with the Texas Higher Education Coordinating Board. Approval of all new programs requires approval of the THECB and SACSCOC.

End of Semester Check-List (Adjunct Faculty)

At the end of each semester, all adjunct faculty must return all equipment and materials, keys, software, textbooks, laboratory manuals, reference books, etc. to their respective department offices, unless other arrangements have been made with the Department Chair.

Grade books, final exams, and documentation of the method used to determine final grades should be turned in to the Division Dean's Administrative Assistant Office. Other questions concerning semester check-out should be addressed with the Division Dean's Office.

Faculty Credentials and Transcripts

The ACC Faculty Credentials Guide provides general procedures and a Credentials Guide with institutional requirements for faculty qualifications based on expectations from the Southern Association of Colleges and Schools Commission on Colleges (Standard 3.7.1) and the Texas Higher Education Coordinating Board (THECB).

All faculty members must submit official transcripts that annotate their qualifying degree(s) upon employment with the College. Faculty who earn a new credential, certificate, or additional degree are required to submit updated transcripts and information to Human Resources.

Faculty IDs

All ACC faculty and staff are required to wear a photo ID. IDs are made and distributed in the Student Activities Office.

Faculty Offices

Full-time faculty offices are assigned by the Office of Instruction. Faculty who experience office concerns or would like to request a relocation should contact the Executive Administrative Assistant to the Vice President of Instruction.

A shared adjunct faculty office is located in the Liberal Arts Building (G-100) to provide a work/service area that is equipped with computers, printers, telephones, and lockers. The Evening Program Administrative Assistant's office is also located in the G building and available to assist faculty during posted evening hours.

FERPA (Family Education Rights and Privacy Act and Access to Student Records)

The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student as referenced in Board Policy [GAA \(Legal\)](#).

Field Trips

Faculty who wish to take students on field trips should follow these procedures:

- * Request approval from the department chair or Division Dean.
- * Complete Vehicle Request Form (sample, Appendix C), available from Campus Police.
- * Complete Student Travel Forms (sample, Appendix D-E) from Campus Police or Student Activities Office.
- * Have each student complete the form and distribute completed copies as the form instructs.

Grade Appeal Process

The grade appeal process ([FLDB \(Local\)](#)) states that a student has one year from the date a grade is assigned to submit a grade appeal. A student is not be permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. In addition, disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal. In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal process to request a grade change by submitting a written grade appeal to the appropriate Dean that contains the basis for the request. A copy of the student's grade appeal shall be forwarded to the faculty member, and he or she shall provide a written response to the appropriate Dean within five College District business days.

Once the faculty member has provided his or her response to the appropriate Dean, the Dean shall meet with the student to discuss the written response and seek resolution of the dispute. The Dean shall provide a written response to the student and faculty member with his or her decision. The student shall be permitted to appeal the Dean's decision by submitting a written grade appeal to the Vice President of Instruction.

Upon receipt of an appeal, the Vice President, Instruction shall schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days. If an appeal is referred to the Academic Appeals Committee, the Vice President of Instruction shall notify the student of the date and time of the committee meeting and of the student's rights regarding the Academic Appeals Committee process.

The chairperson of the Academic Appeals Committee shall set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the faculty member to each make a presentation and provide rebuttal and an opportunity for questioning by the members of the Academic Appeals Committee. The Academic Appeals Committee shall then consider the grade appeal, make its decision, and prepare a final report for the Vice President, Instruction. The Vice President, Instruction shall notify the student, faculty member, and the appropriate Dean of the committee's decision. Further appeals shall be made in accordance with [FLD \(Local\)](#), beginning at Level Three.

Graduation

Graduation ceremonies are held twice each year at the end of the Fall and Spring semesters. Full-time faculty attendance at graduation is a contractual requirement. Faculty are also encouraged to attend other graduation or pinning ceremonies sponsored by ACC.

The College provides a portion of faculty regalia. Caps and gowns are provided at no charge, while the appropriate hoods must be purchased through the College Store or another provider.

Mailboxes / Phone Messages

All full-time and adjunct faculty are assigned a mailbox on the main campus. Official College communication is distributed to faculty through individual mailboxes and via email. Memos and record-keeping data may be placed in faculty mailboxes at any point throughout the day. It is imperative that faculty, both full-time and adjunct, check their mailboxes frequently. Personal mail may be sent from the mailbox in the College Store. The mail room staff (A124) should be notified in advance of bulk mail outs.

Individual offices at ACC have direct-access phone lines. The phone number on the Main Campus is (281) 756-3500. This number should NOT be used on the course syllabus as an available phone number for students to reach faculty. Communication should be to the direct phones in faculty offices. Emergency phone messages cannot be routed to faculty by the Division offices or by Campus Police. Emergency phone messages to students should be routed through Campus Police.

Office Hours (Full-Time Faculty)

Faculty are required to be in their office and available to students during their posted office hours. If a faculty must miss a designated office hour assignment he/she must turn in personal business leave for the time missed. If a faculty is ill or has a medical or dental appointment, he/she must turn in the appropriate leave form to the Division Dean's office. All leave should be requested and approved PRIOR to the time being taken, except for illness.

Full-time faculty are expected to schedule, post, and maintain regular office hours specific to their assigned instructional departments. Office hours are primarily reserved for class preparation, student conferences, and meetings with administration. Full-time faculty must set their hours according to the following guidelines:

- Faculty schedule - class meetings and office hours must be posted on or near office door within the first week of the semester.
- Office hours must be scheduled for each working day of the week (Mon-Fri for long terms).
- Office hours before 8:00 a.m. may only precede the faculty's first class by one hour.
- Evening faculty should be available immediately before and after each class session.
- Internet courses: The faculty will develop a consistent schedule of availability with the Department Chair or Division Dean for each class in this format. It is especially important for these faculty to be available during the first days of class.
- During summer semesters, faculty are required to maintain one office hour per 3 hour class. All other teaching assignments will have pro-rated office hours based upon consultation with the Division Dean.
- Office hours after 5:00 p.m. may only count toward the contractual/required 10 hours per week if they follow a late afternoon class or precede an evening class.
- At least one office hour per week should be scheduled between 8:00 a.m. and 12:00 noon on Fridays.

Please note that any modification to the above office hour guidelines must be approved by the appropriate Division Dean.

If a faculty member has arranged an appointment with a student and it cannot be kept, faculty must contact the student as soon as possible in order to reschedule or cancel the meeting. The faculty must receive confirmation from the student that they know the meeting has been changed. Sending the student an email or leaving voice mail message is an initial way to communicate, but faculty must hear back from the student before considering the appointment cancelled or changed.

Full Time faculty members must complete the **Full-Time Faculty Course Load** (Appendix F) form each semester indicating their daily class meeting times, overload sections, and scheduled office hours. A copy should be submitted to the Dean for approval. Once approved, an electronic copy will be forwarded to the Vice President of Instruction.

Office Hours - Options for Adjunct Faculty

In consultation with the Department Chair, adjunct faculty members are required to schedule times of availability for student consultations. Guidelines include:

- Use of the Adjunct Office in G-100 is encouraged.
- Faculty should plan to arrive at least 15 minutes prior to class start time and be prepared to stay at least 15 minutes following the end of class.
- Provide appropriate telephone numbers to students.
- Provide an ACC e-mail address to your students.
- Maintain availability during all lab time.

If a faculty member has arranged an appointment with a student and it cannot be kept, faculty must contact the student as soon as possible in order to reschedule or cancel the meeting. The faculty must receive confirmation from the student that they know the meeting has been changed. Sending the student an email or leaving voice mail message is an initial way to communicate, but faculty must hear back from the student before considering the appointment cancelled or changed.

Overloads

Faculty members may be approved for one overload per semester with Division Dean approval, [DJ \(Local\)](#). A request to exceed one overload requires a rationale of departmental need by the Dean and approval by the Vice President of Instruction. Note: Overload compensation is not paid until the defined faculty workload has been met for a given semester (fall, spring, summer).

With each overload assignment, faculty are also required to add one additional office hour for student availability. Faculty members should consult with the Division Dean regarding specific overload questions.

Parking / Vehicle Regulations

Vehicles on campus must be registered with [Campus Police](#). Faculty receive parking permits that limit parking to areas painted with white stripes and designated "Faculty/Staff parking." There is no assigned parking in these areas. The College assumes no responsibility for damage to or losses from parked vehicles. On campus automobile accidents should be reported to Campus Police in the form of an accident report available from the Campus Police.

Performance Evaluation Process

Full-time faculty receive performance feedback through an annual classroom observation and written performance appraisal. Adjunct faculty members will be evaluated during their first semester of teaching and annually thereafter using classroom observations and course evaluations. The appropriate supervisor (or designee) completes the classroom observation, written appraisal, and meets with the faculty to review job performance, provide direction for improvement as needed, discuss professional development activities, and establish future goals. Following completion of the process, the documents are signed by both the faculty and supervisor prior to submission of all original documentation to Human Resources. A copy of the Performance Evaluation is also provided to the faculty member.

Performance Evaluations also provide supervisors with data for decisions regarding promotion, tenure, and future contracts or non-renewal. Details concerning the annual Performance Evaluation process are available through Human Resources.

Professional Development

Continuing professional growth is expected of all ACC full-time faculty members. Faculty are strongly encouraged to participate in and support all college activities, especially those organized and/or participated in by students (e.g., drama productions, musical performances, athletic events, guest speakers, etc.). Within the first few weeks of employment, Division Deans should work with new faculty to create a professional development plan. The [ACC Center for Success](#) is an on campus resource for professional development.

Adjunct faculty members are expected to remain current in the discipline taught and are invited to attend conferences and seminars held on campus. Attendance at all college Convocations are mandatory; any exception must be pre-approved by the Division Dean.

Record Keeping

For faculty members, the most significant functions of the Registrar's Office include maintenance of student records, preparation of and adjustments to official class rosters, processing course and student withdrawals, and processing course grades.

Accurate and timely record keeping is a crucial element of any institution of higher learning. The information provided by faculty is the basis for a number of reports filed with outside agencies that directly relate to operations and funding. Official Class Rosters identify the name and number of students registered for classes and their attendance must be documented (verification from these records is frequently required for audit purposes). The faculty copy of the final grade sheet is submitted to the Registrar's Office and should be kept for three years. Actual grade sheets should be on file for at least one year, including original Incomplete Grade "I" contracts. All student work should be returned to students except assignments or tests that must remain secure.

Faculty Workload (Full-Time Faculty)

A thirty-five (35) hour per week workload for faculty is in accordance with the unique instructional demands that exist within each department. The 35-hour per week load consists of instructional, both direct and supplemental, and non-instructional duties. The institution reserves the right to assign other duties to faculty as needed.

Faculty load manuals are maintained by the Dean, Department Chairs, and the Human Resources Department. All full-time faculty are subject to assignment at any day/time and ACC instructional locations (e.g. dual credit and TDCJ sites). Deans and Department Chairs collaborate to establish teaching assignments and schedules subject to approval by the Vice President of Instruction.

Tenure

Prior to October 1st of the fifth year of full-time service at ACC, a faculty member may submit a written request for tenure to the Tenure Review Committee. An application packet is available in the Human Resources Department that contains specified year-to-year activities involving cooperative action by both the faculty member and Division Dean in order to qualify for tenure. Failure to complete with the required elements may jeopardize a tenure appointment. Additional information about tenure may be found in HR.

Texas Department of Criminal Justice (TDCJ)

ACC provides academic and technical instruction at multiple units of the Texas Department of Criminal Justice. All faculty are subject to assignments at TDCJ units. The regulations of TDCJ require all faculty teaching at prison facilities to be

fingerprinted, have a TDCJ background check, and attend annually scheduled security information seminars. For further information about these requirements, contact the Division Dean or Director of TDCJ Programs.

Instructional Planning & Program Evaluation

The Office of Institutional Effectiveness and Research

The OIER department coordinates all course evaluations and other school wide surveys such as SENSE and CCSSE. The office also provides historical and comparative data about the college.

At Alvin Community College, all surveys or focus groups given on campus or electronically must have prior approval by the OIER before they can be distributed. OIER staff are available to assist with the design and implementation of surveys or provide any data needs. Please contact the office at 281-756-3663 or psanger@alvincollege.edu for assistance.

Institutional Strategic Plan

The Alvin Community College 2016 - 2021 [Strategic Plan](#) was developed during the 2015 year. It represents the culmination of a comprehensive institutional assessment, and the development of a five-year strategic plan that will guide the college into its next era of higher education services to students and the region. Additionally, the mission, vision, and Integrated Planning Model for the College are included in its Strategic Plan.

Course Evaluations

Any effective evaluation of instruction and content includes student input. The primary objective of course evaluations is to improve teaching and learning. It is important that faculty know how they are being perceived by students. Students are the main source of information about (a) the accomplishment of important educational goals such as the development of motivation for continued learning, and (b) areas of rapport, degrees of communication, and the existence of problems between faculty and students.

Alvin Community College uses a [Course Evaluation](#) form developed by a committee of faculty and the Institutional Effectiveness and Research department. The form consists of several limited response items as well as open-ended questions. The evaluation is to be administered in the classroom or online, depending on the course format.

Ample time is to be given students to complete the evaluation. Specific instructions are issued with each evaluation cycle. Each semester, every course section will be evaluated.

The questionnaire data will be tabulated and summarized by the Office of Institutional Effectiveness and Research. The aggregate results will be posted on a link in the Alvin Community College website per the regulations of HB 2504 and the student comments will be provided to each faculty.

Evaluation forms with written comments will be digitized and retained for six years. Faculty are expected to review results of each semester's course evaluations prior to the beginning of the next semester.

Faculty results will be reviewed by the respective Division Dean and/or department chair. Corrective or improvement plans are to be developed for faculty who have such scores.

Support Resources and Services

Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Center for Success

The [Center for Success](#) is the primary source of professional development for faculty and staff at Alvin Community College. The Center promotes student learning and success by ensuring that faculty and staff have the learning resources, support, and opportunities to assist them in reaching their full personal and professional potential. The Center for Success is committed to three key strategies:

- Support faculty and staff through programming, services, and resources.
- Connect faculty and staff through the College's Online Community.
- Recognize excellence in teaching and learning through an awards program.

The Center for Success website provides a variety of resources and information to assist with professional development including descriptions of the events, online registration links, links to self-help training, access to the Online Community, and recognition of award recipients and award opportunities. The Center is located in A-164, and faculty are encouraged to submit suggestions and/or questions to cfs@alvincollege.edu.

Classroom Technology

A variety of instructional media (AV) is provided to assist faculty in the classroom. For instruction of use or troubleshooting classroom technology, contact Media Services at ext. 3569 or 3570.

College and Career Pathways

With an increased state and national focus on pathways to success for our students, ACC's Department of College and Career Pathways focuses on the creation and expansion of comprehensive pathways to college and career programs. While the department previously focused solely on the Dual Credit program, the CCP department now provides leadership for prior learning assessment, articulated credit, ACEs credit for military service, and the development of meta-majors and guided pathways for all programs. Additionally, College and Career Pathways personnel will work collaboratively with college and university representatives to expand educational pathways and increase articulation agreements for greater transferability of coursework, increased student success, and decreased time to completion.

College Store

ACC's [College Store](#), located in the Student Activities building, is a local bookstore serving students, faculty and staff. While their primary goal is to ensure the availability of reasonably priced textbooks and course materials for students, they also provide many other items such as school spirit apparel and other general merchandise.

[Study Grounds](#) is a new addition to the services within the College Store. Some of the menu items include fresh coffee, tea, specialty drinks, pastries, and other food items.

Copy Center

The Copy Center, located in D127, provides copy services for faculty and staff. The Copy Center's hours of operation are 7:30 am to 5:30 pm (closed the noon hour) Monday thru Thursday and 7:30 am to 11:30 am on Fridays during fall and spring semesters. Summer hours of operation are 7:30 am to 5:00 pm (closed the noon hour) Monday thru Thursday. The Copy Center offers an invaluable service for quick reproduction of classroom materials and tests.

Copy jobs in excess of 20 pages must be submitted for printing to the Copy Center. Due to the Center's volume of work, a one week notice is suggested and sometimes required for large copy jobs to ensure timely delivery of printed material.

Jobs may be submitted via the ACC Network (Fiery). Contact the IT Help Desk, ext. 3544, for assistance with installation of the system drivers for the Fiery on your computer. Usage information is also located on the ACC [Marketing and Communications](#) website.

Library Services

The [Library](#) is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers.

ACC also belongs to Texshare, a statewide system that provides reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare, the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. Several thousand electronic books are also available through Ebrary.

Additionally, articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Instruction in library services, internet research, and other resource instruction is provided by library personnel to students in the library classroom or classrooms throughout the campus. PowerPoint and other software instruction is provided, as requested, to aid students with class presentations. Contact the Library for additional information.

Marketing and Communications

- **Branding Guidelines**

The College has established guidelines to promote a more cohesive, unified look as the consistent image of Alvin Community College (ACC) is established both internally and externally. Creating this consistent identification of ACC is essential in establishing a constant awareness in the community.

The [Guidelines](#) should be used in the preparation of all publications, newsletters, flyers, etc. Although a distinction may be made between internal and external communications, sometimes communications meant for inside audiences becomes available to the community at large.

- **Social Media Guidelines**

Blogs, social networks and Web sites such as Wikipedia, Facebook, Flickr, and YouTube are channels to share knowledge, express creativity and connect with others who share your interests. Alvin Community College has assembled "best practice" guidelines from respected online and industry sources to help with effective use of

these forums, protection of the personal and professional reputation of employees, and adherence to college policies ([DH Local](#)).

- **Website**

Web Services manages the entire main website which includes web page additions, modifications and updates. They provide editing access for employees within the website's content management system, create online web forms/databases, online photos, videos and flash websites. A few of the items you will find on the website include: the employee directory, contact forms, campus news & events, the campus calendar, and degree & certificate web pages. The [Web Services](#) department maintains all areas of the main ACC Website.

Testing Center

Faculty may request that students may use the [Testing Center](#) as a site for make-up exams, distance learning exams, or for individualized testing. Testing is available in the Fall and Spring semesters from 9:00 a.m. until 7:00 p.m. on Monday, Tuesday, Wednesday, and Thursday and from 9:00 a.m. until 12:00 p.m. on Friday. Contact Testing Center personnel at 281.756.3526 for summer hours and/or further information.

Tutoring Center/Learning Lab

The [Tutoring Center/Learning Lab](#) is a one-stop resource to help students succeed. Located on the second floor of building A in the Learning Commons, the Tutoring Center is an open-concept learning center that serves students and community patrons. Its purpose is to provide academic assistance for students in a relaxed and informal environment. Math tutoring is provided for developmental math classes through calculus classes. Additional tutoring is offered in most academic disciplines. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, assistance with study skills, and computer usage and printing.

Wireless Internet Access

Wireless Internet Access is available throughout the campus. See an assistant in the Cyber-Student Computer Lab to register for this service.

Student Information

Admissions / Advisement / Registration

The [Admissions Office](#) is the first point of contact for all students. Initial academic advising for new ACC students is conducted in Advising Services.

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, or call 281-756-3533. Faculty are unable to provide accommodations until the proper process has been followed and documentation received.

Assessment and Care Team (ACT)

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in

detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: ACareTeam@alvincollege.edu, or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

Appendix

ACC ALVIN COMMUNITY COLLEGE

3110 Mustang Road Alvin, TX 77511-4898 Phone: 281-756-3500

INSTRUCTOR:	XXXX XXXXXXXXX	E-MAIL:	xxxxxxx@alvincollege.edu
OFFICE:	As Applicable	PHONE:	281-756-3XXX
OFFICE HOURS:	As Applicable		
WEBSITE:	www.alvincollege.edu or web address for individual discipline/program, if applicable		

WELCOME TO:

Course Title:
Course Number:
Credit Hours:
Lecture Hours:
Lab Hours:
Total Contact Hours:

Term and Year:
Class Days & Times:
Classroom Location:

A. COMMUNICATING WITH YOUR INSTRUCTOR

B. COURSE DESCRIPTION

C. STUDENT LEARNING OUTCOMES

D. PRE-REQUISITE COURSES:

CO-REQUISITES:

E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS

For more information about the textbooks, including details about how to order your book online and have it delivered to you, visit the ACC College Store at www.alvincstore.com.

F. CORE REQUIREMENTS (Only required for CORE courses)

As part of the Texas and ACC Core Curriculum, students in this course will gain a foundation of knowledge in human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The chart below details the core requirements that are applicable to this course, the activities in which students will participate to develop skills in the required areas, a determination of how students' mastery of those areas will be assessed, and the level of expertise students are expected to demonstrate. Please note that these requirements are already included in the computation of the course grade and not a separate grade.

*	Core Objective	Activities	Assessments
	Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.		
	Communication-Written: effective development, interpretation and expression of ideas		
	Communication-Oral: effective development, interpretation and expression of ideas		
	Communication-Visual: effective development, interpretation and expression of ideas		
	Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
	Teamwork: to include the ability to consider different point of view and to work effectively with others to support a shared goal.		
	Social Responsibility: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		
	Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making.		

**Indicates core areas required for this course*

G. COURSE OUTLINE

(General description of the subject matter of each lecture or discussion, and major reading assignments should also be included. i.e. organized by weeks or units)

H. EXAMS AND MAJOR ASSIGNMENTS

I. POLICIES ABOUT COURSEWORK AND DEADLINES

(Late Work, Missed Work, Exams, Extra Credit (if applicable), etc.)

J. GRADING SUMMARY

(How student grades will be calculated.)

K. WITHDRAWING FROM CLASS/COLLEGE

It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

Six Drop Limit

The Texas Legislature passed a ruling that limits the number of classes a student can drop during their years as an undergraduate student to six. This policy applies to any student who was a first time college freshmen fall, 2007, or later, who attends a Texas

public institution of higher education. Courses dropped while attending a private or out of state college do not count toward the six drop limit. For further information, refer to the [ACC Catalog](#) or contact Student Services.

L. GRADE APPEAL PROCESS

Students have one year from the date of the grade assignment to challenge a grade. Refer to the grade appeal process as published in the ACC Catalog at <http://www.alvincollege.edu/Programs-Degrees/Course-Catalogs>.

M. CLASS ATTENDANCE POLICY

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

N. CODE OF ACADEMIC INTEGRITY AND HONESTY

Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

O. CLASSROOM PROTOCOL

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing classroom conduct on campus and online. This information is published in the ACC Student Handbook on page 42.

P. EVALUATION OF INSTRUCTION

Alvin Community College is dedicated to student success. As part of its ongoing improvement efforts, students will provide input for each course prior to the end of the semester enrolled. Evaluations will be completed in either online or paper format as directed by the Office of Institutional Effectiveness & Research.

Q. ACC ACADEMIC SUCCESS AND SUPPORT SERVICES

The [ACC Tutoring/Learning Lab](#), located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; and tables/carrels. Call 281-756-3566 or visit the [ACC Tutoring/Learning Lab Website](#) for more information.

The [ACC Library](#) is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the [ACC Library Website](#) or call 281-756-3559.

[ACC Counseling Services](#) assist students with issues that may negatively impact academic success. To contact a counselor, call the office of Advising Services at 281-756-3534.

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, or call 281-756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

Assessment and Care Team (ACT)

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: ACareTeam@alvincollege.edu, or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

MY Blackboard support can be obtained by completing the **Online Support Form**.

WEBACCESS, Passwords or ACC Computer Lab Information: If you experience problems with WebACCess, please call the Help Desk at 281-756-3544 or email helpdesk@alvincollege.edu.

R. MENTAL HEALTH COUNSELING AND SUICIDE PREVENTION SERVICES

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. Advising services employs two Licensed Professional Counselors who can assist students with issues that negatively impact academic success. Consultation and referrals are confidential. The Counseling Referral form is located at:

<http://www.alvincollege.edu/CounselingServices.aspx>

Emergencies:

If you or someone you know at ACC feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available by requests at the Enrollment Services Center or by calling 281-756-3531, ask for a Counselor. You may also call the National Suicide Prevention Hotline 1-800-273-8255. This is a 24 hour, toll free, confidential suicide prevention hotline available to anyone in suicidal crises or emotional distress. If, however, you or someone you know is in an immediate crisis, go to the nearest Emergency Room, or call 911.

S. DISCLAIMER

(The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using email or Blackboard.)

COURSE COMPLETION CONTRACT

Student Name: _____ ID _____

Faculty Member: _____

Division: _____ Campus: _____

Course/Section: _____ Semester: _____

Reason for Incomplete: _____

The student named above has received a grade of Incomplete "I" in the course(s) and section(s) noted above. If the contract is not completed by the specified date, the "I" grade will automatically become an "F" unless the faculty member submits a grade change form not later than the grade deadline of the semester following the issuance of the incomplete grade (end of fall or spring semester; or end of second summer session). A copy of this contract will be filed with the appropriate Dean. (Admin Proc Sec. 7.19)

PLEASE NOTE: An incomplete grade ("I") is only given when a course is nearly completed and when, in the opinion of the instructor, it may be completed with minimal additional work on the part of the student and the instructor. The course work listed below must be completed under the direction of the instructor of record. If the instructor is unavailable to complete a grade change, the Dean or Department Chair will make appropriate alternative arrangements. Re-enrollment in the course is not an option for completing the course and removing the "I" from the student's record.

Course work to be completed by the student:

It is agreed that the academic work listed above will satisfy all requirements for the course and must be completed by the following date _____.

Student Date

Faculty Member Date

Dean Date

VEHICLE REQUEST FORM

(Use a separate form for each vehicle/trip)

Name of Requester: _____ Date: _____

Organization: _____

Vehicle Requested: _____

Purpose of Travel: _____

Date(s) of Travel: From: _____ To: _____
(Time) (Date) (Time) (Date)

Travel Itinerary (location and times)

From: _____ To: _____ Date: _____

Number of persons traveling in the vehicle: _____ (attach list of names).

Equipment/features needed on vehicle: _____

Equipment to be transported: _____

If this is student travel, name of faculty sponsor who will be driving vehicle or supervising student driver

Name of Driver (if different): _____

Signature of Coord. of Student Activity (if student travel)

Signature of Requestor

Approval: _____
Chief of Police

STUDENT TRAVEL FORM (A)

NAME _____ COLLEGE ID _____
 LOCAL ADDRESS _____ CITY STATE ZIP _____
 PHONE NUMBER _____ SOCIAL SECURITY _____
 CAR MAKE _____ YEAR _____ LICENSE NUMBER _____
(if car is to be left on campus lot)

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME _____ RELATIONSHIP _____
 ADDRESS _____ PHONE NUMBER _____
(including City State Zip)

List any medical condition or medication which will require special attention

1. It is expressly understood that by signing this form, I understand and will abide by all terms and conditions set forth hereunder
2. I understand that the transportation expenses when college vehicles are used are the responsibility of Alvin Community College. Any additional expense or personal liabilities shall be borne by the participant.
3. Each person shall be required to pay a damage deposit as set forth in the Trip Information Sheet. Damage deposits will be refunded if there are no damages.
4. Departure will take place as indicated on the Trip Information Sheet. You are expected to be on time for all departures.
5. No alcoholic beverages of any kind are to be consumed on campus vehicles. This will be grounds for removal from the trip without a refund.
6. The college ID must be presented by participants in order to gain admission to travel activities unless a travel/conference ID is issued.
7. I agree to abide by all rules, regulations, policies and state and federal statutes as well as the ACC Student Code of Conduct as outlined in the ACC Student Handbook. Ignorance of laws is not accepted as an excuse by local authorities. Each participant assumes the responsibility of the consequences of their actions.
8. A representative of Alvin Community College will be present on all approved Student Travel. If you have a problem or need information, contact this person.
9. I agree that Alvin Community College agents or employees shall not be liable to myself or any other party for any damage or injury of any nature that I may sustain arising out of or in connection with this trip unless caused by the gross negligence or willful misconduct of Alvin Community College agents or employees involving the use or operation of a motor vehicle and, in that event, liability shall only be extended to the person's whose gross negligence or willful misconduct was the proximate cause of the damage or injury.
10. I understand that the Board of Regents for Alvin Community College, their officers, agents, and employees, are not liable for personal insurance coverage for this trip. I understand that I or my legal guardian/s should provide personal and property insurance for this group travel experience.

Name of Insurance Company _____

Policy Number _____

11. Alvin Community College reserves the right to cancel said trip if travel quotas are not met or because of Act/s of God or other causes beyond the control of Alvin Community College.
12. By signing below I agree that I have read and understand all the terms and conditions as set forth in this agreement. I further state that I am of the legal age of 18 years old and legally competent to sign this release form.

Signature of Participant

Alvin Community College Instructor / Club Advisor / Representative

Date

Date

Distribution: White Copy - CAMPUS POLICE Yellow Copy - STUDENT ACTIVITIES Pink Copy - INSTRUCTOR / CLUB ADVISOR

COLLEGE SPONSORED TRAVEL RELEASE FORM (B)

TRIP INFORMATION

Destination: _____ Trip Date: _____
 Campus Organization: _____
 Departure from ACC Time: _____ AM / PM (Circle one) Estimated Return Time to ACC: _____ AM / PM (Circle one)
 Mode of Transportation: _____
 Hotel Accommodations at: _____
 Hotel Telephone Number: Area code (_____) - _____

STUDENT INFORMATION: *Please type the following*

	Student Name	ID Number	Student Name	ID Number
1	_____	_____	16	_____
2	_____	_____	17	_____
3	_____	_____	18	_____
4	_____	_____	19	_____
5	_____	_____	20	_____
6	_____	_____	21	_____
7	_____	_____	22	_____
8	_____	_____	23	_____
9	_____	_____	24	_____
10	_____	_____	25	_____
11	_____	_____	26	_____
12	_____	_____	27	_____
13	_____	_____	28	_____
14	_____	_____	29	_____
15	_____	_____	30	_____

A Student Travel Form is completed and on file for each student listed above.

 Trip Representative _____
 Date

Distribution White Copy - Campus Police Yellow Copy - Student Activities Pink Copy - Trip Representative



Full-Time Faculty Course Load Form

2017 Fall Spring Summer

Office Location _____

Name _____

Office Extension _____

Teaching Assignment

Term	Days	Time	Course Number and Section	Building and Room Number	Number of Students	Combined	Over-load
5wk	MW						<input type="checkbox"/>
5wk	M						<input type="checkbox"/>
5wk	MWF						<input type="checkbox"/>
5wk	W						<input type="checkbox"/>
5wk	TBA						<input type="checkbox"/>
5wk	WWW						<input type="checkbox"/>
5wk	MWF						<input type="checkbox"/>
5wk	S						<input type="checkbox"/>
5wk	TBA						<input type="checkbox"/>
5wk	TRF						<input type="checkbox"/>

*All overloads beyond one requires prior approval by the Dean and Vice President of Instruction.

Office Hours (Time posted as available to Students)

List committees and special projects for this semester.

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____

a.) _____
 b.) _____
 c.) _____
 d.) _____
 e.) _____
 f.) _____

 Faculty Signature

 Division Dean Signature