

Faculty Handbook:

p. 10

Please make the following changes, and note the strike outs.

GENERAL ADMINISTRATION VICE PRESIDENT OF ADMINISTRATIVE SERVICES DUTIES AND RESPONSIBILITIES The Vice President of Administrative Services is responsible for directing, planning, managing, organizing and controlling all areas of ~~Information Technology~~, Physical Plant, ~~Public Information~~, Transportation, Auxiliary Services, ~~Distance Learning~~ and Campus Police. This includes the supervision of special projects assigned by the College President, not limited to Construction Projects.

1. Supervise the following departments, areas, and services:

- a. ~~Information Technology~~
- b. Physical Plant
- c. ~~Public Information~~
- d. Transportation
- e. ~~Distance Learning~~
- f. Campus Police
- g. PBX
- h. Auxiliary Services
- i. ~~Student Housing~~
- ii. ~~Food Services~~
- iii. Day Care
- iv. Rodeo
- v. ~~Extramural Teams (Basketball/Cross Country)~~

2. Act as advisor to the College President in matters of college policy related to issues of administrative support, physical plant, campus security, and construction.

3. Provide strategic level vision and planning in the development, operation and maintenance of college wide information technology and electronic infrastructure.

4. Participate in the development of strategic plan and accreditation.

5. Enhance community relations.

6. ~~Oversee all marketing and public information activities~~

7. ~~Coordinate special events, news conference, and communication media, social and otherwise.~~

8. Oversee and manage the development, operation, and maintenance of all college construction projects. Serve as liaison between SWTJC, architects, contractors, city and county officials and utility companies.

9. ~~Address disciplinary issues arising from Student Housing and campus activities.~~

10. Perform other duties as may be assigned by the President.

p. 12

#5, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Liberal Arts, the Dean of Applied Sciences

p. 17

#2, ADD Dean of Applied Sciences and Liberal Arts

Remove: the Dean of Liberal Arts and Adult Education and Literacy, and the Dean of Applied Sciences and Workforce Education.

p. 19 – 21

DELETE

p. 22

ADD, Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 22

Remove: The Dean of Applied Sciences/Workforce Education is generally responsible for supervision of Career and Technical Education instructional programs and Workforce Development/Continuing Education programs at SWTJC.

ADD: The Dean of Applied Sciences and Liberal Arts is generally responsible for the supervision of Career and Technical Education instructional programs, Workforce Development/Continuing Education programs, the supervision of instructional personnel, and educational programs of the college.

p. 22

#13, Remove once a month and ADD, weekly

p. 23

#16 ADD: Service and Operations Committee

p. 23

ADD: Review annual Strategic Plan Initiative Goals for departments.

p. 24

DELETE DEAN OF.... Bottom of page 24-26 but leave page 26 starting at **Office of Instructional Services and School District Partnerships**

p. 26

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 29

Under Division Chair remove the word: each

p. 29

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Liberal Arts, the Dean of Applied Sciences

p. 29 ADD 11-month under Selection/Appointment

Remove: 10- month

p. 30

#5, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Liberal Arts, the Dean of Applied Sciences

p. 31

#20, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Liberal Arts, the Dean of Applied Sciences

p. 34

#1, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 35

#18, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Workforce Education

#20, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 37

#7, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 40

Paragraph 2

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education or the Dean of Liberal Arts and AEL

p. 40

Change title from **FACULTY REGULATIONS AND PROCEDURES**
INSTRUCTIONAL FACULTY to
FACULTY REGULATIONS AND PROCEDURES

ADD:

#4, Advise students on their progress in courses. To this end, instructors are required to maintain accurate, current grades for each student in the required system or program (e.g., Canvas) **on a weekly basis.**

Remove

4. Advise students on their progress in courses. To this end, instructors are required to maintain accurate, current grades for each student in the required system or program (e.g., Canvas).

ADD:

#5, Aid in planning and assessment of instructional programs and courses and policies within the college.

Remove

5. Aid in planning and assessment of instructional programs and policies within the college.

ADD:

#9, Post and maintain scheduled office hours with student advisement conferences and student activities in mind.

Remove

9. Post and maintain scheduled office hours with student advisement conferences in mind.

p. 41

#10 Remove

#14, Report student problems to the Division Chair as deemed necessary. Change wording to

“Report learning environment disruptions or concerns to the Division Chair as deemed necessary.”

ADD:

#22, Serve as faculty sponsor and/or support student organizations as appropriate for your department/interests.

Remove

#22. Serve as faculty sponsor for student organizations.

p. 42

#25, Remove

ADD:

#26, Pursue opportunities for professional growth.

Remove

26. Pursue opportunities for professional growth (including pre-approved summer jobs to obtain current knowledge for lectures and labs).

ADD

#27, Electronically upload in the Office of Professional Development and use a professional development plan.

Remove

27. Annually file in the Office of Professional Development and use a professional development plan.

ADD

#29, Perform other duties as may be assigned by the Dean of Applied Sciences and Liberal Arts, or the Vice President of Academic Affairs.

Remove

29. Perform other duties as may be assigned by the Dean of Liberal Arts and Adult Education and Literacy, the Dean of Applied Sciences and Workforce Education, or the Vice President of Academic Affairs.

p. 43 Changes in yellow.

DISTANCE EDUCATION INSTRUCTOR

In addition to the Faculty duties and obligations outlined above, instructors teaching via Distance Education must:

1. Complete a training program designed to familiarize teachers with distance learning equipment and techniques.
2. Make available to students at each site on the first day of class course syllabi and all other relevant materials (LMS required, print optional). All handouts and other papers that will be necessary throughout the semester should be available on-site at the beginning of the semester.
3. Instructors are responsible for the establishment and maintenance of discipline at all sites.
4. Maintain the privacy of all distance education students, be it electronically or otherwise.
5. ADD Provide the Vice President of Academic Affairs with documentation of Distance Education training. Remove: Have distance education training documentation on file in the Vice President of Academic Affairs office.

p. 43

Procedures for Protecting the Privacy of Online Students

Last bullet on page

ADD: Faculty or staff will not communicate grade information or other protected information via email unless the email and attachments are encrypted per the SWTJC Acceptable Encryption Standard. Emails sent without encryption are not secure and can be intercepted or viewed by someone other than the intended recipient.

Remove:

- Instructors or staff will not communicate grade information or other protected information via emails, which can be intercepted or viewed by someone other than the student.

p. 47 Make the following changes to section B Definitions (below in red):

A. Definitions

1. **asynchronous**: the use of learning technologies to deliver course material to students that are at a different time and place than the instructor
2. **blended (hybrid)**: more than 50% and less than ~~85~~ 100% of content delivered online resulting in some reduction in the number of seat days
3. **distance educational/learning**: a form of learning where the learner is physically separate from the instructor and other learners ~~for more than fifty percent of instruction~~; methodologies include online, blended (hybrid), web-facilitated, and interactive video
4. **interactive video (or video-conference)**: an interactive delivery mechanism which uses 2-way audio and video to facilitate synchronous (real time) interaction between presenters and learners who are separated by significant distance
5. **online**: ~~more than 85~~ 100% of course content delivered in an asynchronous internet-based format ~~resulting in a significant reduction in the number of seat days~~
6. **synchronous**: the use of learning technologies to deliver course material in real time to students who are at a different place than the instructor

p. 51-54 Changing/Updating the Standard Videoconference Procedures (below in red)

A. STANDARD VIDEOCONFERENCE PROCEDURES

Classroom Monitor

Videoconference	Classroom Monitor	Originating Campus
<p>A conference in which participants in different locations are able to communicate with each other through sound and vision.</p> <p>SWTJC classes are scheduled to connect 5 minutes before the scheduled class time.</p>	<p>Classroom monitors act as a liaison between professor and students, maintaining an effective learning environment locally by monitoring the class, facilitating communication, and reporting issues to the instructor.</p>	<p>An SWTJC videoconference instructor will physically teach a videoconference class from one specific location throughout the semester called the “originating campus.”</p>

SMART CLASSROOM SUPERVISOR DIRECTORY

Uvalde: (830) 591-7261

Del Rio: (830) 703-1597

Eagle Pass: (830) 758-5068

Crystal City: 830-374-3378, ext 7608

SAFETY PROTOCOLS

Monitors should follow college safety protocols - [SWTJC Standard Response Protocol English & Spanish Handout](#).

STUDENT ATTENDANCE

Monitors may be required by the instructor to take attendance each class day through the semester. Monitors should ask the instructor if a sign in sheet is required at the start of the semester. Monitors should report students who arrive late or leave the classroom early. Students may not sign in for others.

REPORTING ATTENDANCE

Monitors should arrange with the instructor a method for reporting attendance and report any issues with student attendance to the instructor.

CLASS CONNECTION

All videoconference classes connect five minutes before the hour scheduled. For assistance with video conference connection, please call **the appropriate Smart Classroom Supervisor at 830.591.7323**.

CLASS SCHEDULING

The Academic Affairs Office determines all videoconference class schedules. Requests to change the schedule require approval from this office. Monitors and instructors cannot schedule or modify class schedules or the use of videoconference rooms.

CLASSROOMS

IT manages the use of all video conference rooms at all locations. Monitors cannot schedule the use of a videoconference room. Instructors must call ~~IT at 830.591.7323~~ the appropriate Smart Classroom Supervisor to schedule the use of a classroom outside of class hours.

Labs are not open labs and are to remain empty and locked outside of class hours. Monitors should not be in the classroom outside of scheduled monitoring hours. Students are not allowed in classrooms outside of class time. Only students enrolled in the course may be allowed in the classroom. Issues with the classroom should be reported to the appropriate Smart Classroom Supervisor ~~830.591.7323~~.

CLASSROOM CONDUCT

Monitors should report misconduct to the instructor and/or ~~IT~~ Smart Classroom Supervisor.

Misconduct includes behavior that prevents maintaining an effective learning environment or any behavior or distraction that may hinder the ability of others to hear or focus on the lecture.

No one other than students enrolled in the class may be in the classroom. Children are not allowed in the classroom unless approved by the instructor prior to class.

Only bottled drinks with caps and quiet snacks will be allowed so long as students clean up after themselves.

The use of personal electronic equipment is not allowed during class unless specifically permitted by instructor or syllabus.

Class-related conversations should not hinder the ability of others to hear or focus on the lecture.

EMPLOYEE CONDUCT

Classroom monitors are required to always maintain a professional attitude towards students and instructors. Monitors should be polite and not raise his/her voice while communicating with instructor or students. Personal comments or opinions about the class, instructor, or the college should not be made.

INSTRUCTOR ABSENCE

When an instructor is as much as fifteen minutes late to a class, students are entitled to a walk if no prior notice is given. Students enrolled in classes longer than 3 hours should wait 30 minutes before leaving. If applicable, students should sign the attendance sheet before leaving. Known class cancellations will be posted on the door to the classroom. Monitors should remind students to check email and Canvas for communication from the instructor.

POWER/INTERNET OUTAGES

During internet or power outages, it is important for students to remain in class until the site supervisor receives instruction from the instructor.

EXAMS

Monitors should communicate directly with the instructor for exam procedures such as materials allowed during testing and student instruction. Monitors should only monitor exams during class time and are not allowed to stay longer than class time to monitor exams.

When administering an exam during scheduled class time, instructors must connect to their meetings and remain connected until students at all sites complete the exam.

TESTING PROCEDURES Ask the instructor what is allowed and not allowed during the exam before the exam begins. If paper copies of an exam are given, count these before giving to students.

Separate students throughout the classroom.

Follow the instructor's policy pertaining to the use of electronic devices.

Walk around the room during testing and report any infractions to the instructor after class.

If a paper test has been given, count these after they are returned by students.

BEFORE CLASS BEGINS:

Be present in the classroom 5 minutes before the class begins.

Check for power to the system, turn on TVs, check volumes on TV and system, position cameras, unmute the microphone, and identify yourself and the campus to notify the instructor your site is connected.

IN THE CLASSROOM:

Operate equipment, troubleshoot, and/or report technical issues to ~~IT at~~ **830.591.7323 the appropriate Smart Classroom Supervisor.**

If the instructor is late or connection is lost, call ~~IT at~~ **830.591.7323 the appropriate Smart Classroom Supervisor.** *Students should contact the instructor via email for assignment instructions.*

Zoom the camera as needed to allow the instructor to have a clear view of the students.

Mute and un-mute the microphone as required for teacher/student interaction.

Always maintain an effective learning environment for students.

No one other than students enrolled in the class is allowed in the classroom unless guest speakers invited by the instructor are scheduled. Children should not be left elsewhere on campus unattended. Students must leave the classroom once the class ends.

Class cannot continue without an instructor or a suitable substitute.

Monitors are not a suitable substitute.

The use of personal electronic equipment such as cell phones, tablets, etc. is not allowed during class unless specifically permitted by instructor.

Monitors should be focused on class during class time and not bring any items that cause distraction.

AFTER CLASS:

Power down all equipment, turn off the lights, and lock the door.

p. 58

E. College Transportation

Add the following links after the statement:

Transportation

<https://www.swtjc.edu/documents/registrar/Faculty-Staff-Parking-Permit-Request.pdf>

<https://www.swtjc.edu/documents/hr/SWTJC-Van-Driver-Agreement.pdf>

<https://app.knowmia.com/b3Fn?tab=Details>



p. 59-60

REMOVE THE LOAD SHEET, replace with the link to the Professional Development office resources (Forms, Requests, Templates, etc.)

<https://www.swtjc.edu/faculty-and-staff/professional-development.html>

p. 66

Under Faculty Absences

Paragraph 1

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Liberal Arts and Adult Education and Literacy or Applied Sciences and Workforce Education

p. 68

MEMBERS

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences Dean of Liberal Arts Dean of Workforce Education

p. 70

Title ADD: yellow highlights

SPONSORS OF STUDENT ORGANIZATIONS & CLUBS

FACULTY DUTIES AND RESPONSIBILITIES

Substitute the word **sponsor** for advisor on page 70.

The relationship between **sponsor** and students is crucial to the success of the student organization. The relationship will vary from semester to semester, year to year and individual to individual. It is critical that the advisor and the student organization members and officers clearly communicate expectations with each other. The following list contains duties and responsibilities for student organization advisors.

1. The **sponsor** recognizes and supports the role participation in student organizations plays in the educational and personal development of students.
2. The **sponsor** works with the student organization, but does not dictate the group's programs or activities. Advisors should be frank and honest in offering suggestions, ideas, and possible consequences, but does not exercise power or control over the policy of such organizations unless the policy violates College policy.
3. The **sponsor** should attend meetings regularly, consult frequently with officers, and be well informed as to the programs and activities of the student organization. The advisor should be familiar with the goals of the organization and should help members evaluate progress.
4. The **sponsor** should be familiar with the constitution and bylaws and help with interpretation and application. Ensures that a copy of the constitution and bylaws and a list of officers is on file in the Student Life office within the first month of each fall semester.
5. The **sponsor** should be highly familiar with College policies and procedures and work with the student organization to comply with them.
6. The **sponsor** should be aware of the financial condition of the student organization and work with the student members to keep accurate financial records. Advisors will verify and sign all requisitions for the disbursement of organization funds; ensures that no student makes purchases for his/her club in the name of the College.
7. The **sponsor** should guide students in selection of program content and purpose, encourage the organization to provide opportunities for educational and personal development, and help ensure that activities and programs justify expenditure of students' time, abilities, energy, and dues.
8. The **sponsor** should help train new officers and help develop leadership skills among officers and members of the organization. Advisors should work closely with officers to understand their responsibilities and to interpret and apply policies and regulations.
9. The **sponsor** should discourage domination of the organization by any individual or group, encourage members to fully participate and take responsibility for group activities, and inspire balance between academics and co-curricular commitments.
10. The **sponsor** should be aware of liability issues, advise the organization to make prudent decisions regarding these issues in planning activities, and be prepared to deal with major problems or emergencies within the organization. The advisor should provide supervision of students on all off-campus trips.

p. 72

Remove: THE YELLOW HIGHLIGHTED SENTENCE

All routine work requests should be submitted three days in advance of the day needed. Larger projects or special projects should be submitted earlier. Requests may be submitted via email at fganza1054@swtjc.edu. Clients should consult Printing Center personnel for a completion timeline projection.

p. 74

LEAVE

FREQUENCY Self-Evaluations, Student Evaluations, and Division Chair Evaluations will be conducted every year. Additional evaluation procedures will occur in necessary Deans will conduct the Division Chair Evaluations at their locations. Evaluation by the Vice President of Academic Affairs will be conducted on an as-needed basis.

Remove pages 74-78 the ANNUAL FACULTY EVALUATION

ADD the link

www.swtjc.edu/documents/hr/Faculty-Evaluation-May-2023.pdf

p. 79

#1, ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education

p. 79

The last paragraph

ADD, Dean of Applied Sciences and Liberal Arts

Remove: Dean of Workforce Education

p. 92 after the last sentence add the following links:

Campus Safety

<https://www.swtjc.edu/about/campus-safety/index.html>

<https://www.swtjc.edu/about/campus-safety/swtjc-safe.html>

<https://www.swtjc.edu/about/campus-safety/sexual-misconduct.html>

<https://www.swtjc.edu/current-students/emergency-response-and-alert.html>

https://www.swtjc.edu/documents/law_enforcement/Standard-Response-Protocol-EnglishSpanish.pdf

p. 93 after the sentence add the following link:

<https://www.swtjc.edu/about/campus-safety/campus-concealed-carry-policy.html>

p. 107

MEMBERS

ADD Dean of Applied Sciences and Liberal Arts

Remove: Dean of Applied Sciences and Workforce Education Dean of Liberal Arts and Adult Education and Literacy

p. 114

Under OER Committee Members

ADD Chair

Remove: Dean of Liberal Arts

p. 114

Physical Facilities Long Range Planning Committee

ADD

Dean of Applied Sciences and Liberal Arts

Remove: Dean of Workforce Education Dean of Applied Sciences