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Overview

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Overview

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Web Mail and Faculty Center

* Access your UHCL mail through Web Mail on the UHCL home page.
* Access your Faculty Center through e-Services on the UHCL home page.
Business Procedures

* Getting Paid
* Clerical Support
* Parking
* ID Cards
* Copiers
* Keys
* Travel
* Other
Impact is only undergraduate courses.
Course syllabi and faculty vita
Undergraduate course syllabi are due to your suite secretary 2 weeks before the start of classes.
Graduate course syllabi are due to your suite secretary by the end of the Friday before classes start.
Student Evaluations

* 100% online classes complete them online.
* Hybrid (online plus face-to-face components) online.
* Must be completed prior to the last week of class.
Taskstream Learning Achievement Tools (LAT)

* Taskstream LAT is overseen by the COE Planning and Assessment office. (https://www.uhcl.edu/education/centers-initiatives/planning-assessment/)

* Currently only in specific ADSU, COUN, ECED, EDLS, LLLS, SLIS, SPED, and TCED courses have required LAT assessments.

* INST will be added during this semester.
LAT is accessed via a tool link in your Blackboard course.

If you have never accessed LAT before, you must log on via the LAT tool link in your course to initialize your course account. Students will not be able to upload their assignments until your account is created.
Students access LAT via the Blackboard tool link to upload course specific artifacts/assignments or complete required forms.

Instructors score the artifacts using LAT rubric or met/not met evaluation for student completed forms.

All LAT assessments by instructors must be completed *not later* than two weeks after final grades are due.
Directions and support for faculty are on the LAT for Faculty webpage. Please go here first for help.

Directions and support information for students are on the LAT for Students webpage. Please put a link to this site in your course and instruct students to go here first for help (https://www.uhcl.edu/education/centers-initiatives/planning-assessment/student-resources).
Beginning in Spring 2020, the College of Education (COE) began tracking student acknowledgment of the COE Statement on Professional Dispositions via a two question “quiz” to be deployed by faculty in their Blackboard courses.

For instructions on adding the Disposition Acknowledgment (DAQ) to your course and submitting the completed results, visit the COE Disposition Acknowledgment page.

Students must complete the DAQ during the first two weeks of the semester.
Program areas have chosen specific transitional courses in which to collect dispositions on every student in LAT at the end of each semester.

Please contact your program coordinator or course lead to confirm if this exists in your course.

If a student in any course does not abide by the expected dispositional behavior, and should receive a zero in that area, please complete a paper version and follow the Disposition submission processes found here: Dispositions Expectations and Checklist
Every course that has a field experience component will have a Field Experience Diversity Form students must complete in LAT.

Please complete the meets/did not meets requirement evaluation for each student in LAT.

Please check with your program coordinator for addressing situations impacting field experience.
* Reference Request & Family Members

* **Reference Request** must be signed before you can write a reference letter for a student.

* **Family Members** form must be signed before you can discuss students’ grades and course work with family members present.

* Send signed forms to Associate Dean’s office in Bayou 1231.
Beginning with the Summer 2020 semester, faculty will receive a blank Blackboard shell for every course that they have in the schedule for that term. Faculty will be able to use the Course Copy feature in Blackboard to copy content from whichever previous semester offering or existing master course they desire into the new blank shell.
Online Blackboard Training – contact the Support Center for enrollment

Instructional Design and Technology (IDT) Team Resources

Weekly Online Newsletter – email Jenni Willis-Opalenik to be added to the distribution list

IDT Blog

Designated Instructional Designer (ID) – Izaak Diefenbach, diefenbach@uhcl.edu, 281-283-2922
Academic Honesty

* Academic Honesty Code Violation Form
* Faculty Checklist (https://www.uhcl.edu/dean-of-students/faculty-staff/academic-honesty-checklist.aspx)
* The Academic Honesty Policy must be included in syllabi.
Students may present a letter listing their accommodations.

If you have any questions, contact the Accessibility Support Center (https://www.uhcl.edu/disability-services/).
Click the button next to the student’s name in your class roster.
State your concerns.
The Student Success Center (http://prtl.uhcl.edu/student-success-center) will contact the student.
ASR (Academic Student Referral)
A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements.
Texas Education Agency (TEA) now requires that all individuals involved in preparing educator candidates and the candidates themselves, must annually be formally trained in and adhere to the Texas Educators’ Code of Ethics. This is different from the UH System Code of Ethics training taken each fall by faculty and staff. Failure to comply may affect our accreditation. You can access the training on our website at Texas Educators Code of Ethics Training (https://apps.uhcl.edu/TEAEthicsTraining). The office of Certification will send an email about completing the training for new adjuncts during the fall semester each year.
Department Chairs

* **Dr. Sue Brown**, Dept. Chair, Department of Curriculum & Instruction: ECED, EDCI & TCED

* **Dr. Michelle Peters**, Dept. Chair, Department of Leadership & Policy Analysis: ADSU, EDLS & EDUC

* **Dr. Lisa Jones**, Dept. Chair, Department of Counseling, Special Education & Diversity: COUN, SILC & SPED

* **Dr. Jana Willis**, Dept. Chair, Department of Literacy, Library & Learning Technologies: INST, LLLS, and SLIS
Program Coordinators

* ADSU – John Decman
* COUN – R.J. Davis
* ECED – Shanna Graves
* EDCI – Kent Divoll
* EDLS – Antonio Corrales
* EDUC – Amy Orange
* INST – Michelle Giles
* LLLS – Roberta Raymond
* SILC – Laurie Weaver
* SLIS – Sheila Baker
* SPED – Randy Seevers
* TCED – Debra Shulsky
Answers to many of your questions can be found in this online adjunct handbook.
For information about the Texas Examinations of Educator Standards Education Agency (TExES Exams) visit the State Assessments for Educator Certification website.
*Title IX - prohibits discrimination on the basis of sex or gender

*Title VII - Civil rights act of 1964 - equal rights to employment

*Conduct & Mandatory Reporting