Adjunct Orientation
Spring 2022
* **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 – Amber Brown
* EDCI – Kent Divoll
* EDLS – Antonio Corrales
* EDUC – Paul Wagner

* INST – Michelle Giles
* LLLS – Roberta Raymond
* SILC – Laurie Weaver
* SLIS – Janice Newsum
* SPED – Randy Seevers
* TCED – Denise McDonald
Important Contacts

* Dr. Kelly Moore, CPDT Director
* Michelle Lane, Director of Planning and Assessment
* Vacant, COE Business Administrator
  * Caye Trahan, COE Business Administrator Assistant
* Jennifer Holland, Research & Instruction Librarian
Jennifer Holland

Research & Instruction Librarian
Alfred R. Neumann Library
University of Houston-Clear Lake
2700 Bay Area Blvd.
Houston, TX 77058-1098
(281) 283-3981
holland@uhcl.edu
Overview

- Covid Protocols
- Web Mail & Faculty Center
- Business Procedures
- House Bill 2504
- Student Evaluations
- Taskstream Learning Achievement Tools (LAT)
- Dispositions
- Field Experience Diversity Form
Overview

* Blackboard Course Shells
* FERPA
* Academic Honesty
* Disability Services
* ASR (Academic Student Referral)
* Incomplete Grade Contracts
* Texas Educator’s Code of Ethics Training
In response to the current COVID-19 surge, UHCL will temporarily move most class sections to online delivery beginning January 18, 2022, through January 30, 2022. For these two weeks, online instruction can be synchronous or asynchronous. Synchronous class sessions should only be conducted on the day and time of the originally scheduled course.

Current UHCL guidelines related to COVID-19 can be found at this [link](#). Per [CDC recommendations](#), the most effective way to stay healthy is to be fully vaccinated (with booster), mask up, and get tested regularly.
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 LAT is no longer being used to collect program student learning outcome data.

Please remove all LAT links and information in courses and syllabi.

Programs will determine what data to collect in Blackboard this semester. Contact your program coordinator.
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 first three 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.

HOWEVER: If *any* 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
The Field Experience Campus Diversity form will not be completed this semester.

Please remove this requirement from your courses and syllabi.
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.
All 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 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.
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
Questions?