* **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 – Renee Lastrapes
* INST – Michelle Giles
* LLLS – Roberta Raymond
* SILC – Laurie Weaver
* SLIS – Sheila Baker
* SPED – Randy Seevers
* TCED – Debra Shulsky
Important Contacts

* Dr. Kelly Moore, CPDT Director
* Michelle Lane, Director of Planning and Assessments
* Laura Guzman, COE Business Administrator
* Jennifer Holland, Research & Instruction Librarian
Jennifer Holland

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

* 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
* 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
House Bill 2504

- 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.
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.
Blackboard Support/Resources

* 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.
Adjunct Faculty Handbook

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, Title VII & Conduct & Mandatory Reporting

*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?