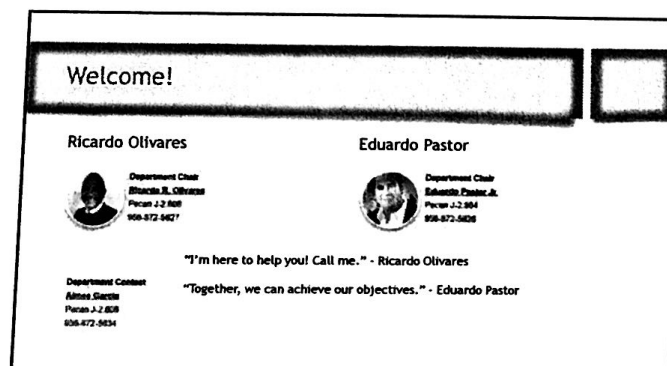


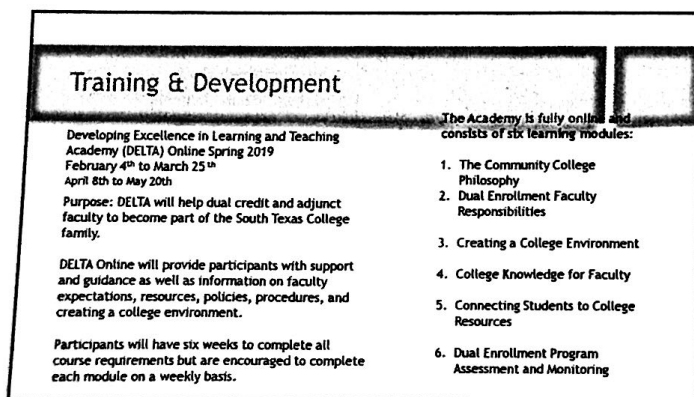
Business Administration
HR Program
Dept. Meeting



Program Chairs
Ricardo Olivares Office
872-5627 Rm J2608

Eduardo Pastor Office
872-5626 Rm J2.904

Faculty Secretary - Arnee
Garcia
872-5634
Office J2.606



DELTA! DC Faculty must
have taken this training!

Report to show who has or
has not taken this training!

Home Workshops New User Login

Search

Search Workshops

Click here for Advance Search of Workshops

All Online Courses

91351 - Developing Excellence in Learning and Teaching Academy (DELTA) Online Spring 2019 (February 4th to March 25th)

Date: 2/4/2019 - 2/4/2019

Location: Online Course

PURPOSE The Developing Excellence in Learning and Teaching Academy (DELTA) Online will help Dual Credit and Adjunct Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment. **TIME COMMITMENT** Participants will have six weeks to complete all course requirements but are encouraged to complete each module on a weekly basis. DELTA Online starts on Monday, February 4th. **PARTICIPATION** All New Dual Credit Faculty and Adjunct Faculty will be expected to successfully complete the academy within one semester. Returning faculty will be encouraged to participate as space is available.

Max Participants: 35 Min Participants: 1 Current Registered 16

[View Workshop Details](#)

91352 - Developing Excellence in Learning and Teaching Academy (DELTA) Online Spring 2019 (April 8th to May 20th)

Date: 4/8/2019 - 4/8/2019

Location: Online Course

PURPOSE The Developing Excellence in Learning and Teaching Academy (DELTA) Online will help Dual Credit and Adjunct Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment. **TIME COMMITMENT** Participants will have six weeks to complete all course requirements but are encouraged to complete each module on a weekly basis. DELTA Online starts on Monday, April 8th. **PARTICIPATION** All New Dual Credit Faculty and Adjunct Faculty will be expected to successfully complete the academy within one semester. Returning faculty will be encouraged to participate as space is available.

Max Participants: 35 Min Participants: 1 Current Registered 0

[View Workshop Details](#)

Copyright © 2019 Region One Software, 1900 West Schenior, Edinburg, Texas 78541 USA. All rights reserved.

Visit the OPOD Website or at

<https://apps.esc1.net/ProfessionalDevelopment/STC/Home/SearchWorkshops?criteria=delta>

Training & Academics
Adjunct & Dual Enrollment Mandatory Training

Blackboard Certification
Online Teaching Certification
Blackboard Fundamentals (New) - Compliance for Campus Continuity

Blackboard Certification is a course that prepares faculty to web-enhance, allowing instructors to supplement their face-to-face courses through online interactivity. This course also prepares faculty to design and deliver a Hybrid course.

Online Teaching Certification is a course taken after successful completion of Blackboard Certification that prepares faculty to teach courses online Distance Learning (LMS). This course will run in parallel with the Quality Matters Rubric.

Content Area: Distance Learning

Certification Contacts
Ana Rocio Pena arpena@southtexascollege.edu Call 956-872-2582
Jessica Gonzalez jgonzalez@southtexascollege.edu Call 956-872-2507

Black Board Fundamentals

A MUST DO
TRAINING!

- See attached registration
date upcoming Jan. 2019

SACS COC Southern Association of Colleges and Schools
Commission on Colleges

DATA ANALYSIS **JagPRIDE**

Data Analysis used for SACSCOC - accreditation agency

The Student Learning Outcome Tracking Application on JagNet

- South Texas College follows the accreditation standards of SACSCOC.
- Data Analysis is reported to and/or used by SACSCOC auditors.
- SACSCOC serves to accredit STC's associate and baccalaureate degrees.
- Policies, guidelines, and good practices maintain the high standard required of both STC and the programs within the institution.

STC
STANDARDS
POLICIES
GUIDELINES
REQUIREMENTS

- Only some PLO's will
require reporting

Master Syllabus <https://academicalaffairs.southtexascollege.edu/syllabi/index.html>

The master syllabus is prepared by the Department/Program Chair and is provided to faculty for the purposes of describing individual course requirements/guidance and outlining course-specific

- (1) institutional information;
- (2) Chair's (author) information;
- (3) course information;
- (4) course description which includes learning outcomes;
- (5) departmental course requirements
- (6) evaluation;
- (7) required textbook & resources; and
- (8) policy statements including Statement of Equal Education and Equal Employment Opportunity, Title IX, and ADA (Students with Disabilities Statement) information.

- See the attached
Master Syllabus /
Section outline
procedures

Sandra Charles

From: Ana R. Pena
Sent: Friday, January 11, 2019 10:23 AM
To: onlinefaculty
Cc: Anahid Petrosian
Subject: Distance Learning Spring 2019 Trainings

Greetings Faculty,

Happy New Year. I hope everyone had a restful break. As a new term starts up, we wanted to make sure you had our instructor training schedule for the Spring semester. Our registration dates for our Distance Learning Spring Semester trainings are open inside Blackboard or by clicking on the link below to register. Please contact me if you would like to schedule a department training.

Blackboard Fundamentals

Description: The purpose of this course is to allow for compliance for Campus Continuity in case of a Natural Disaster, as well as introducing Blackboard to persons new to the online environment. This course covers basic blackboard functions, such as Uploading Files (syllabi), Creating Discussions, and Creating Basic Quizzes.

Saturday: January 19, 2019 (9:55 am – 11:30am)

Saturday: January 26, 2019 (9:00am. - 1:00pm.)

Blackboard Re-Certification

Description: Blackboard Re-Certification (Refresher) is a course that will re-certify the faculty to web-enhance which allows instructors to supplement their face-to-face courses through online interactivity. This course also prepares faculty to design and deliver a hybrid course. This training is eligible only for faculty/adjunct that took formerly known eTeach I to re-validate their Blackboard Certification.

Friday, January 18, 2019 (1:00pm. - 5:00pm.)

Friday, February 22, 2019 (8:00am. - 12:00pm.)

Friday, March 1, 2019 (1:00am. - 5:00pm.)

Friday, April 26, 2019 (1:00pm. - 5:00pm.)

Blackboard Certification

Description: Blackboard Certification is a course that prepares faculty to web-enhance, allowing instructors to supplement their face-to-face courses through online interactivity. This course also prepares faculty to design and deliver a Hybrid course.

Friday, January 18, 2019 (8:00am. - 12:00pm.) Part A and Friday, January 25, 2019 (8:00am. - 12:00pm.) Part B

Online: January 29, 2019 - February 12, 2019

Online: February 19, 2019 - March 5, 2019

Friday, March 1, 2019 (8:00am. - 12:00pm.) Part A and Friday, March 8, 2019 (8:00am. - 12:00pm.) Part B

Friday, April 5, 2019 (8:00am. - 12:00pm.) Part A and Friday, April 12, 2019 (8:00am. - 12:00pm.) Part B

Online Teaching Certification

Description: Note: Upon completion of Blackboard Certification, faculty are eligible to enroll in Online Teaching Certification. Online Teaching Certification prepares faculty to teach online courses. Online Teaching Certification will run in parallel with Applying the Quality Matters Rubric (APPQMR). Please keep in mind that you need to be present for the entire session in order to be marked as you complete the training.

Friday, February 1, 2019 (8:00am. - 12:00pm.) Part A and Friday, February 8, 2019 (8:00am. - 12:00pm.) Part B

Friday, March 22, 2019 (8:00am. - 12:00pm.) Part A and Friday, March 29, 2019 (8:00am. - 12:00pm.) Part B

Friday, April 26, 2019 (8:00am. - 12:00pm.) Part A and Friday, May 3, 2019 (8:00am. - 12:00pm.) Part B

Master Syllabus/Section Outline Procedures

Please be aware of the following two items:

1. **Please use the approved attached Master Syllabi and Section Outline Templates as Title IX and ADA Statements are accurate. Faculty may also access these updated templates by visiting <https://academicaffairs.southtexascollege.edu/syllabi/>**
2. **Accessibility: All section outlines are required to be posted online, and therefore must be accessible to ALL users, including those utilizing assistive technology. You will need to perform an accessibility check on your documents and resolve any errors. Please refer to <https://academicaffairs.southtexascollege.edu/syllabi/>**

Section Outline Format Requirements:

- **PDF format:** In order to facilitate the uploading of the Section Outlines to the web, the Section Outlines should be converted to a **PDF format** prior to submission. This can be accomplished by clicking the **File, Save As** function in Microsoft Word, and **Save as type: PDF**.
- **File name:** When saving to the PDF version the following file name structure should be utilized:
 - **Example:** Course number and section (example: **ENGL1301P01**)
 - If the faculty member utilizes the same course outline for multiple sections, please include all section numbers in the file name (example: ENGL1301P01P02P03)

Section Outline Collection Procedures:

- Each faculty member must submit a **Section Outline** for each course they are teaching with different content (i.e. ENGL 1301, ENGL 1302 etc.) in order for STC to be in compliance with House Bill 2504, which requires that this information is posted on our website soon after the start of each semester.
- If a faculty member is teaching multiple sections of the same course, only one section outline for that course needs to be submitted, **however, each section number (P01, P02, etc.) must be listed on the outline if it is for multiple sections.**
- Section Outlines should be submitted by the faculty to the appropriate Program/Department Chair for initial collection and review. Section Outlines must align with the Master Syllabi for the course, which is maintained and disseminated to faculty by the Program/Department Chair.
- Faculty must follow the Section Outline template to ensure that all required information is included (*See attached Section Outline template*).
- **Program Chairs will submit Section Outlines to the Office of Curriculum & Student Learning at curriculum@southtexascollege.edu or to the Dean's Office, depending upon the procedures for the Division.**
 - **Section Outlines for Spring 2019 are due by Tuesday, January 22, 2019.**

The Office of Curriculum and Student Learning will subsequently post section outlines to STC's **Course and Instructor Information webpage: <http://courseinfo.southtexascollege.edu/AllCourses>**
This process allows STC to be in compliance with House Bill 2504, which requires that faculty vitae and section outlines are made available to the public.

National Concurrent Enrollment Partnership Standards (NACEP)

Faculty Standards (3 of 4)

- 1 All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
- 2 Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instruction of the course.
- 3 Concurrent enrollment instructors participate in college/university provided annual discipline specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in discipline.

4th - The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

Important: Standards
1, 2 & 3

3 - to highlight
professional development!

"The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections." - NACEP Accreditation Guide, 2017

Today's Breakout Sessions Topic

Learning Outcomes &
Assessment Standards

Registration necessary!

HAVE you Enrolled for
the workshop?

Closing

Roundtable

Textbooks, Advisory Committee Members, STC Commencement Ceremony - Scheduled May 17th & 18th - Join us, if you can!

Other BA Program Contacts:

Ruby Campuzano, rcampuzano.5742@southtexascollege.edu, Call 956-872-3502
Sandra Charles-Garza, scharles.9464@southtexascollege.edu, Call 956-447-6648

See 
Pre-Semester Checklist!
(attached)



Pre-Semester Checklist

GETTING READY FOR THE NEW SEMESTER (Do these in order!)

- ☐ 1. CAN YOU SEE ALL OF YOUR COURSES?
Are all your assigned courses for the Spring 2019 semester listed in JagNet *and* Blackboard? If not, please verify with your division office that you are assigned the course in Banner. Once you have verified that you are assigned to the course in Banner, and still missing the course in Blackboard, please send the CRN of the missing course(s) to support@southtexascollege.edu.
- ☐ 2. COURSE COPY
Have you copied your course from the previous semester? View our "How to Video" on how to course copy or get assistance at 956.872.2598.
- ☐ 3. CROSS-LISTING OF COURSES (OPTIONAL)
Have you cross-listed your courses yet? To submit your Cross-list request, login to Blackboard, click on Faculty tab then "Submit your Request" sub-tab and "Submit your Cross List Request Form" module. Want to learn what is a cross-list or need assistance submitting the form? Email support@southtexascollege.edu or 956.872.2598.
- ☐ 4. CURRENT SYLLABUS AND CATALOG DESCRIPTIONS
Are you using the current syllabus and catalog description? If not or if you aren't sure, visit Academic Catalogs.
- ☐ 5. VERIFY COURSE CONTENT, AND INSTRUCTOR INFORMATION IS ACCURATE AND CURRENT.
Have you made the necessary modifications and updates to your courses? If you use due dates or have 'start and end dates' for different assignments, have you reset these dates? Take time to check that all website links are working and are current.
- ☐ 6. WELCOME ANNOUNCEMENT
Have you posted a welcome announcement yet? Please take time to welcome your students to their first day of class.
- ☐ 7. GRADE CENTER
Check Grade Center to see if there are any students? Do you have multiple matching column names in the grade center? For assistance, please contact support@southtexascollege.edu or 956.872.2598.
- ☐ 8. STUDENT SUPPORT
Blackboard 24/7 Helpdesk support is available for both faculty and students at 956.872.2598 or chat with us inside Blackboard.

FIRST DAY OF CLASS CHECKLIST

- ☐ CLASS IS IN SESSION
Blackboard opens to students on the first day of the semester. *Remember: Classes need to be ready on the first day of class when it becomes available for students.*
- ☐ OFFICIAL ROSTER
The roster in JagNet (not Blackboard) is South Texas College's official roster. On the first day of class, if students are listed on your official roster but not listed in Blackboard, please email or call the Office of Admissions and Records directly at 956.872.8323.
- ☐ CERTIFY ROSTER
You will receive an email from the Registrar's office with instructions and deadline on roster certification.