Languages and Philosophy@ SAC

San Antonio College

2023-2024 Department Faculty Handbook

Contents

PREFACE

This **Handbook** helps members of the Department navigate through key operating policies, processes, procedures, and specific practices that are particular to the district, college, and each discipline. Faculty can use the handbook as a source of information and expectations at the College. The handbook also includes Appendices that can be used for detailed information, instructions, and procedures.

This document has been compiled by the faculty of the Department of Languages and Philosophy @ SAC and contains department-specific policies and procedures. District and College Policies, procedures and guidelines have also been included in this SAC Faculty Handbook. Complete District Alamo College Policies are available online

(https://www.alamo.edu/about-us/leadership/board-of-trustees/board-policies/)

SECTION 1: DEPARTMENT ORGANIZATION

Languages and Philosophy @SAC				
Department Chair Alaina Webb 210.486-1726 awebb54@alamo.edu OC 119	**Academic Unit Assistant** Maricela Ramon 210.486-1721 mramon@alamo.edu OC 119	**Sr. Specialist – Student Success** Rosa Robles-Polk 210.486-0119 rrobles25@alamo.edu OC 119		
Admin. Assistant Sahereh Nazari-Zadeh Sobi 210.486-0965 snaarizadahsob@alamo.edu OC 119	**Work Study** Jod Senan 210.486.0965 OC 119	**Work Study** Francisco Espinoza 210.486.0965 OC 119		
CELL @ SAC Faculty (Full Time)				
Program Coordinator Kerrie Smith 210.486.0979 ksmith477@alamo.edu OC 122	Linda Silva 210.486.1715 lsilva@alamo.edu OC 136	Jeremy Polk 210.486.1717 jpolk11@alamo.edu OC 131		
CELL @ SAC Adjunct Faculty – OC 117 – 210.486.1461				
Kelsey Evans 210.486.1730 kevans69@alamo.edu OC 124	G. Salvador Gutierrez 210.486.1287 ggutierrez@alamo.edu OC 134	Nancy (Ruthie) Ford 512.413.3577 nford11@alamo.edu OC 138	Dr. Elizabeth Plummer 210.486.1461 eplummer1@alamo.edu OC 117	Rob Villegas 210.486.1461 Rvillegas53@alamo.edu OC 117
Dr. Sharla Jones sjones@alamo.edu OC 126	Jesus Betancourt jbetancourtflore@alamo.edu OC 117			
World Languages Faculty (Full Time)				
Program Coordinator Yolanda Del Villar 210.486.0969 ydelvillar@alamo.edu OC 133	**Spanish/German/French** Thomas Farias 210.486.0975 tfarias1@alamo.edu OC 125	**Spanish** Sergio Martinez 210.486.0978 smartinez2@alamo.edu OC 129	**Spanish** Martha Bronstein 210.486.0974 mbronstein@alamo.edu OC 135	**Japanese** Yuko Kawabe 210.486.0976 ykawabe@alamo.edu OC 128

World Languages Adjunct Faculty				
Chinese Shen Jiang 210.486.1062 sjiang@alamo.edu NTC 218	**Italian** William E. Sweet 210.486.0965 wsweet3@alamo.edu OC 117	**Italian** Stefania Malacrida 210.486.0965 smalacrida1@alamo.edu OC 117	**Spanish** Azalia Gaytan-Baker 210.486.0965 agaytan-baker@alamo.edu OC 117	**Spanish** Robert Kniseley 210.486.0965 rkniseley@alamo.edu OC 117
Spanish Julieta Schulze 210.486.0965 jschulze4@alamo.edu OC 117	**Spanish** Emily Harrington 210.486.0965 eharrington7@alamo.edu OC 117	**Spanish** Julie Winkler 210.486.0965 jwinkler9@alamo.edu OC 117		

American Sign Language (ASL) Faculty (Full Time)

ASL	ASL	ASL	ASL	ASL
Department Chair Alaina Webb 210.486.1105 awebb54@alamo.edu NTC 114C	**Program Coordinator** Julie Razuri 210.486.1120 jrazuri@alamo.edu NTC 109D	**Embedded Certified Advisor** Stephanie Burton 210.486.0868 sburton23@alamo.edu NTC 109K	Darin Dobson 210.486.1465 ddobson@alamo.edu NTC 109 B	Randal King rking116@alamo.edu NTC 109E
Michelle Payne 210.486.1117 mbecker1@alamo.edu NTC 109C	John Mark Raymond 210.468.1557 jraymond17@alamo.edu NTC 109H	Melissa Slocumb 210.486.1122 mslocumb@alamo.edu NTC 109E		

American Sign Language (ASL) Adjunct Faculty 210.486.1122

Interpreter Services Manager Jo Hilton 210.486.1110 chilton@alamo.edu NTC 109G	**Interpreter Coordinator** Denise Campbell 210.486.1394 dphenix@alamo.edu NTC 109I	John Cage jcage2@alamo.edu NTC 109F	Robert Cardoza 210.486.1122 rcardoza@alamo.edu NTC 132	Jose F. Peralez III 210.486.1123 jperalez15@alamo.edu NTC 109J
Martin Vasquez 210.486.1115 mvasquez496@alamo.edu NTC 109J	Tracy Wilson 210.486.1122 twilson185@alamo.edu NTC 109F			

Philosophy Faculty (Full Time)

Department Chair	Program Coordinator	Amy Whitworth	Julian Gonzales	David Przekupowski
Alaina Webb 210.486.1726 awebb54@alamo.edu OC 119	John Visintainer 210.486.0252 jvisintainer@alamo.edu OC 232	210.486.0248 awhitworth@alamo.edu OC 228	210.486.0977 Jgonzales1838@alamo.edu OC 230	210.486.0250 dprzekupowski@alamo.edu OC 224
Christopher Haugen 210.486.0254 chaugen80@alamo.edu OC 240	Daniel Herrick dherrick1@alamo.edu OC 238	James Clifton Bryant 210.486.1728 cbryant1@alamo.edu OC 234	Dustin Tune 210.486.1722 dtune@alamo.edu OC 226	

Philosophy Adjunct Faculty

Jude Okpala jokpala@alamo.edu	Parish Conkling pconkling@alamo.edu			

Support Services and Other Contact Information				
Admissions & Records 210.486.0700	**Dean for Academic Success** Dr. Jonathan Lee 210.486.1097 jlee@alamo.edu	**Business Office** 210.486.0201/ 210.212.5266	**Counseling - Student Advocacy Center** 210.486.1111	**Dual Credit** 210.486.0177
DPS – EMERGENCY 210.485.0911	**DPS-SAC dispatch** Non-Emergency 210.486.0099	**Faculty Senate President SAC:** Jennifer Caraway 210.486.0049 512.765.4376 (emergencies) jcaraway@alamo.edu	**Faculty Senate President - Adjunct:** Amanda Martin 210.486.1432 amartin@alamo.edu	**Financial Aid** 210.486.0600/ 210.212.5266
Human Resources Joffre Miller 210.486.0104 jmiller98@alamo.edu	**IT – SAC Campus Support** 210.486.0777	**IT - District** 210.485.0555	**Library lab reservations** 210.486.0559	**Maintenance Logistics:** 210.486.0870 **Facilities:** 210.486.1235
Payroll 210.485.0370	**Empowerment Center** 210.486.0455	**Study Abroad** Maria Rivera 210.486.0084 mrivera@alamo.edu	**Assessment & Testing** 210.486.0444 FAC 103	**International Students Office** Patrice Ballard 210.486.1720 pballard4@alamo.edu

SECTION 2: FACULTY INSTRUCTIONAL RESPONSIBILITIES

ACADEMIC INTEGRITY: College personnel with administrative authority, including faculty, may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion as defined by Board Policy F.4.2.2 (Procedure) Student Code of Conduct

Faculty who suspects a student of violating the academic integrity policy should contact the Department Chair for determining the course of action.

CLASS ATTENDANCE: From the first day of the semester until the Census Date, it is critical that faculty check the official class roster and take attendance as the first activity of the class. **Students whose names do not appear on the roster should be sent immediately to the Enrollment Services/Admissions and Records Office to determine the nature of the discrepancy.** Faculty members are required to enter each student's attendance on the Canvas LMS throughout the entire semester. Check to make sure your ACES roster and your Canvas roster is the same for each class.

Please see the SAC Faculty Handbook for further information on attendance responsibilities, reinstatement processes, drop procedures, etc.

> Distance Education Attendance: Each faculty member should establish an attendance policy for their internet courses and state it clearly in the syllabus.

END OF SEMESTER PROCEDURES: All faculty members are required to

1. Enter a letter grade for each student by utilizing the Final Grades option under the Faculty tab in ACES.

2. Submit SLO reports for each class via eLumen.

3. Check with the Program Coordinator and/or Department Chair for end of semester procedures beyond submitting grades and SLOs.

INSTRUCTIONAL SUPPLIES: The College provides basic classroom materials, office supplies, and other resources for the faculty. These may be obtained through an Academic Unit Assistant in your department. Unusual supplies or large purchases must be requested through and approved by the Department Chair. Alamo Colleges purchasing policies do not provide for reimbursement on purchases made by employees, except from specific, authorized vendors with prior approval for the employee to make the purchase.

- **Reimbursement for purchases of classroom supplies or the use of off-site copy companies is rarely authorized and should be avoided.**

- **Scantron:** There is one Scantron machine available in **OC 123** (Workroom). The door to that room is keyed to the classroom key so access is available 24/7, provided entry to the building is granted.

SIMPLE SYLLABUS: One week before the beginning of each semester, faculty members must complete their syllabi and revise their curriculum vitae using Simple Syllabus (our eSyllabus and Vitae tool) through the Faculty tab in ACES. The syllabus can then be uploaded to each Canvas course. Then on the first day of the semester, faculty members are required to direct their students to the course syllabus on Canvas. All course syllabi are online and accessible via the San Antonio College website. Please see the SAC Faculty Handbook (FHB) for detailed information on required syllabus and Vitae information.

STUDENT LEARNING OUTCOMES: Faculty will enter SLOs on the e-Lumen platform.

TEXTBOOKS: The College provides faculty with instructional textbooks that have been selected for instructional use. Textbook orders are requested through the faculty textbook lead according to established timelines for specific semesters. Information regarding textbook orders, desk copies, support materials and policies on preview and selection may be obtained from the textbook lead and/or the Program Coordinator. Credit students are eligible to rent textbooks free through the AlamoBooks program.

CLASSROOM MANAGEMENT: Creating and maintaining an environment conducive to learning is the responsibility of the faculty member. There are many effective options for classroom management. Among them are:

a.   Communicate expected behavior clearly both verbally and in writing
b.   Address disruptive behavior immediately and follow up with a written record to the student
c.   Alert the Chair of the department for ongoing issues

Please see the SAC Faculty Handbook for more detailed information on grievance and discipline processes as well as for the appropriate student code of conduct.

SECTION 3: INSTRUCTIONAL SUPPORT SERVICES AND STUDENT RESOURCES

OFFICE OF TECHNOLOGY SERVICES (OTS): San Antonio College's Office of Technology Services (OTS) understands the vital role technology plays in the teaching and learning experience and provides several online resources for faculty, staff, and students.

- **Service Request System: FootPrints:** (use your College login name and password): The Office of Technology Services' primary focus is to fulfill your technology needs through superior service and support at San Antonio College. For technical assistance, we recommend that you submit your service request via the automated 24/7 self-service request system, " FootPrints". Login to "FootPrints" using your SAC Workstation username and password (Username: ACES Username, Password: Same password you use to login to your office workstation).

- **ACES Portal and Email:** ACES is a secure portal that provides students, staff, and faculty with access to various systems and services using a single sign-on process. As an ACES user, you will have access to Online Courses, Email, Class rosters, Training Resources and Library resources. ACES provide the latest information about events and important news taking place within the college. ACES accounts and usernames are automatically generated for all Alamo Colleges employees. The default password is the first two characters of the last name in upper case followed by the last six digits of the social security number.

- **Online Learning:** The mission of SAC Online is to provide Distance Learning to students who need access anywhere and anytime. Students are provided with quality instruction and support services to help them reach their academic competencies, critical thinking skills, communication proficiency and educational/career goals. (See the SAC Faculty Handbook for more detailed information on IT resources.)

- **Online Learning Checklist:** Students interested in enrolling in online learning should complete the distance-learning checklist, which details what is necessary to know before classes begin, the first week of classes, and during the semester.

- **Identity Verification in Distance Learning Courses:** The identity verification process (BioSig) for online courses protects student's privacy through the use of a secure portal, with a secure login and student-selected password. Faculty must include at least three instances of verification of identity in each Internet course.
  - ➢ **Classroom Reservations** (210-486-0165)
  - ➢ **Tutoring Services**

ACADEMIC SUCCESS CENTER (formerly S.L.A.C.): Faculty are strongly encouraged to notify their students about the services of the Academic Success Center located in the Moody Learning Center (MLC) building in room 707. All services are provided free of charge to students. The Services offered are: tutoring on a variety of subjects, computer labs, workshops, and study stations.

STUDENT ADVOCACY CENTER: Counseling is available at the Student Advocacy Center located next to the Nail Technical Center (210) 486-1111.

COPIER USE: The copy machine generates detailed reports about faculty use and the numbers of copies made to the College and Department Chair. Faculty members are able to use their faculty ID card or type in their Banner ID to make copies in OC 123; a judicious number of copies are suggested. ALL exam review guides are to be sent to students electronically and syllabi pointed out online. No copies of Simple Syllabi should be made for students. Faculty may print to the copy machine directly, and the copier also can make double-sided copies, hole punch, and staple. The machine can also scan documents to PDF files in order to upload to the Canvas course learning management system and send those to the user's email account. It is recommended that faculty scan documents to upload to the course LMS in ACES or into CANVAS for students to make copies themselves.

COPYRIGHT LAWS: Be aware of copyright laws and district policy. E.1.7 (Policy) Instructional Resources: Copyrighted Materials and C.1.8.1 (Procedure) Intellectual Property

All board or trustees board policies are at this website

https://www.alamo.edu/about-us/leadership/board-of-trustees/board-policies/

SECTION 4: FACULTY ADMINISTRATIVE RESPONSIBILITIES

ABSENCE PROCEDURE FOR FACULTY: As students deserve the full measure of the class meeting time, San Antonio College faculty is expected to meet each class in the semester and keep students the entire class time, including the first day of class. Faculty members who must miss class are required to notify their Department Chair prior to the absence (if possible) in order to arrange for class coverage with a substitute instructor or guest lecturer. Additionally, faculty members must complete and submit the appropriate **Request for Leave Form** to their Chair for approval.

ADJUNCT FACULTY EVALUATIONS: Adjunct faculty members will be partnered with a full-time instructor, and the full-time instructor will visit the adjunct faculty member's classroom to conduct an evaluation during instruction. Upon completion of the evaluation and necessary documentation, the full-time faculty member will meet with the assigned adjunct faculty member and debrief. Copies will be given to the adjunct faculty and the original signed document will be given to the Department Chair for inclusion into their personnel file. Should the adjunct faculty member disagree with the evaluation, a second evaluation with a different full-time faculty member can be arranged.

ADJUNCT FINAL EXAMS: Adjunct faculty are required to create a final exam designed to meet the Student Learning Outcomes (SLOs) for the course of instruction. Once created, the adjunct faculty member is to share it with a predetermined full-time faculty member to access its credibility. The full-time faculty member will assess the exam, assuring it is addressing all SLOs. An SLO form will be used for assessing the final exam and be completed by the full-time faculty member. If approved, the full-time faculty member signs off on it for administration. The final exam cannot be administrated without the full-time faculty member's approval.

COMMITTEE ASSIGNMENTS: The College expects all full-time faculty members to be involved in committee work which is vital to the conduct, planning and growth of the Department, College and District. Committee opportunities are made available on an annual basis through the President's office. Adjunct faculty who are interested in serving at the College or District level should express their interest in writing to their Department Chair for consideration.

KEYS: Faculty members are provided with keys to offices and classrooms. To obtain a key, faculty members are required to complete a **Key Request Form** from the department secretary and submit the form to the Department Chair. If a faculty member loses a key, he or she must make a report to their Department Chair and Alamo Colleges Police Department as soon as possible. Once reported, the Alamo Colleges Police Department will complete a **Lost Key** form. The campus police will inform the faculty of the procedure.

OFFICE HOURS: In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term. District policy requires that full-time faculty members maintain a posted minimum of 10 office hours each week during the fall and spring semesters for a full-time load. Faculty should additionally put in 2 hours extra of office hours if they are teaching overloads. During summer sessions, faculty members must schedule a minimum of two office hours per week for each class taught. Individual departments may have office hour requirements for overloads.

While there is no office hour requirement for adjunct faculty members, they should plan to be available to students immediately prior to class and immediately after class, whenever possible.

OFFICES AND MAILBOXES: Full-time faculty have individual offices. The Adjunct faculty office is located in OC 117. Mailboxes for full-time and adjunct faculty are located in OC 123.

SECTION 5: EMPLOYMENT POLICIES

ACADEMIC FREEDOM AND RESPONSIBILITY: As stated in **Alamo Colleges Board Policy D.3.5** all members of the faculty are entitled to academic freedom as defined in the *1940 Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors, and as revised by these associations in November 1989 and January 1990. The pertinent provisions of this statement are as listed in the SAC FHB.

AGREEMENTS & WORKLOAD: ADJUNCT FACULTY: Adjunct faculty members are hired in a full-time or part-time capacity and on a semester-by semester contract basis contingent upon the needs of the College District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as stated in D.2.5.1 (Procedure) Hiring, Authority, Status, Assignments and Duties

AGREEMENTS & WORKLOAD - FULL-TIME FACULTY: To be considered full-time, faculty must teach fifteen (15) hours per semester. Based upon need, full-time faculty may be allowed to teach an overload (not to exceed two classes per semester) although the College reserves the right to limit a faculty member's overload to fewer than two classes each semester. Overloads are not to be expected by a full-time faculty member. Overloads are paid at the adjunct faculty pay rate.

Summer teaching is optional for faculty members. The College reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

DIRECT DEPOSIT: All Employees are required to have their paychecks deposited directly into their bank accounts by submitting a completed Direct Deposit Form available on the Alamo Colleges Fiscal and Financial Services website.

USE OF COLLEGE MATERIALS: As College District employees, faculty members are required to use District and College resources for their intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of College District employees, and all other district resources. Under limited conditions, minimal incidental use of College District equipment may be permitted:

- May not interfere with or have an adverse effect on the performance of the employee's duties.
- It may not interfere with College District operations nor cause an additional cost to the College District.
- Is not harmful to the College District.
- Is not for private commercial purposes.
- Does not result in unauthorized software or digital media being installed in or downloaded to College District equipment.
- Does not result in the violation of copyright laws or College District software licenses.

[EVACUATION POLICY](#)

[TEACHING LOADS](#)

Faculty duties and responsibilities

Faculty duties and responsibilities	Found in these documents
Job Responsibilities	Faculty and Department Chair Positions [D.2.3.2 (Procedure) Faculty and Department Positions](#) (p.2) 1) **[Full Time Faculty Job Descriptions (pgs 19-22)](#)** 2) [Adjunct Faculty Job Descriptions (pgs. 22-24)](#) 3) **Continuing Education Instructor Job Description**: (No specific teaching load written; For general information, see: *Description of Work*)
Teaching load, course assignments	1) [D5.1.2 (Procedure) Faculty Teaching Loads (p. 1-5)](#) 2) Continuing Education Instructor Job Description: (No specific teaching load written; For general information, see: *Description of Work*) **Course assignments for all faculty. listed in ACES**
Responsibilities outside the classroom	1) **[D.5.1.2 (Procedure) Faculty Teaching Loads (see p. 3)](#)** Listed under *Duties and Responsibilities* 2) **[Adjunct Faculty Job Description (See pgs 11-14)](#)** 3) **Continuing Education Instructor Job Description**: (No specific teaching load written; For general information, see: *Description of Work*)
Professional development expectations	1-3) [D.6.1 (Policy) Professional Development](#) 1) **[Full Time Faculty Job Description (See Pursue Professional Development p.21-22)](#)** 2) [Adjunct Faculty Description (see p. 13, # 2)](#) 3) Continuing Education Instructor: none written
Service expectations	1) **[Full Time Faculty Job Description (p. 22)](#)** 2) **[Adjunct Faculty Description (See p. 13-14, #3)](#)** 3) **Continuing Education Instructor Job Description**: (No specific teaching load written; For general information, see: *Description of Work*)
Length of employment/appointment	1) [D.5.1.2 Faculty Teaching Loads (Procedure) p.1](#) 2) [D.5.1.2 Faculty Teaching Loads (Procedure) p. 3](#) 3) **Continuing Education Instructor Job Description**: (No specific teaching load written; For general information, see: *Description of Work*) 1-2) [D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties](#) **Contracts (load and compensation):** [ACES](#) (secure portal); click on *employee / Web Services/* Employee/Faculty

	Load and compensation/Compensation and Acknowledgement
Compensation and benefits	Salary schedule for full-time, adjunct and CE Faculty: AlamoShare (See Faculty Pay Ranges) D.5.1.1 (Procedure) Employee Compensation and Exempt/Non-Exempt Status For full-time faculty, adjuncts; paying substitutes D.5.1.4 (Procedure) Full-Time Faculty Pay Schedule (Salary paid over 12 months) 1) D.5.2 (Policy) Benefits 2) List of Benefits for Full Time Faculty (HR Dept.) **Contracts (load and compensation):** ACES (secure portal); click on employee / Web Services/ Employee/Faculty Load and compensation/Compensation and Acknowledgement
Policies regarding confidentiality of personnel records	D.4.10 (Policy) Faculty Code of Professional Ethics D.4.10.1 (Procedure) Faculty Code of Professional Ethics (item # 5) AlamoShare: (secured portal) Finance Administration/Finance and Fiscal Services/Records Management/Confidentiality/term
Criteria and procedures for performance evaluation	D.7.1 (Policy) Employee Evaluations
Policies and procedures for termination	D.10.2 (Policy) Separation from Employment
Grievance procedures	D.3.3.1 (Procedure) Employee Complaints

SECTION 6: D.7.1.2 (Procedure) Faculty Performance Evaluations

SECTION 7: D.8.2.1 (Procedure) Promotion Process

SECTION 8: Tenure D.2.5.5 (Procedure) Faculty Tenure Process

SECTION 9: FACULTY GOVERNANCE

FACULTY SENATE: The purpose of the Faculty Senate is to present the views and recommendations of the college faculty to the San Antonio College administration, to the Alamo Colleges district administration, and to the Alamo Colleges Board of Trustees, as those views relate to policies on academic and professional matters. Faculty Senate is responsible for review of the Faculty Handbook in the spring of each year.

ADJUNCT FACULTY COUNCIL: The Adjunct Faculty Senate provides representation for Adjunct Faculty at the District and college level. The Adjunct Faculty Senate advocates on behalf of all Adjunct Faculty by recommending and supporting ideas and concepts directly related to the critical Adjunct Faculty role in facilitating student success and improving SAC's organizational effectiveness. Further information about the Adjunct Faculty Senate can be obtained by contacting the Adjunct Faculty Council Chair.

DEPARTMENT STRUCTURE AND ADMINISTRATION: Academic Department Governance**:** All Academic Departments are governed by a Chairperson, selected in accordance with prevailing District and College policy. The term for a chair is three years with an option to renew.

Academic Discipline Governance: Each academic program in the department is headed by a coordinator that handles program-specific issues. The decision as to whether a program should have a coordinator and who should coordinate is handled on a case-by-case basis by the Department Chair in collaboration with college administration.

SECTION 10: UNIT DESCRIPTIONS

The Center for English Language Learning @ San Antonio College (CELL@SAC)

ALL CELL @ SAC faculty must review the CELL@ SAC website. Please review CELL @ SAC's vision, mission statement, and goals. Additionally, two important links on the *Important Information for Advisors/Counselors/Students* page are:

- *CELL@SAC Student Resource Handbook* which has relevant information for students; however, it is most helpful for students if faculty know what is in it, too, so they can refer to a specific point in it and show or discuss it with students together.

- The Curriculum, which includes the course descriptions, the learning outcomes, the grading guide and competencies. ALL ESLA and ESL students follow the same curriculum.

The Vision of San Antonio College is recognized nationally for student success and best practices. As part of that vision, CELL @ SAC's vision is to provide a vibrant learning environment for English language learners (Ells) to prepare for success in their academic and/or career choices.

Mission Statement: The program or language institution has a written statement of its mission and goals, which guides activities, policies, and allocation of resources. This statement is communicated to faculty, students, and staff, as well as to prospective students, student sponsors, and the public, and is evaluated periodically. The mission of CELL @ SAC is to provide an opportunity for ELLs to study in a dynamic learning community in order to acquire essential English language and cultural adaptation skills necessary to meet academic, professional, and personal goals.

CELL @ SAC Goals:

1. To provide high-quality, comprehensive instruction for Ells
2. To prepare Ells to transition to and be successful in college-level classes
3. To develop communication skills for Ells to work in a diverse global society.

Background: CELL @ SAC was previously the English as a Second Language for Academics (ESLA) program, which consisted of the ESLA and English for Academic Purposes (ENGA) courses, both for credit.   In the spring of 2012, the non-credit English as a Second Language (ESL) program became part of the ESLA program. As a result, in January of 2014, the name of the program changed to CELL @ SAC to communicate to all departments at San Antonio College as well as to the general population in San Antonio College's service area that CELL @ SAC provides English language learning courses for English Language Learners (ELLs) who wish to pursue academic study and/or prepare for professional careers.

Initial Testing/Advisement/Placement: CELL@SAC provides comprehensive placement-testing and advising for credit (ESLA/ENGA) and noncredit (ESL) students and offers intensive 8-week (Flex) courses of English study. Each course is held twice a week and includes two-and-a-half (2 1/2) hours of instruction each day. Students who wish to improve their English as quickly as possible may

register for twenty (20) hours of instruction per week. ESLA and ESL students follow the same curriculum.

Important Points about the Initial Registration Process for NEW students:

- **International Students with an F-1 visa:** F-1 visa students register for CELL @ SAC's credit ESLA and ENGA courses. They receive assistance and specialized advisement at the office for International Students Services (ISS), pertaining to all issues about maintaining their F-1 visas. The ISS office is in the Oppenheimer Academic Center [OC # 220]. After students complete an orientation with the ISS office, they go to CELL @ SAC office to complete the registration process.

- All students are required to take the Michigan English Language Placement Test (MELPT) and respond to a writing prompt. The assessments assist experienced full-time faculty to determine the students' proficiency in reading, vocabulary, grammar and writing. The test does not test for speaking/listening though students may request to speak with a professor to determine if the student should take the same level in listening/speaking as is required for the other CELL @ SAC courses.

- Each ESLA/ESL level consists of four courses: Listening and Speaking, Reading, Writing, and Grammar. Students who have demonstrated advanced proficiency (skill) on the MELPT and writing prompt or have completed ESLA or ESL level four qualify for the ENGA courses: ENGA 0351 (Composition and Grammar) and ENGA 0361 (Reading and Vocabulary). These courses are only offered for credit; there is no non-credit option. Students ae consider college-ready when they pass both courses.

- Students cannot arbitrarily choose the level in which they wish to study. If a student questions her/his placement score she/he must complete a *Student Request to Change Placement or Level* form (available in OC 119). Staff will help the student complete the form. Then an experienced full-time faculty member reviews the student's score on the MELPT as well as the student's response to the writing prompt. In almost all cases, the placement level remains the same. The exception sometimes occurs if, for example, a student who has lived in the United States for a year or longer has greater proficiency (skill) in speaking/listening skills than her/his assessment indicates for writing/reading. In such a case, the student may be able to take a more advanced speaking/listening class. The full-time faculty member must document this on the form, and an administrative assistant documents this change in Banner.

- **Section/level changes**: **During the same flex term, students sometimes request to drop one section of a specific course and register for a second section of the same course, but this is NOT permitted.** For example, a student may wish to drop GRAMMAR 3.001 and register for Grammar 3.002; however, to permit this could lead to one section having insufficient enrollment and, therefore, being cancelled, so this request is prohibited.

- **Getting Started:** **Students who register for non-credit Continuing Education ESL follow the same process as credit ESLA students**. Read Getting Started. Also, read about the difference between ESLA and ESL on the CELL @ SAC website.

- **TSI Testing:** All college students are mandated by the Texas Higher Education Coordinating Board to take the College Texas Success Initiative (TSI) exam. **(Note:** Students who have taken the Accuplacer do not need to take the TSI.). CELL @ SAC students usually take the TSI during level four. All students who have not yet taken the Texas Success Initiative (TSI) must do so in the Fletcher Administration building (#103) before they register for ENGA. On the CELL @ SAC web site link to Information for Counselors/Advisors and Students and read about the process CELL @ SAC students must follow to take the TSI. Once students successfully complete the ENGA courses, they are college-ready and do not need to take developmental reading and writing (Integrated Reading and Writing--INRW).

Important Points about the Registration Process for Continuing Students:

Students Who Have Completed at Least ONE Flex term:

- Experienced full-time faculty who wish to have one of her/his students skip a course/ level, based on direct evidence of superior proficiency, may do so by completing the *Professor Recommends New Level or Course* form (full-time professor will have a digital copy); however, professors rarely permit this.

- **Students may not skip a level.** If students feel that their skill is higher than what they believe is needed for the next class/level that they are scheduled to take, they must complete the *Student Request to Change Placement or Level* form (available in OC 119).

  Previously, students would ask different faculty members about skipping a course or level, hoping that one would give permission. This request of various faculty members was time-consuming, inefficient and almost always inappropriate. To prevent this potential problem, students must make their request in the department office (OC 119).

  Staff will help the student complete the *Student Request to Change Placement or Level* form. Then the student is referred to speak to an experienced full-time faculty member. Often the faculty member speaks with another faculty member who has recently had the student in a course. They then make a decision about the student's request, and the full-time faculty member who has spoken to the student documents the decision on the form. The student's request is infrequently granted. Occasionally, the student is permitted to skip a speaking/listening level if she/he has higher proficiency (skill) in speaking/listening than in reading and writing.

Course Selection Process: As of 2012, when the non-credit ESL classes became part of the ESLA program, the program staffing needs changed significantly. The full-time faculty member in charge of coordinating the course schedules (Program Coordinator) now facilitates which faculty will teach specific courses. This selection is not based on seniority. Instead it is based on the strengths of faculty and needs of the program.

Once all full-time professors have 15 academic hours to teach for the semester, a faculty member desiring an overload may request it of the Program Coordinator. Due to the fluid nature of enrollments and the

combination of credit ESLA and non-credit ESL, faculty must be flexible in the courses they are asked to teach.

Syllabi & Canvas Home Page: CELL@SAC faculty with ESLA AND ESL students in the same class should state on their class syllabus and Canvas course the course # and CRN# for BOTH courses, for example: ESLA 0331/ESL1031 CRN #s: *15775/20157*

Textbook Selection Procedure for CELL @ SAC: The Department Chair appoints a Textbook Adoption Lead, usually a full-time faculty member, currently Mr. Jeremy Polk. Recommendations for new textbook adoptions originate from faculty who teach the class and whose textbook is under consideration. If even one faculty member, full-time or adjunct, expresses concerns with a particular text, the book is re-evaluated by all faculty who teach the class. If those concerns are shared by a significant number of other faculty members, a committee of instructors assigned to the class will be formed. The department's textbook lead for the course chairs the committee and contacts publishers to send sample texts to be reviewed by the committee. After reviewing the texts, that committee will submit to the department's full-time instructors a ranked list of two to three recommendations to replace the class's current text. The final decision on adoptions will be made by the department's full-time faculty members. Once the decision has been made, the textbook lead informs the bookstore and copies the Department Chair.

Dropping Students-Policy for credit ESL students: By the second week of a flex term, all faculty must **SMART DROP** students in ACES who have NOT attended a specific course.

Dropping Students-Policy for CE ESL students (as of the fall 2014 flex 2 term): By the second week of a flex term, all faculty who have a CE ESL roster must submit to the administrative assistant for continuing education the names and banner numbers of all **CE ESL** students who have NOT attended a specific course. **Faculty IS NOT able to drop CE ESL students in ACES.**

Final Grades: The grading process for CE ESL students is similar to the process for Credit ESLA, except there is NO grade of **IP**. Instead, for CE ESL, use **NR**. Also, instead of giving a W, I or an F give an NR.

The final grades for ESLA and CE ESL students should be uploaded to ACES at the same time; however, if the CE ESL students cannot see their final grades in ACES, please inform the department chair or the coordinator of CELL@SAC to request that the CE grades be "rolled over."

Information for Counselors/Advisors and Students

World Languages:
The World Language program offers college level classes in a diverse range of world languages: Chinese, French, German, Italian, Japanese, and Spanish. The language courses provide a series from beginners through intermediate levels. The program offers traditional, online, and hybrid classes. Some of the courses are specialized or content-specific such as Conversational Spanish, Medical Spanish, Legal Spanish and Business Spanish.

For information concerning study abroad opportunities, contact the Office of International Programs at District.

Course selection process for Spanish program:

- Class selection is according to seniority unless another process has been required per administration or imposed by department faculty.
- Class selection occurs during a meeting or via email as determined by program faculty verbal agreement.
- For long semesters: A first round of course selection to include at most 15 hours of course load. Full time faculty should teach no more than 15 hours of Internet courses and must teach 2 face-to-face. A second round of course selection includes up to 19 hours; If courses and need exist, a third round of course selection for double overload will include up to 23.335 hours; Maximum of internet class assignments in a long semester – 15 hours of classes; minimum face to face courses is two.
- A FT faculty member must put in 10 hours of office hours for FT 15-hour load and an additional 2 hours for overload.
- Summers: Courses selected one per round; Maximum of internet class assignments in a summer – 2 classes; Pay 130% of adjunct for first 12 hours, 100% adjunct pay for another 3 hours; no more than 15 hours allowed in a summer schedule; must put in 15 hours of office hours for each 3-credit hour class taught in summer for 130% pay.
- Staffing and course adjustments may be made if courses are cancelled due to lack of enrollments or if the Chair determines changes need to be made according to program need.

Course processes for world languages other than Spanish:

- Faculty members verify that they can teach the courses that have rolled over from one semester to another and make changes accordingly. If courses make, they teach them. Courses that do not make are cancelled.

- Textbook selection procedures:

Chinese: Currently there is one PT faculty member that teaches the Chinese classes. The Department Chair appoints this person to be the Textbook Adoption Lead.

(1) When a textbook change is deemed necessary, the process of searching for a new textbook begins.

(2) The faculty member will contact the various publishers to request sample copies of textbooks to be considered.

(3) The faculty member will review the sample copies during a period of 4 to 6 weeks.

(4) At the end of the initial review period the faculty member will select 3 textbooks to be reviewed in-depth.

(5) The faculty member will review the remaining textbooks over a period of 1 to 2 weeks. At the end of the in-depth review period, the faculty member will make a choice.

(6) Once the selection has been made the lead faculty member will inform the bookstore and copy the Chair.

French: Currently there is one FT faculty member that teaches one French class. The Department Chair typically appoints the FT faculty member in this case to be the Textbook Adoption Lead.

(1) When a textbook change is deemed necessary by both faculty members the process of searching for a new textbook begins.

(2) The lead faculty member will contact the various publishers to request sample copies of textbooks to be considered.

(3) The committee members will review the sample copies during a period of 4 to 6 weeks. The exact time frame will be determined by the committee members.

(4) At the end of the initial review period the committee members will meet to select 3 to 5 textbooks to be reviewed in-depth.

(5) The committee members will review the remaining textbooks over a period of 1 to 2 weeks. At the end of the in-depth review period the members will meet to discuss their selections. If the committee members are unable to agree the Chair or another faculty member may be called upon to help make a determination.

(6) Once the selection has been made the lead faculty member will inform the bookstore and copy the Chair.

German: Currently there is one FT faculty member that teaches the German classes. The Department Chair appoints this person to be the Textbook Adoption Lead. For adoption of a German text at SAC, the instructor/s will select at least three possible texts for review and after a thorough examination; a final decision will be made. The selection will be sent to the bookstore and to the Chair.

Italian: Currently there is one PT faculty member that teaches the Italian classes. The Department Chair appoints this person to be the Textbook Adoption Lead.

(1) When a textbook change is deemed necessary, the process of searching for a new textbook begins.

(2) The faculty member will contact the various publishers to request sample copies of textbooks to be considered.

(3) The faculty member will review the sample copies during a period of 4 to 6 weeks.

(4) At the end of the initial review period the faculty member will select 3 textbooks to be reviewed in-depth.

(5) The faculty member will review the remaining textbooks over a period of 1 to 2 weeks. At the end of the in-depth review period, the faculty member will make a choice.

(6) Once the selection has been made the lead faculty member will inform the bookstore and copy the Chair.

Japanese: Currently there is one FT faculty member that teaches the Japanese classes at SAC. The instructor/s will select at least three possible texts for review and after a thorough examination; a final

decision will be made. The selection will be sent to the bookstore and to the Chair. (Currently Yuko Kawabe)

Spanish: The Department Chair appoints the person to be the Textbook Adoption Lead based on recommendation of the Foreign Languages Program Coordinator. When the need arises to evaluate textbooks for possible adoption, all of the full time Spanish faculty will come together to evaluate and decide upon textbooks. The lead instructor will contact publishers to send sample texts to be reviewed by the committee throughout a designated time period. A narrowing-down may occur before the final selection process happens. Three textbooks will be examined in depth by the faculty. The faculty will then vote on the best textbook for adoption. Once the decision has been made, the textbook lead informs the bookstore and copies the chair.

CLEP: Students may CLEP a Spanish, French or German course by presenting the CLEP score to the Assessment and Testing Center, Fletcher Administration Building, Room #103. CLEP examinations are offered in the Testing Center, Fletcher Administration Building, Room #103.

Challenging a Course: Foreign Language students may elect to challenge a course; they remain enrolled in the class, and may attend as they are able; however, the FINAL course grade is based solely upon student performance on the Final Exam. Students must inform faculty by the end of week one.

SECTION 11: Banner Navigation and Function Menu

Common Banner Toolbar Icons

Function	Menu	Keystroke	Toolbar
Save	File/Save	F10	
Rollback	File/ Rollback	Shift + F7	
Select	File/Select	Shift + F3	
Insert Record	Record/ Insert	F6	
Delete Record	Record/ Remove	Shift + F6	
Previous Record	Record/ Previous	Up Arrow	
Next Record	Record/Next	Down Arrow	
Previous Block	Block/ Previous	Ctrl + Page up	
Next Block	Block/Next	Ctrl + Page Down	
Enter Query	Query/Enter	F7	
Executive Query	Query/ Execute	F8	
Cancel Query	Query/ Cancel	Ctrl + q	
View Send Message			
Print	File/Print	Shift + F8	
Online Help	Help/Online Help	Ctrl+h	
Exit	File/Exit	Ctrl + q	

Functions

Description

Save: Save changes to current form.

Rollback: Revert form to original blank state.

Select: Select currently highlighted item.

Insert Record: Insert record into current form.

Delete Record: Remove current record from form.

Previous Record: Navigate to previous record on form.

Next Record: Navigate to next record on form.

Previous Block: Navigate to previous block on form.

Next Block: Navigate to next block on form.

Enter Query: Enter Query Mode.

Execute Query: Execute Query Mode.

Cancel Query: Exit Query Mode.

View/Send Message: Send and receive messages in Banner.

Print: Print the current window.

Online Help: Access Online Help.

Exit: Exit current form or activity.

Plus to Banner Equivalences

Banner	Banner Name	Plus
GUASYST	System Identification	002, 102
ROARMAN	FA Maintenance	318, 320
SAAADMS	Adm Application	2U6, 2G6
SAAQUIK	Quick Entry	11A
SCACRSE	Basic Course Info	125
SFAALST	Class Attendance Rstr	107, 1G7
SFAREGQ	Reg Query	109
SFAREGS	Student Course Reg	104, 110, 111, S21
SFARHST	Student Reg History	139, GRD
SFASLST	Class Roster	107, 1G7, FG1
SFASTCA	St Crse Reg Audit	137, 139
SGASTDN	General Student	008, 110, 111, 117
SGASTDQ	Gen Student Summary	1E1, 110
SHARQTC	Transcript Request	1T1
SHRTRTC	Transcript-Job Sub	1T1
SHATERM	Term Seq Crse History	109, 118, S21
SMICRLT	Compliance Inquiry	651
SOAHOLD	Hold Information	048, 148, 248, 348, 448
SOAHSCH	High School Info	209
SOAPCOL	Prior College	211
SOASBGI	Inst Background	035, 036
SOATEST	Test Score Info	210, 221
SHACRSE	Corse Summary	136, GRD
SPAIDEN	General Person Ident	3,4,5,6,7,8,10,11, 15,20,103
SSASECT	Schedule	129, 130, 132
TSAAREV	Amt Detail Review	408

Banner Meeting Times
Based on Military Time

SSASECT	
Time	**Military Time**
6:00 AM	0600
7:00 AM	0700
8:00 AM	0800
9:00 AM	0900
10:00 AM	1000
11:00 AM	1100
12:00 PM	1200
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300

Term Credit

Academic Year	SCT Plus	SCT Banner
2010 – 2011	Fall 2010	201110
	Spring 2011	201120
	Summer 2011	201130
2011 – 2012	Fall 2011	201210
	Spring 2012	201220
	Summer 2012	201230
2012 – 2013	Fall 2012	201310
	Spring 2013	201320
	Summer 2013	201330
2013 – 2014	Fall 2013	201410
	Spring 2014	201420
	Summer 2014	201430

Term CE

Academic Year	SCT Plus	SCT Banner
2010-2011	First Quarter- Sept. 1-Nov. 30	820111
	Second Quarter- Dec. 1-Feb. 28	820112
	Third Quarter- Mar. 1-May 31	820113
	Fourth Quarter- Jun. 1-Aug. 31	820114
2011-2012	First Quarter- Sept. 1-Nov. 30	820121
	Second Quarter- Dec. 1-Feb. 28	820122
	Third Quarter- Mar. 1-May 31	820123
	Fourth Quarter- Jun. 1-Aug. 31	820124
2012-2013	First Quarter- Sept. 1-Nov. 30	820131
	Second Quarter- Dec. 1-Feb. 28	820132
	Third Quarter- Mar. 1-May 31	820133
	Fourth Quarter- Jun. 1-Aug. 31	820134
2013-2014	First Quarter- Sept. 1-Nov. 30	820141
	Second Quarter- Dec. 1-Feb. 28	820142
	Third Quarter- Mar. 1-May 31	820143
	Fourth Quarter- Jun. 1-Aug. 31	820144

Banner 8 Navigation
Quick Reference Guide

Components of the Banner Main Menu
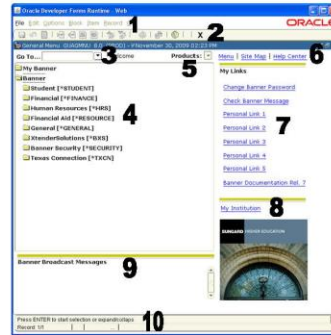
1) Menu Bar
2) Toolbar
3) Go To field
4) Hierarchical Menu
5) Products Menu
6) Menu, Site Map, Help Center links
7) My Links
8) My Institution link
9) Broadcast Messages
10) Auto Help Line

Academic History

Course Summary	SHACRSE
Degree and Other Formal Awards	SHADEGR
Degree Summary	SHADGMQ
Term Course Maintenance	SHAINST
Term Sequence Course History	SHATERM
Subject Sequence History	SHASUBJ
Transfer Course Information	SHATRNS
Academic Standing Query	SHASTAT
Pre-Banner Summary Hours and GPA	SHAPCMP
Transfer Course Articulation	SHATATR

Admissions

Admissions Application	SAAADMS
Admissions Decision	SAADCRV
High School Information	SOAHSCH
Prior College Information	SOAPCOL
Test Score Information	SOATEST
Admissions Application Summary	SAASUMI
Adm. Application/Checklist Summary	SAAACKL
Prior College Summary	SOAPCOQ

Accounts Receivable

Tuition and Fees	TSAAREV
Itemized Billing Statement	TSICSRV
Tuition and Fees	TSAACCT

Course Catalog

Basic Course Information	SCACRSE
Course Detail Information	SCADETL
Course Registration Restrictions	SCARRES
Catalog Pre-Req & Test Score Restrictions	SCAPREQ
Catalog Search	SCASRCH

Course Sections

Basic Section Information	SSASECT
Schedule Detail Information	SSADETL
Schedule Restrictions	SSARRES
Schedule Pre-Req & Test Score Restrictions	SSAPREQ
Section Syllabus	SSASYLB
Section Comment	SSATEXT
Cross List Meeting Time/Instructor	SSAXMTI
Schedule Cross List Query	SSAXLSQ
Schedule Cross List Definition	SSAXLST
Schedule Calendar	SSAACCL
Schedule Section Query	SSASECQ

General Person

Address Summary	SOADDRQ
General Person	SPAPERS
General Person Identification	SPAIDEN
General Person Telephone	SPATELE
Person Comment	SPACMNT
Hold Information	SOAHOLD
Person Search	SOAIDEN
Person Search Detail	SOAIDNS

General Student

General Student	SGASTDN
General Student Summary	SGASTDQ
Learner Curriculum Query	SOILCUR
Student Attributes	SGASADD

Registration & Class Rosters

Class Attendance Roster	SFAALST
Class Roster	SFASLST
Student Course Information	SZAREGS
Student Course Registration Audit	SFASTCA
Student Registration Group	SFARGRP
Student Registration History	SFARHST
Student Registration Permit/Override	SFASRPO
Student Registration Query	SFAREGQ
Class Search	SSASECQ

Transcript Requests

Transcript Request	SHARQTC
Transcript Request Status	SHARQTS

Enrollment Verifications

Enrollment Verification Request	SFARQST
Enrollment Verification Status	SFARQSS
Enrollment Verification Message	SFAMESG

Faculty Load

Faculty Information Query	SIIINST
Faculty Teaching Schedule	SIAASGQ
Faculty/Advisor Information	SIAINST
Faculty/Advisor Query	SIAIQRY

Query Forms

Schedule Section Query	SSASECQ
Person Search	SOAIDEN
Person Search	SOAIDNS