

**STAFF
RESOURCE
HANDBOOK**

LANGUAGES@SAC

(Includes Customized Job
Descriptions
for Staff and Faculty)



SAN ANTONIO COLLEGE | OC 119
(rev. 2022)

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This manual was created with the purpose of cataloging resources available in the Department of Language, Philosophy and Culture office. It is a reference resource for ***Full-time, Part-time, and Work-Study staff***. It Contains descriptions, procedures, rules, regulations, schedules, and guides used in our office. **It is a simple reference manual guide to make your job easy and efficient.**

OUR STAFF-Information for Staff

The Department of Languages Staff members are committed to offer a ***One Stop-Shop-Service***. Our focus is to explain our program and ease the registration process for all students.

Every candidate for hire must satisfy the credential, qualification and other position requirements set forth in the Alamo Colleges job descriptions. Requirements for hire include verification of a satisfactory employment record check; criminal record check; education record check; and pre-employment, post-job offer drug testing results. Pre-employment, post-job offer drug testing is not a requirement for work-study and student positions.

In compliance with the Immigration Reform and Control Act of 1986, Alamo Colleges requires all employees to provide proof of identity and eligibility to work in the United States and complete USCIS Form I-9 within three days of hire.

Any false statement and/or omission in the employment application, answers to supplemental questions, and information contained in but not limited to the applicant's resume or curriculum vitae, Form I-9, or other documents submitted, or failure to make full disclosure of criminal history shall be cause for rejection of the application or denial or termination of employment.

Additionally, the Department of Languages has customized job descriptions, which do not replace the Alamo Colleges job descriptions, but have been created to assist workers to understand more clearly specific tasks they will perform for the Department.

CUSTOMIZED JOB DESCRIPTIONS for Staff; also link to [Alamo Colleges-Job Descriptions](#) Section D: Personnel

ADMINISTRATIVE SERVICE SPECIALIST (full-time) OPPENHEIMER # 119

Principal Duties:

- Assists CE ESL students in creating student profiles, registration forms and directs students for tuition payment.
- Compiles various reports for CE.
- Serves as proctor for the Michigan English Placement Test.
- Performs receptionist duties, greets the public, answers phone calls and walk-in inquiries.
- Provides information about (ESLA) English as a Second Language Academic and English as a Second Language (ESL) Continuing Education program in person, over the phone and e-mail.
- Assists students with registration in ACES and registration in ESLA classes.
- Answers questions about tuition payment.
- Creates and modifies ESL courses in Banner and Argos.
- Provides information to faculty.
- Maintains confidentiality and security of all testing materials.
- Must be vigilant and be able to administer testing rules.
- Maintains a quiet atmosphere appropriate to testing.
- Assists students with filling out appropriate *Student Information Sheet for Faculty Advisement Form* and *sign in sheet*.
- Enters placement scores in Banner System.
- Performs other duties as assigned.
- Coordinates 4DX for staff.

Qualifications:

Experience working as a proctor
Able to work independently
Excellent organizational skills
Effective verbal skills
Desire to learn new tasks and take additional responsibilities
Experience assisting students in fast-paced, educational program, especially for non-native speakers of English
Experience using or desire to learn Alamo Colleges programs such as Argos
Desire to learn new tasks and take additional responsibilities

ADMINISTRATIVE ASSISTANT (part/time): OPPENHEIMER # 119

Principal Duties:

- Greets and responds to phone calls and walk-in inquiries from students, faculty and the public.
- Files forms and documents.
- Provides to students the information in the Student Enrollment Guides.
- Refers students to faculty for advisement.
- Assists CE ESL students in creating student profiles.
- Assists students in learning how to access ACES.
- Assists students in filling out registration forms.
- Registers students through Banner.
- Provides basic information about tuition payment.
- Assists unit assistant and faculty to report problems with technology in the department office and/or classrooms.
- Assists faculty in support activities.
- Performs other duties as assigned.
- Speaks other languages.

Qualifications:

Experience assisting students in a fast-paced, educational program.

Experience in using computers and desire to learn Alamo College's Banner database system.

ADMINISTRATIVE ASSISTANT (part/time): OPPENHEIMER # 127

Principal Duty: CELL @ SAC ASSISTANT

Specific Duties:

- Makes extensive Excel documents based on course schedules, teaching assignments, classroom use, enrollment data and completion statistics.
- Prepares final exam information guidelines for faculty about the submission of final exams.
- Documents the rate of persistence of CELL @ SAC students.
- Reviews enrollment data in ENGA classes to determine if students qualify.
- Documents the rate of success of ENGA students in freshmen composition classes.
- Maintains completed final exams in a secure environment.
- Prepares recurring reports containing confidential information about students.
- Uses ACES and Banner to access data.
- Calculates statistics and compiles data.
- Composes correspondence.

Qualifications:

Able to work independently.
Excellent organizational skills.
Experience with Microsoft Office
Desire to learn new tasks and take additional responsibilities

SENIOR SPECIALIST (part/time): OPPENHEIMER # 119

Principal Duty: Works closely with Unit Assistant and Department Chair in all administrative responsibilities for the Department.

Specific Duties:

- Assists in all budgetary matters.
- Develops registration profiles-including ones in Spanish.
- Oversees day-to-day registration activities.
- Oversees student referral to faculty for advisement.
- Oversees referral process from CELL @ SAC to the College Testing Center for the College-placement exam.
- Oversees referral process to faculty for advisement.
- Is liaison with International Students Services.

Qualifications:

Experience assisting students in fast-paced, educational program, especially for non-native speakers of English.
Experience in assisting supervisor/department chair in budgetary matters.
Knowledge of regulations for F-I visa students (valuable addition).
Desire to learn new tasks and take additional responsibilities.

ACADEMIC UNIT ASSISTANT (full-time): OPPENHEIMER # 119

Principal Duty: Acts as liaison between Department Chair, faculty, and students. Confers with and assists Department Chair in all administrative matters.

- Uploads class schedules and teaching loads for faculty contracts.
- Coordinates and prepares payroll and leave documents.
- Oversees department registration process; follows the chair's request to increase/decrease the maximum enrollment and cancel low enrollment sections. Notifies students of cancellations and explains other options and classes.
- Oversees student orientation about testing and registration procedures and referral of students for advisement with faculty.
- Coordinates and manages calendar of events, meetings and computer lab reservations.

- Maintains the departmental budget, monitors and confers with the Department Chair concerning expense activities and budget transfers.
- Assists in resolving classroom and student schedule conflicts.
- Reviews transcripts/test scores to determine if students have met course prerequisites.
- Creates a substitute teaching list.
- Procures classrooms for all units.
- Provides information to the College and/or public about Department courses in person, over the phone or through e-mail.
- Oversees process to provide information about student and/or faculty grievances.
- Performs other duties as assigned.

Qualifications:

Experience assisting students in fast-paced, educational program, especially for non-native speakers of English

Experience using Alamo Colleges' Intranet programs

WORK STUDIES (part/time): OPPENHEIMER # 119

Principal Duty: Share responsibilities to support and assist in administrative matters.

- Greet and respond to phone calls and walk-in inquiries from students, faculty and the public.
- Files forms and documents.
- Assists CE ESL students in creating student profiles.
- Assists students in learning how to access ACES.
- Assists the academic unit assistant and faculty to report problems with technology in the department office and/or classrooms.
- Assists faculty in support activities.
- Performs other duties as assigned.

Qualifications:

Must be a currently enrolled in an Alamo College and receive financial aid.

Willing to assist students in a fast-paced, educational program

**CUSTOMIZED JOB DESCRIPTIONS for Faculty; also link to [Alamo Colleges-
Job Descriptions](#)**

Adjunct Faculty

Part Time: Evaluation of adjunct faculty is on-going. In addition to all responsibilities that adjunct faculty must fulfill, as documented in Alamo College's Policy D.7.1, they are also responsible for completing all activities as delineated in CELL @ SAC's Adjunct Evaluation checklist, which must be completed at the end of each semester (**See Attachment A, Pages 31-33**)

Full Time Adjunct: As with the evaluation of adjunct faculty, full time adjunct faculty must follow responsibilities outlined of the adjunct faculty. In addition, full time adjunct faculty are required to attend department meetings, attend College staff development opportunities and post 10 office hours per week.

Full-time Faculty

In addition to all responsibilities that full-time faculty must fulfill, as documented in Alamo College's Policy D.7.1, they are also responsible for completing all activities as delineated in CELL @ SAC's Full-Time Evaluation Checklist, which must be completed annually: (**See Attachment B, Pages 34-35**):

Specific Responsibilities for Full-Time

Lead Faculty for Textbook Selection

- Initiates discussion with full-time faculty to review current textbooks to determine if they are recommended for the next academic year.
- Responds to concerns from faculty about textbooks that are problematic and initiates the formation of a committee to review alternative textbooks/materials.
- Submits the list of CELL @ SAC textbooks for the current academic year to the department chair.
- Is liaison with the College bookstore manager about all issues and concerns pertaining to the ordering process of CELL @ SAC's textbooks.

Lead Faculty for Curriculum Enhancement

Curriculum and Assessment:

- Conducts a periodic review of the curriculum.
- Aligns curriculum with the student learning outcomes.
- Conducts surveys on curriculum implementation and alignment, collects, assesses, and compiles results.
- Works individually and collectively with faculty to revise curriculum when appropriate.

Faculty Development:

- Organizes in-house faculty development training on curriculum and instruction.

Administrative:

- Assists in the development and coordination of curriculum to meet the needs of students.
- Acts as a liaison, with other select faculty, for the Texas Higher Education Coordinating Board (THECB) Developmental Education Department.
- Provides oversight of special projects as they relate to curricula and instruction.
- Assigns full time faculty to review and approve department final exam to verify that exams match program student learning outcomes (SLOs).
- Completes other curriculum-related tasks as assigned by the Department Chair.

Lead Faculty for ENGA

- Give an ENGA presentation in the Writing 4 classes (so students will register for ENGA and not INRW) midterm.
- Coordinate with Student Services (210-486-0144) to give FTIC workshop the week before final exam.
- Check to see if students enrolled in ENGA had taken the TSI before the beginning of class. If not taken, the student **can NOT** enroll in college classes.
- Compose a list (for both reading and comp.) (names **and** Banner #s) and send it to Bonita de Leon (bdeleon25@alamo.edu) designated advisor for ESL students.
- On the list of college-ready students, indicate ALL the students who have taken the FTIC workshop and **If students have not, they are not usually able to register for college classes.**
- Give the memo (about completing the ENGA requirements) to students, so that they can register for college-level classes immediately.
- keep track of students who have become college-ready in spreadsheet for data collection.

Lead Faculty for CELL web page content

Maintain website for CELL. (<https://www.alamo.edu/sac/esla/>)

Lead Faculty for 4 DX

- Facilitates development of CELL @ SAC's 4DX goal
- Coordinates 4 DX activities with CELL @ SAC faculty
- Develops charts and/or tables to represent progress of 4 DX activity
- Represents CELL @ SAC in College-wide 4-DX activities

Coordinator (faculty) for Scheduling and the Class Selection Process

Full Time Faculty

- Coordinates the teaching schedule and class selection process for *full time faculty*.
 - Full time faculty select the initial class schedule for each semester (Fall and Spring) in a rotation system. (Note: full time faculty have a teaching load of 15 credit hours per semester [combined number of credit hours in two terms]).
- Coordinates and negotiates changes in the teaching schedule and class selection for *full time faculty* before the beginning of each FLEX term due to enrollment changes.

Adjunct Faculty

- Coordinates the teaching schedule and class assignments for adjunct faculty (Note: adjunct faculty have a maximum teaching load of 9 credit hours per semester [combined number of credit hours in two terms]).
- Coordinates and negotiates changes in the teaching schedule and class assignments for *adjunct faculty* before the beginning of each FLEX term due to enrollment changes.
- Initiates discussion per term with adjunct faculty about their teaching assignments, the curriculum and teaching materials for their courses.

Hiring of Full Time and Adjunct Faculty

- Reviews documentation: resumes, application forms, and recommendation letters.
- Schedules and conducts an interview.
- Discusses teaching assignments, class schedule, curriculum, and teaching materials.

CELL @ SAC's Coordinator of Accreditation

- Coordinates all activities associated with maintaining CELL @ SAC's accreditation with CEA.
- Maintains on-going coordination with Institutional Research to acquire data for CEA reports.
- Develops, in collaboration with CELL @ SAC's program coordinator, CELL @ SAC's strategic objectives and master plan
- Collaborates with the program coordinator in recruiting and retention activities
- Initiates and is responsible for the collaborate activities between CELL @ SAC and Continuing Education
- Addresses all questions about the ENGA courses and initiates all activities and communications associated with the transition of CELL @ SAC students to college-level classes
- Facilitates the process of advisement for/with all ENGA students about their college-readiness status
- Oversees activities to update the success rate of ENGA graduates in College-level classes (Engl. 1301).
- Collaborates with the program coordinator and with SAC's Counseling Services to enhance strategies to identify and appropriately advise English language learners, especially students who have completed ENGA courses.
- Works, in collaboration with the program coordinator and the staff at the testing office to enhance the TSI testing process for CELL@ SAC students and other non-native speakers of English.
- Oversees, in collaboration with full-time faculty, the final exam process for ESLA/ESL courses to ensure that each adjunct faculty member's final exam meets all of the course's student learning outcomes (SLOs).
- Ensures that the department's final exam requirements for the ENGA program are maintained.
- Oversees activities of the administrative assistant for CELL @ SAC, whose role is to provide support activities to maintain CELL @ SAC's accreditation.

CELL @ SAC's Program Coordinator

- Collaborates with the coordinator of accreditation in developing CELL @ SAC's strategic objectives and master plan.
- Collaborates with the coordinator for accreditation in recruiting and retention activities.
- Represents CELL @ SAC in Alamo Institutes.
- Manages CELL@ SAC's class enrollment and registration.
- Updates all College-wide mandates that need to be documented.
- Collaborates with the coordinator of scheduling in the hiring of adjunct faculty, providing new faculty orientation, and deciding on class assignments.
- Oversees and conducts professional development activities for adjunct faculty.
- Oversees, in collaboration with full-time faculty, the annual observations of adjunct faculty.
- Works in collaboration with the Coordinator of Accreditation in maintaining a rigorous assessment and placement process for new CELL @ SAC students.
- Works in collaboration with the department chair to oversee that all procedures for adjunct faculty evaluation are followed.
- Collaborates with the coordinator of accreditation, coordinator of ENGA, and with SAC's Counseling Services to enhance strategies to identify and appropriately advise English language learners, especially students who have completed ENGA courses.
- Works, in collaboration with the coordinator of accreditation and the staff at the testing office, to enhance the TSI testing process for CELL@ SAC students and other non-native speakers of English.
- (1) Initiates (or designates a faculty member), each term, the creation of the no-pass list for all ESLA/ESL students and (2) contacts (or designates a faculty member) all CELL @ SAC faculty to complete it for their classes and when necessary to augment and/or correct it.
- Is liaison (or designated faculty member) with other colleges and universities pertaining to professional development and CELL @ SAC internships.
- Is responsible for overseeing that CELL @ SAC faculty fulfill all College-mandated tasks associated with eLumen.

Department Chair (faculty)

- Provides leadership on behalf of the Department of Languages. The Chair is
- responsible for overseeing all functions and activities of the Department in
- accordance with the Alamo Colleges District and San Antonio College's procedures and policies.
- Provides information to and works in collaboration with the Dean of Academic Affairs and/or Vice-President of Academic Affairs.
- Maintains a leadership role in articulating to other College departments or programs, Alamo District offices and community programs information pertaining to department functions and activities.
- Supervises and collaborates with the coordinators from the Center of English Language Learning @ San Antonio College, World Languages, American Sign Language and the International Students Office as well as with all faculty.
- Maintains open communication with program coordinators, faculty and staff.
- Oversees, in collaboration with faculty, all activities pertaining to student success.
- Advises students about program, career, or transfer options to help them make informed academic decisions leading to degree or certificate completion.
- Refers students to appropriate academic support and/or advisement services.

STAFF ORIENTATION/PROFESSIONAL DEVELOPMENT

Staff orientation consists of each new staff member 1) meeting with the unit assistant to review the information in this staff handbook, and 2) receiving customized training from the unit assistant from an experienced staff member.

Professional development is available through AlamoTalent, which is designed for Alamo Colleges' employees, including all staff, to learn about professional development opportunities through San Antonio College¹. This means staff can take face-to-face courses, take online training, participate in a webinar or search for additional resources.

To access AlamoTalent, enter ACES/Employee tab

(<https://aces.alamo.edu/cp/home/displaylogin>) AlamoTalent is located on the right side.

AlamoTalent also includes access to all required trainings for Alamo employees. Examples of course are:

Sexual Harassment, Drug Free Workplace, & Supervising at the Alamo College
Online courses - Banner, Wise Track, & Office Depot, etc.

¹ Part-time staff and work studies are not required to but may choose to participate in professional development activities.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is essential to the efficient and orderly operations of our Department and to the students we serve.

Each employee shall report to work as scheduled.

Employees are expected to report to work on time and to complete their assigned work schedule. Failure to do so may result in disciplinary action, up to and including termination.

PERSONAL APPEARANCE

Employees are expected to use good judgment at all times regarding their personal appearance. **Employees are expected to dress appropriately, be neat, wear clean clothing and be careful of personal hygiene.**

Certain employees must adhere to special dress standards or uniforms that have been established in their department. Violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action.

ACCESS AND TECHNOLOGY

NETWORK USER ACCOUNT

You will have to fill out a San Antonio College Network Account Request Form.

BANNER

Banner is an administrative software application developed specifically for higher education institutions.

SFASLST-Class Roster-	SPAIDEN-General Person Identification-
SFASRPO-Student Registration Permit-Override-	SSASECT-Schedule-MAINTENANCE
SFASTCA-Student Course Registration Audit-	SZAREGS-TCC Registration Form- MAINTENANCE
SFRSLST-Class Roster-	SOAIDEN-Person Search
SHATERM-Term Sequence Course History- QUERY	
SOAHOLD-Hold Information-	
SOATEST-Test Score Information-QUERY	
SPACMNT-Person Comment-	

ALAMO SHARE

Alamo Share is an internal website available only to Alamo Colleges' employees and requires a log-in password. The main website is dedicated to items for students and the community. If you cannot find what you are seeking on the main website, please check out Alamo Share.

Username: Your user account to log on to any Pc/workstation at SAC.

Password: Your workstation password.

OFFICE OF TECHNOLOGY SERVICES (OTS)

OTS manages the college's technology infrastructure and offers a wide range of services to assist members of faculty, staff and students with their technical needs. Their Mission is to provide the San Antonio College community with reliable and secure information technology infrastructure and services.

TECHNICAL PROBLEMS?

Call OTS: 210-486-0777 or send an email to helpdesk@alamo.edu. Submit a *Footprints Service Request* through *ACES portal*

Note: To access Footprints you must enter your workstation username and password.

CONFIDENTIALITY AGREEMENT

ALL Full-time, Part-time, and Work-Study staff from Languages @SAC will have to sign a ***Confidentiality Agreement***. It is a contract through which the **employee agrees not to disclose any confidential information from students, faculty or staff.**

CONFIDENTIALITY AGREEMENT

I _____ understand that by virtue of my employment with Languages @SAC I may be given access to, or come into contact with, confidential Student, Faculty, and Staff information that is protected by both federal and state laws. I understand that unauthorized use or disclosure of confidential Student, Faculty, and Staff information may result in disciplinary action being taken against me, up to and including termination of my employment at Languages @SAC.

Signature

Date

FACULTY EVALUATIONS

Recently, the Alamo Colleges has introduced and e-portfolio for faculty to document their professional growth and demonstrate commitment to the profession. The e-portfolio is titled **Faculty 180** and provides opportunity for faculty to exhibit and keep detailed record of professional career development. The e-faculty portfolio consists of the following sections:

- Teaching
- Instructional Delivery
- Instructional Assessment
- Scholarly and Creative Activities
- Professional Development

Detailed documentation and evidence in each section is required. In the professional section, faculty is responsible for providing a transcript, evidence of course completion, evidence of participation and a sample of a presentation or research.

Faculty in the evaluation cycle every year or every two years must submit the completed portfolio at a certain date/ deadline for a peer evaluation and eventually for an evaluation by department chair.

ALL full-time, part-time, and work-study staff will be evaluated for their performance once a year. The Department Chair or designee with direct knowledge of the employee's performance will complete the evaluation. Adjunct faculty complete the document found as Attachment A, p. 34.

The employee may respond to this evaluation in writing and speak about anything pertaining to this evaluation directly with the Department Chair.

ORIENTATION TO PROGRAMS

[CELL @ SAC](#): [ESLA](#) | [ENGA](#) | [ESL-CE](#)

The Center for English Language Learning at San Antonio College (CELL @ SAC) provides an opportunity for international students, immigrants, professionals, and other English Language Learners (ELLs) to study in a dynamic learning community and acquire or improve essential English skills. CELL offers English language credit and noncredit classes to help students learn to read, write, speak, and understand American English for social, professional, and academic purposes.

There are four **ESLA/ESL levels** of English study. Each level consists of four courses with a rigorous and intensive presentation of the academic listening, speaking, reading, writing, and grammar skills necessary for you to pass entrance exams and placement tests and to be successful in your college classes.

SPEAKING and LISTENING - Understand spoken American English in diverse situations. Learn pronunciation and to speak using Standard American English for work, career goals, home, and the community.

READING - Read the written English with fluency and understanding.

WRITING - Write English using clear grammatical structures.

GRAMMAR (The foundation of language learning) - Designed to complement speaking and writing skills

LEVEL ONE		
ESLA	0310	Speaking/Listening 1
ESLA	0311	Writing 1
ESLA	0312	Grammar 1
ESLA	0313	Reading 1
LEVEL TWO		
ESLA	0320	Speaking/Listening 2
ESLA	0321	Writing 2
ESLA	0322	Grammar 2
ESLA	0323	Reading 2
LEVEL THREE		
ESLA	0330	Speaking/Listening 3
ESLA	0331	Writing 3
ESLA	0332	Grammar 3
ESLA	0333	Reading 3
LEVEL FOUR		
ESLA	0340	Speaking/Listening 4
ESLA	0341	Writing 4
ESLA	0342	Grammar 4
ESLA	0343	Reading 4

Third number tells you the "level".

Fourth number tells you the "subject"

In addition to the four levels of **ESLA/ESL**, the program offers a series of courses - **English for Academic Purposes (ENGA)** in composition & grammar and reading & vocabulary which prepare students for college level work.

ENGA:

Intensive courses: Grammar & Composition; and Reading & Vocabulary

Purpose: Prepare students for college or university classes

Requirements: (1) official high school transcripts; (2) completion of ESLA or ESL level 4 or ENGA course placement testing; (3) *College readiness (TSI) exam

Students who finish the program are highly successful in college classes. Furthermore, successful completion of the ENGA program guarantees students entry into college classes at SAC and the other Alamo Colleges.

REGISTRATION PROCESS FOR ESLA/ESL STUDENTS

ESLA/ENGA - ACADEMIC

****ALL INTERNATIONAL STUDENTS (F1-VISA HOLDERS) SHOULD GO TO:
OC #220 Patrice Ballard, International Student Services, 210.486.1720**

1. **APPLY TEXAS:** Complete WEB Admission Form online: www.applytexas.org (Web Admission process takes 4 business days.)
2. **TRANSCRIPTS: EVALUATE YOUR Transcripts** www.naces.org. **Submit Official Transcripts & Evaluation OR GED scores to Admission and Records (FAC #216).**
 - o High school diploma – Basic / General Evaluation.
 - o University transcripts – Course by Course Evaluation.
 - o GED in Spanish or English
3. **BANNER ID:** This Banner ID Number is used for enrolling in classes.
4. **MENINGITIS VACCINATION:** If you are UNDER 22 years old, you must submit proof of the Bacterial Meningitis vaccination. Go to www.alamo.edu/meningitis
5. **ENGLISH PROFICIENCY PLACEMENT TEST:** Make an appointment in OC119. Bring a #2 pencil –Plan for PARKING – ARRIVE 15 MINUTES BEFORE TEST – Bring Any Picture ID.
6. **ENROLL IN CLASSES:** *Guide (pdf)*

CE-ESL Students (noncredit students)

1. **ENGLISH PROFICIENCY PLACEMENT TEST:** Make an appointment in OC119. Bring a #2 pencil –Plan for PARKING – ARRIVE 15 MINUTES BEFORE TEST – Bring Any Picture ID.
2. Create Profile Application (OC #119)
3. Register for Classes (OC #119)
4. **ENROLL IN CLASSES:** *Guide (pdf)*

ESLA/ESL CURRENT SCHEDULE

What is the typical ESL class schedule?

- One (1) semester of 8 weeks
- Flexible schedules: day and evening classes
- Monday and Wednesday or Tuesday and Thursday classes
- Each class is 2 hour 45 minutes.
- Each skill (Reading, Writing, Grammar, Speaking and Listening) is a separate class.
- Lab may be required for some classes.

FORMS FOR ESLA/ESL/ENGA STUDENTS

****All Staff members should be familiar with the following forms:**

REQUEST TO CHANGE PLACEMENT LEVEL

Languages @SAC
Center for English Language Learning @San Antonio College

Student Request to Change Placement or Level for ESLA/ESL/ENGA

Student: Please complete this information:

Date: _____
Student's Name _____ Banner # _____

Check One:

- I want to start taking an ESLA/ESL or ENGA. Please review the score of my placement test. (CELL@SAC Staff: Please attach the completed Michigan test score sheet, essay, and student information sheet to this form).**
- I am a current student. I want to skip a course or level:**

I want to take _____.

CELL@SAC staff: Please take this form to one of the full-time professors: Jeremy Polk (OC 131), Dr. Sharla Jones (OC 126), Kerrie Smith (OC 122), Linda Silva (OC 136), Sylvia Ybarra (OC 130). The student may speak with one of the professors at the same time.

Professor:

My recommendation is _____

Professor's signature: _____ Date _____

Please return this completed form to the Department office.

CELL@SAC staff: If the professor has

(1) approved a change to the student's initial placement, indicate that in SPACMNT and complete the appropriate override in SFASRPO. Also, please staple this form to the Michigan test.

(2) indicated that the student may skip a course OR a level, state that in SPACMNT and complete the appropriate override in SFASRPO.

STUDENT COMPLAINT FORM

Languages @ SAC
Center for English Language Learning @ SAC (CELL@SAC)

Student Complaint about an ESLA/ESL or ENGA Class Submitted to the Department Chair

Name of student _____ Banner # _____ Date _____
e-mail address: _____

You must first speak with your professor about your concerns.

- Did you speak with your professor?
Yes No

Information about the class:

Class:	#	Section #	CRN #
Example: ESLA Grammar	# 0331	# 001	#17037
Example: ESL Grammar	# 1032	# 101	#10110

What are your concerns?

Resolution:

- Student referred back to the professor
 Other comment/resolution:

Department's chair's signature _____ Date: _____

STUDENT COMPLAINT ABOUT FINAL GRADE FORM

Languages @ SAC

Center for English Language Learning@ SAC (CELL@SAC)

Student Appeal about a Final Grade (Revised March 2018)

Name of student _____ Banner # _____ Date _____
e-mail address: _____

DATE _____

I want to discuss my final grade. **You must first speak with your professor about your concerns.**

Did you speak with your professor?

Yes No

Information about the class:

Class: _____ # _____ **Section #** _____ **CRN #** _____ **Semester** _____
Example: ESLA Grammar # 0331 # 001 #17037 Spring Flex 2
Example: ESL Grammar # 1032 # 101 #10110

Resolution:

- Student referred back to the professor
- Other comment/resolution:

Signature _____
CELL@SAC Coordinator or other FT faculty

Date: _____

TSI REFERRAL FORM

Language @ SAC
The Center for English Language Learning @ Sac Antonio College (CELL@SAC)
Oppenheimer #119; 486-0965

REFERRAL for TSI TESTING

(for NEW Students Who Qualify for ESLA Level 4 or ENGA)

NAME: _____ Banner#: _____ Date: _____

Student: Take this form with you to the TSI testing center (Fletcher Administration Center (FAC – 112) and show it to the clerk there.

- **GoFARR and Test Prep= 2 hours** (You must complete both of these BEFORE you start the TSI.)
- **TSI Test = 3 ½ hours**

Once you complete the TSI exam, return to CELL@SAC (Oppenheimer #119) to register for ESLA or ENGA classes.

Testing personnel/college counselor:

This student is a non-native speaker of English who is going to enroll in an advanced ESLA or ENGA, (English for Academic Purposes) course. Once the student has completed the TSI, please send the student back to CELL@SAC to receive advisement and register for ESLA or ENGA classes.

Click on: [CELL@ SAC website](#)

Staff should explore and become familiar with the CELL @ SAC web site! From time to time, staff may be able use it to provide additional information to students or to show students important parts of the site such as [Information for Advisors/Counselors/Students](#).

Click on: [CELL @SAC Student Resource Handbook](#)

Staff should read the CELL @ SAC Student Resource Handbook and become familiar with it! From time to time, they may be able use it to help students.

Click on: [CELL @SAC Organizational Chart](#)

DEPARTMENT OF LANGUAGES@SAC

Languages @SAC offers classes in a diverse range of languages:

ENGLISH as a SECOND LANGUAGE

LEVEL ONE		LEVEL FOUR	
ESLA 0310	Speaking and Listening 1	ESLA 0340	Speaking and Listening 4
ESLA 0311	Writing 1	ESLA 0341	Writing 4
ESLA 0312	Grammar 1	ESLA 0342	Grammar 4
ESLA 0313	Reading 1	ESLA 0343	Reading 4
LEVEL TWO		ENGA	
ESLA 0320	Speaking and Listening 2	ENGA 0353	Reading
ESLA 0321	Writing 2	ENGA 0363	Reading
ESLA 0322	Grammar 2	ENGA 0351	Writing
ESLA 0323	Reading 2	ENGA 0361	Writing
LEVEL THREE			
ESLA 0330	Speaking and Listening 3		
ESLA 0331	Writing 3		
ESLA 0332	Grammar 3		
ESLA 0333	Reading 3		

WORLD LANGUAGES

<p>ARABIC ARAB 1411 Elementary Arabic I ARAB 1412 Elementary Arabic II ARAB 2311 Intermediate Arabic I ARAB 2312 Intermediate Arabic II</p> <p>CHINESE CHIN 1411 Elementary Chinese I CHIN 1412 Elementary Chinese II CHIN 2311 Intermediate Chinese I CHIN 2312 Intermediate Chinese II</p> <p>FRENCH FREN 1300 Beginning Conversational French I FREN 1310 Beginning Conversational French II FREN 1411 Elementary French I FREN 1412 Elementary French II FREN 2311 Intermediate French I FREN 2312 Intermediate French II</p>	<p>SPANISH SPAN 1300 SPAN 1310 SPAN 1311 SPAN 1312 SPAN 1411 SPAN 1412 SPAN 2311 SPAN 2312</p>	<p>Beginning Conversational Beginning Conversational Elementary Spanish I Elementary Spanish II Elementary Spanish I Elementary Spanish II Intermediate Spanish I Intermediate Spanish II</p>
<p>GERMAN GERM 1300 Beginning Conversational German I GERM 1310 Beginning Conversational German II GERM 1411 Elementary German I GERM 1412 Elementary German II GERM 2311 Intermediate German I GERM 2312 Intermediate German II</p>		
<p>ITALIAN ITAL 1311 Beginning Conversational Italian I ITAL 1312 Beginning Conversational Italian II ITAL 1411 Elementary Italian I ITAL 1412 Elementary Italian II ITAL 2311 Intermediate Italian I ITAL 2312 Intermediate Italian II</p>		
<p>JAPANESE JAPN 1311 Beginning Conversational Japanese I JAPN 1312 Beginning Conversational Japanese II JAPN 1411 Elementary Japanese I JAPN 1412 Elementary Japanese II JAPN 2311 Intermediate Japanese I JAPN 2312 Intermediate Japanese II</p>		

AMERICAN SIGN LANGUAGE (ASL)

The American Sign Language and Interpreting Program within the Languages @SAC Department is designed to provide quality ASL and Interpreter education by offering a comprehensive series of classes including, but not limited to ASL, Deaf Culture, and the interpreting process. The department strives to provide an environment where students become fully prepared to work as interpreters and deaf support specialist for members of this unique population.

American Sign Language: Deaf Support Specialist A.A.S.

- SLNG 1304 - American Sign Language I
- SLNG 1305 - American Sign Language II
- SLNG 1317 - Introduction to the Deaf Community
- SLNG 1215 - Visual Gestural Communications
- ENGL 1301 - Composition I
- SPCH 1318 - Interpersonal Communication
- SLNG 1300 - Fundamentals and Techniques for Deaf Support Specialist/Service Provider
- SLNG 1344 - American Sign Language III
- SLNG 1321 - Introduction to the Interpreting Profession ***
- SLNG 1307 - Intra-lingual Skills Development for Interpreters
- SLNG 1211 - Fingerspelling and Numbers
- SLNG 1345 - American Sign Language IV
- MATH 1314 - College Algebra
- or MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)
- SLNG 2330 - Advanced Techniques for Deaf Support Specialist/ Service Providers ***
- SLNG 1371 - Instructional Strategies for Success for Deaf Support Specialist
- SLNG 1347 - Deaf Culture
- SLNG 2401 - Interpreting I
- Select 1 course from the [Languages \(40\) Core](#) or [Creative Arts \(50\) Core](#) (3 credit hours)
- Select 1 course elective of your choice (1 credit hour)
- SOCI 1301 - Introductory Sociology
- SLNG 2389 - Internship - Deaf Support Specialist

American Sign Language: Sign Language Interpreter, A.A.S.

- SLNG 1304 - American Sign Language I
- SLNG 1305 - American Sign Language II
- SLNG 1317 - Introduction to the Deaf Community
- SLNG 1215 - Visual Gestural Communications
- ENGL 1301 - Composition I
- SLNG 1372 - Greek and Latin Roots for Interpreters
- SLNG 1344 - American Sign Language III
- SLNG 1321 - Introduction to the Interpreting Profession ***
- SLNG 1307 - Intra-lingual Skills Development for Interpreters
- SLNG 1211 - Fingerspelling and Numbers
- DRAM 1351 - Acting I
- SLNG 1345 - American Sign Language IV
- SLNG 2401 - Interpreting I ***
- SLNG 1347 - Deaf Culture

Select 1 course from the following:

- SLNG 1206 - Interpreting Artistic Texts
- SLNG 1300 - Fundamentals and Techniques for Deaf Support Specialist/Service Provider
- SLNG 1378 - Conversational American Sign Language
- SLNG 2403 - Transliterating
- SLNG 2311 - Interpreting in Specialized Settings
- SLNG 2315 - Interpreting in the Educational Settings
- SLNG 2334 - American Sign Language V
- SLNG 2336 - Interpreting IV
- SLNG 2370 - Trilingual Interpreting I
- SLNG 2375 - Interpreting Seminar I
- SLNG 2376 - Interpreting Seminar II
- MATH 1314 - College Algebra
- or MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)
- SLNG 2402 - Interpreting II ***
- SOCI 1301 - Introductory Sociology
- Select 1 course from the [Languages \(40\) Core](#) or [Creative Arts \(50\) Core](#) (3 credit hours)
- SLNG 2288 - Internship - Sign Language Interpreter and Translation ***
- SLNG 2431 - Interpreting III ***
- SLNG 2366 - Practicum (or Field Experience) - Sign Language Interpretation and Translation ***

OTHER REQUIRED INFORMATION

MENINGITIS VACCINATION

Starting in January 2012 all new or transfer students under age 22 AND returning students who have been out of college for one or more semesters and are under age 22 are required to be immunized against Bacterial Meningitis and show proper documentation.

Those students who meet the criteria above will see a “BM” hold on their student record in ACES, which will prevent registration. The hold will be removed only after submitting proper documentation. Students currently enrolled and attending classes at SAC do not have to show proof of meningitis vaccination.

Proof of immunization may be emailed, faxed, mailed. It may also be uploaded in ACES within 48 hours. For the required downloadable form, hours of operation, information about exemptions and other details and go to www.alamo.edu/meningitis.

Students must allow up to six days for processing. The college must receive the immunization forms. Per Texas State Law, students must provide proper documentation 10 days before the start of the semester.

For information about bacterial meningitis and the vaccination, contact the CDC at: 800-CDC-INFO (800-232-4636)

ACES PORTAL

ACES is a secure portal that provides students, staff, and faculty with access to various applications using a single sign-on. As an ACES user, you will have access to register for classes, financial aid information, email, library resources, and online courses. ACES will also provide you with the latest information of events and important news taking place within your college.

FINANCIAL AID OFFICE

LOCATION: FAC Building #200

OFFICE HOURS:

Monday - Friday 8 am - 5 pm

First Saturday of the month - 9 am - 1 pm

Extended Hours from 5 to 7 pm-Tuesday

PLACEMENT TESTS

ESLA/ENGA/ESL

The Michigan English Language Placement Test (MELPT) and Writing Placement Test (WPT)

WORLD LANGUAGES

Spanish Placement Test

French Placement Test

THE CLEP (Credit by Exam)

Students are provided with the opportunity to obtain college credit in Spanish, French, or German by examination.

1. Take a Spanish/French *placement test* at Languages @SAC (**Free of charge**).
2. Determine level so that the student will have an idea where he/she belongs.
3. Go to the Assessment Center. **Moody Learning Center Rm. 533 Phone: (210) 486-0444.**
4. Register at Assessment Center, FAC 112.
5. A grade of CR is awarded. Credit by examination is awarded and posted on a student's transcript only after the student has earned six college-level semester hours at San Antonio College.
6. Credit by examination may not be earned for any course a student has already completed in the classroom.
7. Credit by exam awarded by San Antonio College applies to its program of study; such credit may transfer to other institutions according to the policies of the receiving institution. A student who plans to transfer should consult the transfer institution regarding its policies and acceptance of evaluated credit.

It is highly recommended that all individuals who plan to transfer to another institution should consult with the receiving transfer institution regarding its policies and acceptance of CLEP credit. The CLEP testing program is primarily for San Antonio College students. *Individuals from other institutions must obtain permission to test at our testing center, subject to seating availability.*

THE OFFICE-Department of Languages @SAC

Information for Faculty

CLASSROOMS

CLASSROOM ACCESS

Faculty will need a key (DDD-25) to access any classroom at the OC Building, adjunct office, and work room. Faculty will need to fill out a Key Request Form and submit it to the *Academic Unit Assistant*.

PROJECTOR IN THE CLASSROOMS

LOG ON TO WINDOWS: Use your Access to PC stations at SAC: Username and Password.

1. TURN ON PROJECTOR: PRESS the POWER BUTTON on the REMOTE CONTROL and wait 1 min.
2. IMAGES should be projected on white board.
3. WHEN FINISHED: TURN OFF the projector PROPERLY; double click the POWER BUTTON on the REMOTE CONTROL.
4. LOG OFF from WINDOWS.

CLASSROOM TECHNICAL PROBLEMS?

Call OTS (Office of Technology Services): 210-486-0777

Send an email: helpdesk@alamo.edu

Submit a *Footprints Service Request* through ACES portal

Note: To access Footprints you must enter your workstation username and password).

CANON-COPIER-PRINTER

Staff and Faculty will have to log in to the Canon 4245 Unit. You will need your I.D. Badge, Username, and Password (Login credentials used for PC stations) or Banner ID.

I.D. BADGE

All Faculty and Staff will need a *Badge* or Banner ID to use the Canon 4245 Unit, located in our workroom (OC 123).

I.D. Badge may be issued at the District Police Office, Monday to Friday 7:30am-2:30pm
1819 N. Main Ave, Portable 1, San Antonio, TX 78212.

THE LAB-Department of Languages

The Labs at San Antonio College is an instructional center for all language students, professors, and visitors. One is located at the OC building, room # 120 (40 PC stations total). The other lab OC #105 is for instructional use only (32 stations total). It consists of a source drive for audio, video, internet, and Microsoft office programs at individual computer stations.

RULES AND REGULATIONS

Students are not allowed to change or modify any of the computer settings.

Food or drinks are not permitted in the lab.

Cell phones are not permitted in the lab.

Computers are to be used for class work to support language education and learning only.

Internet use is restricted to class assignments only.

Participation in Online Forums and Internet Community Sites (Facebook, Twitter, etc.) is prohibited.

No programs or files should be downloaded or copied. It is a crime to copy software or audio files without the proper copyrights and licenses.

Students are not allowed to shut down or re-start the computers.

HOURS OF OPERATION

Lab hours may change every semester in response to students' demand and college holidays.

Students may walk-in during our regular lab hours.

MONDAY – FRIDAY: 8:00am-5:00pm

Instructors may reserve the lab for class sending an e-mail to Maricela Ramon

mramon@alamo.edu. *“First email received, first served!”* Instructors may reserve the lab a week prior to the date of reservation for up to two weeks, not for the entire semester. We want everybody to have a chance to use our lab. Instructors should cancel enough ahead of time if they are not going to use the lab, so that someone else has the opportunity to make a reservation on time.

PROCEDURE TO OPEN/CLOSE LAB

OPENING LABS (OC #120)

1. Prop the door open.
You will need a DDD-25 Key.
2. Turn on monitors and log in all of the computer stations in the lab.

USERNAME: forestudent

Password: student

3. Fill all printers with paper.
4. Check the planner board for tests, reservations, etc.

OPENING LABS (OC #105)

You will need a DDD-25 Key.

5. Turn on monitors and log in all of the computer stations in the lab.

USER NAME: OC105student_(number listed on monitor)

Password: sacuser1

6. Fill all printers with paper.
7. Check the planner board for tests, reservations, etc.

CLOSING LAB

1. Give students at least ten minutes warning prior to closing the lab.
2. Log off all computers and turn off monitors.
3. Straighten up chairs and equipment.
4. File attendance lists, exams, tests, etc.
5. Put everything in its place (Headphones, pencils, notes, paper, etc.).
6. Close and lock the door.

IF YOU HAVE ANY PROBLEMS CALL MARICELA 210.486.1721

PROCEDURE TO USE LAB (STUDENTS)

HOW TO SIGN IN/OUT

STUDENTS WILL SIGN IN

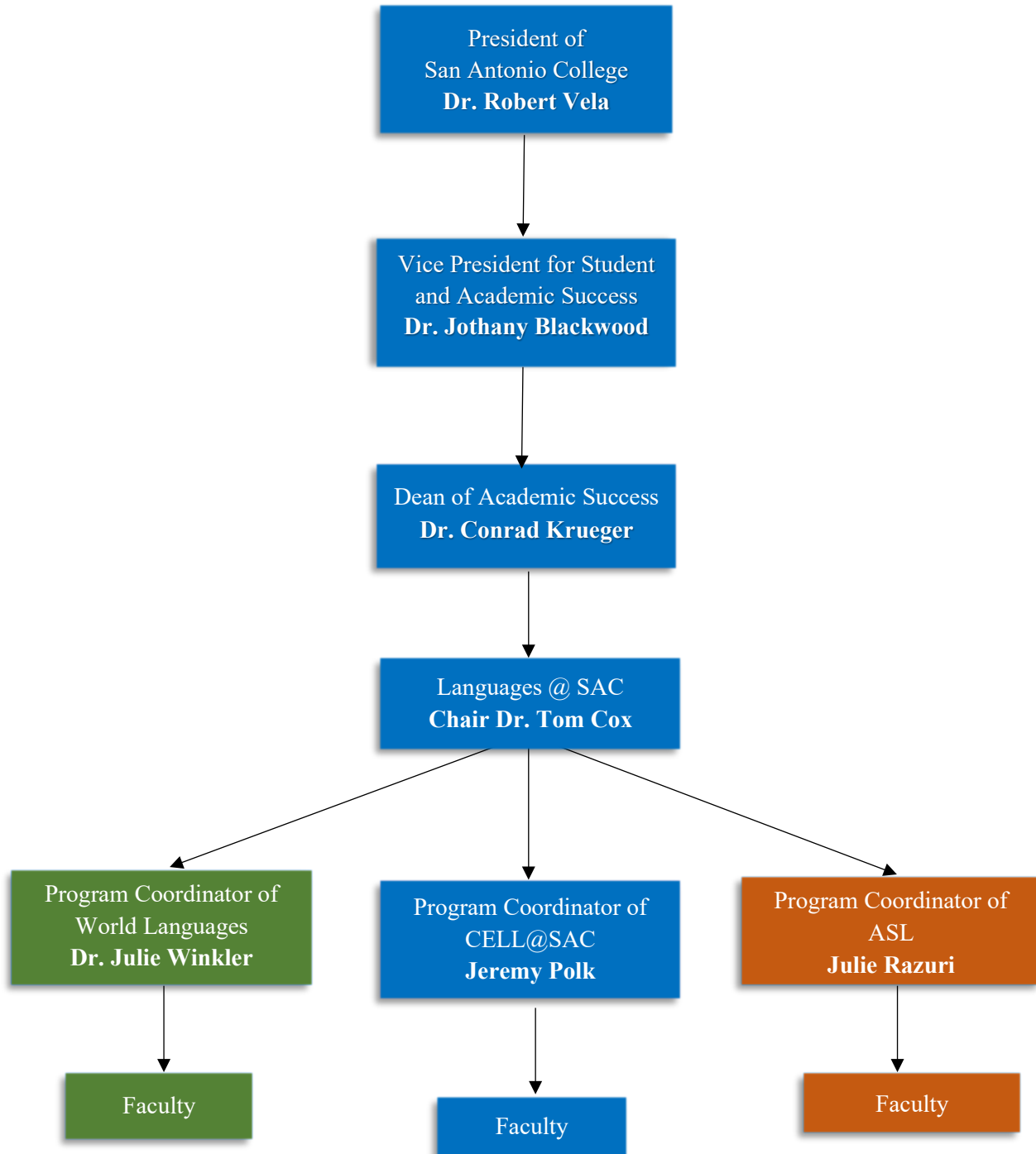
1. **Sign in** on “sign in/out sheet. Students should type their Banner ID number to sign in
2. Students may borrow script audio programs from the folders located right next to printer #1. All the audio programs are to be used in the lab, ask students to please put it back in the folder when finished.

HOW TO LISTEN TO AUDIO FILES (if available)

1. Double click on the *Student Drive* (Desktop or go to My Computer).
2. Open the *Lessons Folder*.
3. Open the *Class Folder* (ESL, Spanish, French, Japanese, etc.).
4. Listen to the audio and follow the book.

CELL @SAC Organizational Chart

Organizational Chart for the Center for English Language Learning @San Antonio College (CELL@SAC)



Attachment A: Adjunct Faculty Evaluation Checklist

Center for English Language @ San Antonio College (CELL@SAC)
Adjunct Faculty Evaluation Checklist

Submitted to Program Coordinator
Added to personnel file for each Adjunct faculty member

Beginning of the term

Responsibility	Location of Document	Submitted/ On file		How often?
Receive training in CANVAS on-line or face to face (new faculty)	Registration through Alamo Talent	YES	NO	Once for new faculty
Complete syllabus in Concourse	Access Concourse through CANVAS	YES	NO	For every course and in every term
Upload updated CV in Concourse	Access Concourse through CANVAS	YES	NO	Review and/or revise once a year (August or January)
Participate in CELL@SAC's professional development workshops	Registration through Alamo Talent	YES	NO	In the beginning of the Fall and Spring semesters

During the Term

Responsibility	Location of Document	Submitted/ On file		How often?
Maintain grades	CANVAS	YES	NO	For every course and in every term
Maintain attendance	CANVAS	YES	NO	For every course and in every term
Be observed in class; receive feedback from full-time faculty (required per Alamo Colleges District policy)	Hard copy of observation form in faculty member's personnel file in Department's Chair office;	YES	NO	Once per academic year
Collaborate with full-time faculty colleague to create final exam for course; complete form: <i>Linking Learning Outcomes for Final Exams</i>	Completed form on file in CELL@SAC office (OC#127)	YES	NO	After each 8-week term

At the end of the term

Responsibility	Location of Document	Submitted/ On file		How often?
Request students to complete on-line course survey	Access through CANVAS student portal	YES	NO	After each 8-week term
Enter final grades	ACES (Alamo Colleges Educational Services) under faculty tab	YES	NO	After each 8-week term
<p>e-lumen (platform to score student learning outcomes)</p> <p>Receive training at CELL@SAC or from College</p> <p>Complete score sheets on-line and submit to IR</p> <p>IR sends results directly to faculty member.</p> <p>Faculty member submits example for professional file.</p>	<p>IR notifies Department Chair if e-lumen is not completed by faculty member; Chair immediately informs faculty member; IR compiles department level results of the e-lumen score sheets-sent to department chair. Faculty member submits example for professional file.</p>	YES	NO	After each 8-week term
Submit copy of final exam, the completed students' exams and form for <i>Linking Learning Outcomes to Final Exams</i>	Maintain in CELL@SAC office (OC#127)	YES	NO	After each 8-week term
Complete non-passing list; submit to Program Coordinator	Maintained by Program Coordinator	YES	NO	After each 8-week term

Submit Adjunct faculty feedback form (for new adjunct faculty)	Maintained in ESL Department	YES	NO	Completed when adjunct faculty member reaches a course for the first time.
ENGA faculty-Customized advisement to ENGA students about College-Readiness	College readiness forms (ENGA coordinator)	YES	NO	After each 8-week term

- **IR:** Institutional Research

Other Activities or Professional Development (Optional)

Responsibility	Location of Document	Submitted/ On file		How often?
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	Maintained in ESL Department	YES	NO	When appropriate
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Adjunct faculty member _____ Date: __/ __/

(Name) (Signature)

Reviewed by: Coordinator for Scheduling and Class Assignment

_____ Date: __/ __/

(Name) (Signature)

or

Program Coordinator _____ Date: __/ __/

(Name) (Signature)

or

Coordinator for Accreditation _____ Date: __/ __/

(Name) (Signature)

Attachment B: Full-Time Faculty Evaluation Checklist

Center for English Language @ San Antonio College (CELL@SAC)
Full-Time (FT) Faculty Evaluation Checklist

Submitted to Department Chair

Added to personnel file for each FT faculty member Must be completed once a year

Responsibility	Location of Document	Submitted/ On file		How often?
Complete Syllabus in Concourse	Access Concourse through CANVAS	YES	NO	Every term
Upload updated CV in Concourse	Access Concourse through CANVAS	YES	NO	Review and/or revise every August
Maintain grades	CANVAS	YES	NO	Every term
Maintain attendance	CANVAS	YES	NO	Every term
Receive classroom observation by Department Chair (Required per Alamo Colleges District policy)	Hard copy in faculty member's personnel file in department Chair's office	YES	NO	Every other academic year
Complete self-evaluation	Hard copy in faculty member's personnel file in department Chair's office	YES	NO	Every other academic year
Receive feedback from student surveys (Required per Alamo Colleges District policy)	Faculty member receives results from IR; faculty member provides an example during evaluation-in faculty member's personnel file in department's Chair office	YES	NO	After each 8-week term

Oversee design of adjunct faculty partners to ensure that the final exams address the learning outcomes-sign form. (Requirement of CELL@SAC)	Maintained at CELL@SAC office (OC#127)	YES	NO	After each 8-week term
Complete form for <i>Linking Learning Outcomes to Final Exams</i> for own classes. (Requirement of CELL@SAC)	Maintained at CELL@SAC office (OC#127)	YES	NO	After each 8-week term
Final Exam submitted; copy of e-syllabus included with final exam; (Requirement of CELL@SAC)	Maintained at CELL@SAC office (OC#127)	YES	NO	After each 8-week term
Submit final grades	In ACES (Alamo Colleges Educational Services)	YES	NO	After each 8-week term
Complete eLumen	IR notifies Department Chair if eLumen is not completed by faculty member, Chair immediately informs faculty member; IR compiles department level results of the eLumen score sheets-sent to Department Chair. Faculty member submits example for professional file.	YES	NO	After each 8-week term
Complete non-passing list; submit to Program Coordinator	Kept on file in Program Coordinator's office	YES	NO	After each 8-week term
Submit 4-DX Data	Combined program data maintained by designated faculty.	YES	NO	On-going (weekly)

Department/College Service	Examples:			On-going (documented in May)
Other (optional)	Examples:			(documented in May)
Department Chair's Evaluation of FT Faculty Member (for tenured faculty, completed every two years, based on policy for Alamo Colleges)	Evaluation form maintained in the FT Faculty member's personnel file	YES	NO	Every other academic year (documented in May)

Full-time faculty member _____ Date: __/__/____
(Name) (Signature)

Department Chair _____ Date: __/__/____
(Name) (Signature)

- IR: Institutional Research