Distance Education/Blackboard Faculty Handbook

(an Addendum to the CTC Faculty Handbook)

Revised April 2024

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Preface

NOTES:

- Because most CTC courses are now offered via **Blackboard**, the content of this Handbook applies to all instructors—not just those teaching online and self-paced online courses.
- Depending on your location, you may be required to connect via CTC VPN to view the Faculty and Staff pages at the CTC website. Please submit a ticket to help.desk@ctcd.edu, use the website chatbot at ctcd.edu, or call 254-501-3103 for assistance.

The **CTC Faculty Handbook** provides general information for all CTC Faculty. It is available at **Faculty Resources** under the **Faculty & Staff** tab at the **CTC website** at https://www.ctcd.edu. This **CTC Distance Education Faculty Handbook** serves as an addendum to the **CTC Faculty Handbook** by addressing relevant information, policies, and procedures for using **Blackboard**, CTC's **Learning Management System (LMS),** and for teaching distance education courses for Central Texas College. Thus, the two documents complement one another.

The Distance Education and Educational Technology Department (DEET) is dedicated to providing the assistance you need as a distance education instructor (or any instructor using Blackboard) to allow you to do what you do best--teach. Check out the information at our website at https://online.ctcd.edu (especially the **Faculty Tab**) or contact us at course.support@ctcd.edu for solutions, suggestions, or reassurance. **Technical support** for you and your students is available 24/7/365. Find instructions at the DEET website (**Help Tab > Contact Us**), email de.techsupport@ctcd.edu, or call 1- 866-350-4729. DEET has attempted to put the instructions and information in this handbook and at the DEET website to allow you to find answers to your questions when you need them. The website includes checklists, procedures, and videos to help you with your classes, so bookmark it and refer to it frequently.

If you prefer just-in-time assistance on your own, short tutorials on technology and other areas are available at https://www.gcflearnfree.org/ . Here, you can learn about your computer, email, Windows, browsers, Microsoft Office, and the Internet. Of course, you can always use Google and YouTube as resources as well. As you work with **Blackboard**, you can refer to the resources listed at the DEET website **Faculty Tab and Help Tab > Blackboard Help**.

DEET coordinates with the CTC Human Resources Training Office to provide applicable training to enhance your effectiveness as an instructor, so look for training opportunities that interest you. You can check the CTC HR Training Schedule or the DEET website. Register for on-demand online Blackboard training through HR. Visit the Human Resources section at the CTC Faculty and Staff page for more information on training opportunities.

Central Texas College (CTC)

Central Texas College (CTC) is a two-year public institution accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** to award certificates of completion and associate degrees in academic, professional, and vocational/technical fields. Some people are surprised that Central Texas College has a real campus and supports operations beyond Central Campus at Killeen, TX.

Distance Education and Educational Technology (DEET)

In addition to offering lecture courses at various locations around the world and even onboard Navy ships and submarines, CTC has a large distance education program that allows students to choose from more than 60 online two-year degree programs and certificate programs that are completely online. In addition, DEET is committed to identifying and proposing the use of quality Open Educational Resources (OER) to lower costs for students and provide flexibility and portability. This also ensures that CTC can comply with cost-reduction policies reflected in legislative bills. Learn more about our courses at the DEET website.

The Distance Education and Educational Technology (DEET) Department at CTC is charged with

- developing, delivering, maintaining, and evaluating distance education courses.
- providing technical services and support for Blackboard and BioSig-ID/BioSight-ID to students, faculty, and staff regardless of location.

DEET's responsibilities have expanded to include all course delivery methods. In addition to online and blended courses, most lecture courses, as well as other course delivery modes, are now supported in Blackboard.

To learn more about DEET and for details about most items discussed in this handbook, please visit our website at https://online.ctcd.edu. For questions about courses, email course.support@ctcd.edu. Students may email prof.deets@ctcd.edu.

Course Development, Revision, and Maintenance

The Distance Education and Educational Technology (DEET) Department supports a variety of course delivery methods. These are described at https://online.ctcd.edu under the **Courses Tab**. In general, all courses, with the exception of multimedia courses, are offered via Blackboard. Multimedia courses are developed in HTML using Adobe Creative Cloud.

DEET **Instructional Design Specialists (IDSs)** and **Course Developers (CDs)** collaborate with **Content Reviewers (CRs)**, qualified and experienced faculty assigned by Department Chairmen, to develop, revise, or maintain master courses. These master courses can serve as the basis for all delivery modes and are based on the published departmental syllabi, using the specified course outcomes and instructional materials. The consistency provided by master courses ensures that students have an easy transition from one course to another and that all essential information is included and easy to find. Go to the DEET website for a complete description of the process.

Each master course goes through a four-step Quality Assurance (QA) process and is approved by the appropriate Department Chairman or his/her designee before the content is copied for individual instructors.

When a new or revised master is approved, DEET staff copy the content for all faculty teaching that particular course, regardless of delivery method. Once an instructor teaches the course, DEET staff will copy his/her content with the changes he/she have made into his/her next course until a new master is created.

Blackboard is CTC's adopted **Learning Management System (LMS). Until May 2024**, most courses appeared in **Blackboard's Original View**. In **May 2024**, courses switched to **Blackboard's Ultra View.** For on-demand information on these Blackboard views and the various features, try these resources**.**

- Text and screenshots for both Blackboard Original and Ultra views: https://help.blackboard.com/Learn/Instructor
- YouTube videos for faculty at Blackboard's channel: https://www.youtube.com/watch?v=tnKhpDoU7dM&list=PLontYaReEU1tCbsCDP-u_wsKdkDBegIhH
- Faculty Resources Quick Link at the DEET website for Blackboard and more

Because this handbook is for faculty, we will use "you" for the rest of this document.

Distance Education Faculty

Distance Education courses are taught by fulltime and adjunct faculty who must meet instructional personnel qualification and approval procedures described in the Central Texas College District Human Resource Management Operating Policies and Procedures Manual. Faculty are hired and assigned classes by CTC Departments and sites/locations.

Teaching online requires basic technical skills. **Technical Requirements** (under the **Courses Tab** at the DEET website) presents minimum and recommended software and hardware requirements. See https://online.ctcd.edu/teach_with_tech.cfm to assess your readiness for online teaching.

All students deserve the best education possible. You must have the dedication and motivation to ensure that this happens in your online courses. It's important to remember that the learner should be engaged with the course content. In fact, **Regular Substantive Interaction (RSI)** is a requirement per the **United States Department of Education**. With the technology that is available, an online (virtual) learning experience can be comparable to a traditional classroom experience.

Course Implementation, Management, and Best Practices

To ensure that standard and consistent services are provided to all CTC students, online faculty are required to follow Institution policies and communications from supervisors and CTC administrators.

This section represents minimum faculty responsibilities. This list does not include specific departmental requirements and is not all inclusive. Abbreviated checklists are provided at the DEET website (**Faculty**

Tab > Faculty Resources > Essential Information > Faculty Checklists). We recommend that you use them before, during, and after your classes.

5.1 Prior to Course Start

These tasks should be completed prior to student access. Remember that students get access to the courses 72 hours before the posted course start date.

- Courses are copied and available to faculty approximately one month prior to the course start date. You will receive an email stating that the course is ready for review/update. DO NOT make changes to your course until you receive this email.
- If you are assigned multiple sections, update one section and then notify course.support@ctcd.edu that it is ready to be copied into the remaining sections.
- If your course does not have content or does not have the proper content, contact course.support@ctcd.edu immediately. Be sure to provide details such as the course name, start date, and Blackboard ID.
- Refer to the **Faculty Course QA Confirmation** form at https://online.ctcd.edu (**Faculty Tab > Faculty Resources > Essential Information > Faculty Checklists**) as a checklist for preparing your course. Your department may send you a form that has been adapted for courses scheduled by that department.
- Be aware of any course assignment limits and notify your supervisor immediately if you are approaching a limit. CTC policies require that the same materials are used for each course regardless of delivery method. Check the instructional materials list at https://www.ctcd.edu/academics/booksinstructional-materials/ to ensure that you have the proper and current items for the course and that the course content you receive is for the correct materials.
    - If not, request or order them within four weeks prior to the term start date.
    - If you have questions about materials, consult your supervisor. Find your supervisor at the Essential Information link at the Faculty Resources Quick Link.
- CTC has adopted an **Open Educational Resource (OER)** initiative to reduce the cost of textbooks. Courses using OER materials are listed at the CTC Booklist as well. Most OER are available in various formats and include a low-cost print option that is available at the CTC Bookstore.
- Check the scheduled course delivery method and the course start and end dates and ensure that your course schedule and assignments comply. Remember that your classes must meet the **Texas Higher Education Coordinating Board (THECB)** definitions which are repeated here for your convenience:
    - A **fully distance education course** is defined as "A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test." Most CTC online courses (OLL or OSL) have no mandatory f2f sessions.
    - A **hybrid/blended course** is defined as "A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place." This means that you must meet with your students at least 15% of the designated contact hours for your course. In general, a three-semester hour course corresponds to 48 contact hours and a four-semester hour course corresponds to 64 contact hours. See the **CTC Catalog** for details. These courses may have a delivery method of OBL.

    - There is no definition for lecture (f2f) courses. Most f2f courses are now included in Blackboard, and a master course, if available, is provided unless your department directs us to do otherwise. You can adapt the content as you see fit for lecture delivery.
- Unless given different guidance by your department, properly update courses a minimum of three weeks prior to the start date after notification that your course is ready for updates. Your courses must be finalized prior to student access. Do not make major changes once the courses start.
    - Do not delete the master course content. Instead, enhance it with your own resources and activities. Be sure that any additions are compliant with **ADA, Copyright, and Usability Standards**. Check the **Faculty Tab > Faculty Resources** for information.
    - Ensure that your contact information is provided. Include your CTC email account, your supervisor's name and email address, and your department's toll-free phone numbers. You can find supervisor information at the **Faculty Tab > Faculty Resources**.
    - Update announcements, course start and end dates, due dates, and verify that the grade center reflects the grading policy in your syllabus; e.g., points and totals are correct.
    - To ensure that your course complies with CTC and accrediting agency standards, regulatory requirements, and best practices, refer to the **CTC/DEET Course Checklist** for details on how the master course was created and how your course should be set up. This Course Checklist is at the **Faculty Tab > Faculty Resources** at the DEET website.
    - The **DEET QA Coordinator** performs spot checks of courses. If your course was included in a quality assurance check, respond with the recommended corrections or changes or an explanation as to why they were not made within the specified time period (generally three days).
- Synchronize any publisher products, such as McGraw-Hill's Connect, or create a course, such as for Prentice Hall's MyMathLab. Include any required access codes or course IDs, instructions on how to use the product, and sources for technical support in your course.
- If you are using **SafeAssign**, a plagiarism tool for written assignments, be sure to synchronize for your new class. Refer to the instructions at the DEET website.
- Include **BioSig-ID** instances for students to verify their identity. Refer to the instructions at the DEET website.
- Most proctored exams have been eliminated although a few departments still require them. **BioSight-ID** may be used during exams to monitor student activity. Refer to the instructions at the **Faculty Tab > Faculty Resources** at the DEET website. Check exams for
    - Location within course.
    - Test information (administration instructions).
        - Indicate time restrictions, resources that may or may not be used, etc. In general, proctored exams may not last more than two hours and may not use open books.
        - Ensure that everything, content covered, number and type of questions, and points agrees with the course syllabus.
    - Test availability
        - Force completion
        - Set timer (No more than two hours)
        - Display period
            - Make sure tests are available to students per the syllabus
            - Must provide testing window of several days
    - Test feedback (choose what you want the students to see)

        - Score
        - Submitted answers
        - Correct answers
        - Feedback
    - Test presentation (one question at a time or all)
- Ensure that your online course is comparable to corresponding face-to-face courses and is engaging. If you have ideas but don't know how to implement them, contact de.techsupport@ctcd.edu.
- Ensure that you are complying with any departmental standards regarding number and/or nature of exams, written assignments, etc.
- Prepare welcome announcement/email.
    - Send students a brief email that explains how to get into Blackboard. Once they are in Blackboard, you may switch to announcements and messages.
    - Monitor student Blackboard activity and communicate with students who have not logged in or completed required assignments the first week.
    - Suggest that students view the Student Orientation information at https://online.ctcd.edu/orientation.cfm.
    - Consider offering a course orientation via **Blackboard Collaborate**, a video conferencing tool included in **Blackboard** or use some other video conferencing tool. You can record your session and link the MP4 file in the course.
- CTC has a published **Academic Misconduct Policy** in the Catalog and the Student Handbook. Ensure that students understand what comprises plagiarism and cheating. You can find suggested informational activities at the Faculty Resources Quick Link.
- CTC's student attendance policy requires that students complete at least one academically related activity prior to the census date. Be sure that you have this built into your course. Information is at the **Faculty Tab > Faculty Resources** at the DEET website.
- If you are teaching **Early College High School (ECHS),** dual credit, or STEM students, refer to gradebook instructions at the **Faculty Tab > Faculty Resources**.

5.2 During the Course

- Sign and return employment paperwork, such as PTEAs, as requested.
- Note course participation and reach out to students who are not participating during the first week or two. The roster that you receive via email includes alternate email addresses as well as telephone numbers to make this task easier for you. Blackboard Ultra Analytics provides methods for tracking student participation and success.
- It's not too late to inform your students of the **CTC Academic Misconduct Policy** and the consequences of violating the standards. The policy is in the CTC Catalog and the Student Handbook. Your course should include suggested activities for students to complete to make them aware of what constitutes academic misconduct. Refer to the **Faculty Tab > Faculty Resources** for information and resources, to include suggested activities for students to complete to make them aware of what constitutes academic misconduct.
- Check if you have high school dual credit students. Do this at the **High School Students** link in the Faculty Resources box in **Blackboard**. If you do have high school students, follow the instructions for maintaining your gradebook to facilitate the periodic extract of grades to be sent to the appropriate ISD during the semester. This process occurs in the background, but you must maintain your gradebook for the data to be accurate.
- Submit the Cert Roll in Etrieve (also called E-forms).

- Make your presence known right away. These are NOT correspondence courses and the students should NOT feel like they are alone. Other institutions have been fined for courses that do not engage the student and provide for student-student and student-faculty interaction. Refer to the checklists and other documents under **Essential Information** at the **Faculty Tab > Faculty Resources** for ideas.
    - Offer a course orientation using Blackboard Collaborate and schedule periodic "live" lectures.
    - Advise students of resources.
        - CTC website at https://www.ctcd.edu
        - DEET website at https://online.ctcd.edu
        - online writing and math tutoring in Blackboard
        - 24/7/365 technical support at de.techsupport@ctcd.edu or 1-866-350-4729
        - the Academic Studio (tutoring) or the Advanced Math Lab.
        - **Disability Support Services** for assistance and possible accommodations.
        - Professor Deets at prof.deets@ctcd.edu
        - CTC provides **Microsoft 365** free to students, faculty, and staff. Download using your CTC email. CTC IT asks that you do not install Microsoft 365 on a CTC computer due to potential conflicts with other software.

- Maintain a presence in your class. Enter courses a minimum of three non-consecutive days per week (or as specified by your department) to monitor student progress, provide timely responses and feedback, and identify and address any student or administrative issues.
    - Post frequent announcements.
    - Send weekly messages or emails.
- Respond to student emails and other communications within 48 hours. After the welcome email, consider initiating and maintaining contact with students through the **Blackboard Message System**. Do not delete messages as they are part of the course history and can be useful in resolving student complaints.
- Evaluate graded assignments and exams, and provide meaningful feedback to students within seven calendar days following the due date for the assignment or, in the case of self-paced courses or when extensions have been granted, within seven calendar days after submission by the student. If you require that graded assignments be submitted at less than a two-week interval, evaluation and feedback must occur not later than the mid-point between the two assignments to permit students to learn from the previous assignment and make corrections.
- Build regular substantive interaction (RSI) into your class.
- Monitor student participation and progress in class.
    - Include a graded activity that must be completed during the first week of class to determine participation.
    - Use the tools in Blackboard to monitor and react to student progress during the class.
- Use your CTC email for all CTC business, to include communication with students. You may provide an alternate email for emergency situations. Advise students to use **EagleMail** so they won't miss important emails from you and from CTC. Instructions are at https://www.ctcd.edu/students/current-ctc-students/student-email/.
- Maintain a frequently updated replica of the **Grade Center** records between the start and end dates of all courses in case a backup is required. This may be either a hard copy or digital copy on your computer's hard drive.
- Provide correct and complete student success (retention) input as requested.

- Respond to CTC's administrative emails within 48 hours (two work days) unless otherwise specified. Saturdays, Sundays, and CTC approved holidays are not included in this time period.
- Respond to CTC's administrative telephone calls within 24 hours (one work day) unless otherwise specified.
- In case of emergency or major curriculum or testing change, post announcements in classes, email students, and contact (email or phone) supervisor immediately, if appropriate.
- Know withdrawal and other student services policies.
    - Military students who cannot successfully complete the course due to military obligations may be eligible for a military withdrawal. The student must initiate this withdrawal through his/her unit.
    - The last date of attendance has been defined not by being logged onto an online class or course management system, but rather by last participation in an online discussion or contact with a faculty member. Read more: http://www.insidehighered.com/news/2011/11/04/education-department-enforced-distance-education-rule-it-was-published#ixzz1f85JASTf

5.3 Ending the Course

- Remind students to submit the course evaluation.
    - Students may go to https://soarapp.ctcd.org/online_forms/course_evaluation/course_eval_form.cfm
    - Students may use their browser print function to print documentation that they submitted an evaluation for your class.
- Address any IP requests.
    - Allow only sufficient time to complete the one or two major assignments that may be outstanding. (We do not recommend IPs exceeding one to two weeks.)
    - Specify and document IP conditions and monitor student progress.
    - Change IP to course grade as soon as requirements are met or IP deadline has expired.
- Compute and submit course grades within the five-day deadline.
    - Download and submit initial Bb grade book through Etrieve. See the DEET website for instructions.
    - Use the Submit Grades in your course to submit grades for ALL students, to include ECHS, dual credit, and STEAM. This will transmit the grades to Datatel/Colleague. You can verify that the grades were transferred by logging into Eagle Self-Service (formerly WebAdvisor). If you prefer, you can continue to enter letter grades in Eagle Self-Service.
    - Download and submit final Bb grade book through Etrieve when IPs have been resolved.
- Reflect on course to identify areas of improvement for next time.
    - Recall student questions and confusion.
    - View course evaluations and analyze data. See the **View Your Course Evaluations** link at the **Course Management Resources** section of the **Faculty Tab > Faculty Resources**.

5.4 Miscellaneous

- Complete all administrative required paperwork according to instructions.
- Complete any required training and notify your supervisor of completion.
- Maintain records for a minimum of one and one-half (1 ½) years in case of student disputes. You can export your course as a backup.

- Provide your supervisor with current contact information, to include a phone number and alternate email address. Update your personal contact information immediately, if changes occur, with the designated staff member and copy your supervisor.
- Continue to check your CTC email account weekly even when not actively teaching. You are responsible for all information disseminated by the College during any leave of absence.
- Continuously check **Blackboard** for training opportunities, active courses, and courses scheduled for future terms.
- Maintain adequate competency in technical ability and technological advancement to perform job duties and requirements.
    - Periodic training and updates will be offered. We recommend that you take advantage of these opportunities, some of which may count as professional development.
    - After several months of absence from teaching, you may be required to update your skills and knowledge.
        - The period of the absence and type of skills requiring updating will be determined by your supervisor.
        - If you have not taught for six months, a termination may be done, and access to CTC email and other accounts may be ended.

1.5 Disciplinary Action

Habitual or blatant violation of any of the above-mentioned guidelines may result in appropriate disciplinary action as prescribed in CTC policies and procedures. For your convenience, please refer to the requirements to remain in good standing at the end of this handbook.

Resources and References

6.1 CTC and DEET Websites

Become familiar with the CTC (https://www.ctcd.edu) and the DEET (https://online.ctcd.edu) websites. Explore both the faculty and student resources. This will allow you to answer student questions or refer them to an appropriate area as well as ensuring that you are complying with faculty requirements.

6.2 Supervisors

You have an immediate supervisor or "go to" person for any questions or concerns as you teach your class. A current list is provided at the **Faculty Tab > Faculty Resources** at the DEET website. If you have a grievance or concerns that cannot be satisfied with your immediate supervisor(s), refer to the organization charts at the CTC website for the proper "chain of command."

6.3 Blackboard

Refer to the **Faculty Resources** at the DEET website at https://online.ctcd.edu for on-demand content on Blackboard, Blackboard Collaborate, SafeAssign, and other tools. Training in using Blackboard is available online upon request, and you can contact DEET technical support 24/7/365 for questions about

Blackboard and Bio-Sig or Bio-Sight ID. Check these resources created by Blackboard/Anthology for instructions on using Blackboard Ultra.

- https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started
- https://www.youtube.com/watch?v=-IoXfVqW_Qw

6.4 Military Acronyms

CTC's students and instructors are worldwide, and the majority of the students are affiliated with the military in some manner. If you haven't been exposed to military personnel, you might not understand some of the jargon, such as PCS, TDY, MOS, etc. Fortunately, there are several websites that can help you with these acronyms:

- http://www.acronymslist.com/cat/us-military-acronyms.html
- http://www.acronymslist.com/cat/us-army-acronyms-%28official%29.html

6.5 Time Zones and the 24-Hour Clock

Because you may interact with students in various locations, you might want to become familiar with time zones and the 24-hour clock to ensure that deadlines and meeting times are clear to all parties. Be sure to indicate a time zone, such as **Central Standard Time (CST)** for assignment deadlines and Blackboard Collaborate sessions.

Here are a couple of sites to get you started, or you can search for others.

6.5.1 Time zones

- http://www.timezoneconverter.com/
- http://www.onlineconversion.com/timezone.php

6.5.2 24-hour clocks

- Times from midnight to 9:59 are written in this format:
    - Midnight = 0000 hours
    - 1:00 a.m. = 0100 hours
    - 2:00 a.m. = 0200 hours
    - 3:30 a.m. = 0330 hours
- Times from 10:00 a.m. to 12:59 p.m. are written in this format:
    - 10:00 a.m. = 1000 hours
    - Noon = 1200 hours
- Times from 1:00 p.m. to 11:59 p.m. are written in this format (basically, add 12:00):
    - 1:00 p.m. = (1:00 + 12:00) or 1300 hours
    - 11:59 p.m. = (11:59 + 12:00) or 2359 hours

If this is too complicated, let an online conversion site do the math.

- http://www.onlineconversion.com/date_12-24_hour.htm
- http://usmilitary.about.com/od/theorderlyroom/a/militarytime.htm

6.6 Accreditation and Regulation

CTC is regionally accredited by **SACSCOC** and governed by the **Texas Higher Education Coordinating Board**.

6.6.1 Southern Association of Colleges and Schools—Commission on Colleges (SACSCOC)

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

Mission Statement: The mission of the Southern Association of Colleges and Schools Commission on Colleges is to assure the educational quality and improve the effectiveness of its member institutions.

Central Texas College is accredited by SACSCOC. Visit the SACSCOC website for Best Practices and other documents.

6.6.2 The Texas Higher Education Coordinating Board (THECB)

The **Texas Higher Education Coordinating Board**'s mission is to work closely with policymakers and education stakeholders to develop and implement a higher education framework focused on initiatives to:

- Dramatically increase the number of postsecondary completions;
- Keep college affordable and accessible for all Texans; and
- Align higher education outcomes with current and future workforce needs.

THECB offers best practices and other recommendations for distance education. They publish the **Lower Division Academic Course Guide Manual (LDACGM)** http://board.thecb.state.tx.us/apps/WorkforceEd/acgm/acgm.htm and the **Workforce Education Course Manual (WECM)** http://board.thecb.state.tx.us/apps/WorkforceEd/wecm/. These guides/manuals provide the approved course descriptions and outcomes for academic and workforce courses, respectively. CTC's syllabi must comply with these course descriptions and outcomes and course activities and assessments must relate to and measure mastery of the outcomes.

6.6.3 House Bills and Other Legislation

HB2504: Passed in 2009 and cited as "Relating to requiring a public institution of higher education to establish uniform standards for publishing cost of attendance information, to conduct student course

evaluations of faculty, and to make certain information available on the Internet." Details are available at https://hro.house.texas.gov/pdf/ba81r/hb2504.pdf#navpanes=0

HB11: Relating to the rights and certification of public school educators, including financial and other assistance and waivers provided to public schools by the Texas Education Agency related to public school educators, methods of instruction provided in public schools, and certain allotments under the Foundation School Program.

Requirements to Remain in Good Standing

1. Follow College and Distance Learning (DL) policies as outlined in CTC Catalog, Faculty Handbook and Distance Education Faculty Handbook, Faculty & Staff portions of DEET website, Faculty Forum, and communications from your supervisor and CTC administrators.
2. Meet deadlines for:
    a. Updating courses three weeks prior to the start date.
    b. Submitting grades and gradebooks within 7 calendar days (Courses end on Friday, grades are due the following Friday by 11:30 am Central).
    c. Returning cert rolls immediately upon being notified the document is in your e-forms (Etrieve) account. If you have questions about Cert Rolls, contact, dlrocert@ctcd.edu .
    d. Returning PTEAs, through e-forms, within 24 hours of receipt.
    e. Completing any required training and follow up with notification to your supervisor, when completed.
    f. Ordering all instructional course materials within four weeks prior to the term start date.
    g. Adhering to CTC's current attendance policy.
3. Visit your courses a minimum of three non-consecutive days per week to identify any student or administrative issues that need to be addressed. Choose from these options and tell your students when they can expect you to be in the course and to respond to inquiries:
    a. M W, F;
    b. TU, TH, SA; or
    c. SU, TU, TH.
    d. If there is a College holiday, adjust the schedule to meet the intent of this policy.
4. Respond to student emails and other student communications as soon as possible, but not to exceed 48 hours (two work days). (Saturdays, Sundays, and holidays are not included in the 48-hour time period.). Initiate and maintain contact with students through the Blackboard Message System. All instructors, even those using a textbook platform, must communicate with students through Blackboard and require some activities for students in Blackboard. Post at least one graded discussion forum in the discussion board. Post at least one, substantive, weekly announcement in ongoing classes. During an active course, communicate with students in the message board within the course. This allows CTC administrators and supervisors to access the interactions in case of student issues.
5. Respond to CTC's administrative emails within 48 hours (Saturdays, Sundays, and holidays are excluded).
6. Respond to CTC's administrative telephone calls within 24 hours (Saturdays, Sundays, and holidays are excluded).
7. Evaluate and provide feedback to students on graded assignments within seven calendar days following the due date for the assignment and no later than 48 hours **before the next**

assignment's due date. Written assignments must contain embedded comments for student learning. In the case of self-paced courses, return graded work within seven calendar days after submission by the student.

8. Verify that the correct text and edition are being used as part of updating the course.
9. If you are an adjunct employee, you are responsible for tracking all teaching contracts with any CTC entity, to ensure the total does not exceed the adjunct course limit policy. For policy questions, contact HR.
10. Order text materials directly from the Department or from the designated responsible person.
11. In case of emergency, post announcement in classes and email students immediately, and contact (email or phone) supervisor immediately.
14. Maintain the following material for one and one-half (1 ½) years:
    a. Blackboard Grade Book. Your entire course can be exported and retained on your computer.
    b. A continually updated replica of the Grade Center records between the start and end dates of all courses. This may be either a hard copy or digital copy on the instructor's hard drive.
    c. Datatel/Colleague Gradebook.
    d. Certified/Census Rolls.
    e. Change of Grade Forms submitted.
    f. Correspondence about and copy of contract for IP grades. Respond (following guidelines above) to students during an IP period with specific expectations and deadlines. Your contractual obligations for this class do not end until all final grades have been posted.
12. Update your personal contact information immediately, if changes occur, with the designated staff member, and copy your supervisor.
13. Continue to check your CTC email account weekly even when not actively teaching. You are responsible for all information disseminated by the College during any leave of absence. If possible, push your CTCD email to your smartphone to receive notice of email inbox additions.
14. Regularly, check your Blackboard desktop for any activity, including activity in training courses, active courses, and courses scheduled for future terms. Maintain a working knowledge of the status of every course site appearing on your Blackboard desktop.
15. Maintain adequate competency in technical ability and technological advancement to perform job duties and requirements. After several months of absence from teaching, you may be required to update your skills and knowledge by taking courses through Distance Education/Educational Technology (DEET). The period of the absence and type of skills requiring updating will be determined by your supervisor. If you have not taught for six months, a termination will be completed, and access to CTC email and other accounts will be ended.

CTCD online courses cannot utilize instructor's private web pages or password protected resources. All essential content and instructions must be provided with the Blackboard course. Master course content may not be deleted, but the instructor may add content, resources, and activities in compliance with departmental specifications and ADA/usability compliance.

You may be required by your supervisor to sign a form verifying that you have read and understand these requirements.