2016-17

FACULTY RESOURCE GUIDE
Welcome to Hill College

And welcome to a new year of teaching and learning!

This Faculty Resource Guide is a quick reference for many of the things that are important in your daily teaching and learning activities. You’ll find both general and specific information, important phone numbers, some procedures and policies, and answers to the most common “how do I, where do I, and who do I...” questions. It also includes a sampling of the many professional development resources available, both on campus and off, to support faculty who are interested in increasing their ability to facilitate student learning and success.

The Faculty Resource Guide provides a condensed version of selected information in the Hill College Policy Manual; it is meant as a supplement to rather than substitution for the Policy Manual, which can be found on the Hill College home page under “About.” Some information and where-to-find instructions are subject to change as procedures, plans, and reorganizations are occurring as this guide was being prepared. Program coordinators, deans, and Faculty Development are resources for you to verify information, procedures, and answer many of the questions not covered here.

We hope you find this guide helpful, and wish you a rewarding and fulfilling year!
## Academic Calendar 2016-17

### FALL and December Mini 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin:</td>
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<tr>
<td>16-Week</td>
<td>August 22</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>August 22</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>October 17</td>
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<td>December Mini</td>
<td>December 12</td>
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<tr>
<td>Labor Day Holiday</td>
<td>September 5</td>
</tr>
<tr>
<td>Census Date:</td>
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<tr>
<td>16-Week</td>
<td>September 7</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>August 29</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>October 24</td>
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<td>December Mini</td>
<td>December 13</td>
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<td>Roster Certification:</td>
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<td>16-Week</td>
<td>Sept 8-9</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>August 30</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>October 25</td>
</tr>
<tr>
<td>December Mini</td>
<td>December 14</td>
</tr>
<tr>
<td>Mid-Term Grades Due (D &amp; F grades 16-Week only)</td>
<td>Sept 26-30</td>
</tr>
<tr>
<td>Last Day to Withdraw:</td>
<td></td>
</tr>
<tr>
<td>16-Week</td>
<td>November 11</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>September 30</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>November 22</td>
</tr>
<tr>
<td>December Mini</td>
<td>December 23</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 23-25</td>
</tr>
<tr>
<td>Final Exams:</td>
<td></td>
</tr>
<tr>
<td>16-Week</td>
<td>Dec 5-8</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>August 30</td>
</tr>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>Dec 5-8</td>
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<td>December Mini</td>
<td>December 30</td>
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<td>Grades Due:</td>
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</tr>
<tr>
<td>16-Week</td>
<td>December 9</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>October 17</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>December 9</td>
</tr>
<tr>
<td>December Mini</td>
<td>January 2</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 14-Jan 4</td>
</tr>
</tbody>
</table>

### Spring and May Mini 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin:</td>
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</tr>
<tr>
<td>16-Week</td>
<td>January 17</td>
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<td>January 17</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>March 20</td>
</tr>
<tr>
<td>May Mini</td>
<td>May 15</td>
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<tr>
<td>MLK Holiday</td>
<td>January 26</td>
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<tr>
<td>Census Date:</td>
<td></td>
</tr>
<tr>
<td>16-Week</td>
<td>February 1</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>January 24</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>March 27</td>
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<td>May Mini</td>
<td>May 16</td>
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<tr>
<td>Roster Certification:</td>
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<tr>
<td>16-Week</td>
<td>Feb 2-3</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>January 25</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>March 28</td>
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<tr>
<td>May Mini</td>
<td>May 17</td>
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<tr>
<td>Mid-Term Grades Due (D &amp; F grades 16-Week only)</td>
<td>Feb 20-24</td>
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<tr>
<td>Last Day to Withdraw:</td>
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<tr>
<td>16-Week</td>
<td>April 13</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>February 24</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
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<td>May Minm</td>
<td>May 26</td>
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<td>Final Exams:</td>
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<td>16-Week</td>
<td>May 8-11</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>March 10</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>May 8-11</td>
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<tr>
<td>May Mini</td>
<td>June 2</td>
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<td>Grades Due:</td>
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<tr>
<td>16-Week</td>
<td>May 12</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; 8-Week Term</td>
<td>March 20</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 8-Week Term</td>
<td>May 12</td>
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<tr>
<td>May Mini</td>
<td>June 5</td>
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<tr>
<td>Graduation</td>
<td>May 11</td>
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</tbody>
</table>

Hill College Faculty Resource Guide 2016-2017
### Summer 2017

**Classes Begin:**
- 11-Week Term: May 25
- 9-Week Term: June 5
- Summer I: June 5
- Summer II: July 10

**Memorial Day Holiday:**
- May 29

**Census Date:**
- 11-Week Term: June 8
- 9-Week Term: June 14
- Summer 1: June 8
- Summer 2: July 13

**Roster Certification:**
- 11-Week: June 12
- 9-Week Term: June 15
- Summer 1: June 12
- Summer 2: July 17

**Last Day to Withdraw:**
- 11-Week: July 20
- 9-Week Term: August 4
- Summer 1: June 29
- Summer 2: August 3

**Final Exams:**
- 11-Week Term: August 10
- 9-Week Term: August 3
- Summer 1: July 8
- Summer 2: August 10

**Grades Due:**
- 11-Week Term: August 14
- 9-Week Term: August 7
- Summer 1: July 10
- Summer 2: August 14

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*All Academic and Other Dates can be found on the Academic Calendar on the College website*

*The Academic Calendar can be downloaded in the Secure Area*
## Table of Contents

2016-17 ACADEMIC CALENDAR ........................................... ii

ABOUT HILL COLLEGE .................................................. 1
  • Brief History
  • Mission Statement
  • Philosophy and Purpose
  • Core Values
  • Accreditation
  • Campuses

GENERAL INFORMATION ............................................. 3
  • Campus Security
  • Emergency Evacuation
  • Inclement Weather
  • Sexual Assault
  • Parking Stickers
  • Mail, Fax, and Copy Machines
  • Email, Network, Secure Area, & Voice Mail
  • Human Resources
  • Program Coordinators and Deans

PROFESSIONAL EXPECTATIONS .................................... 7
  • Faculty Credentials
  • Contracts
  • Faculty Load Guidelines
  • Office Hours
  • Performance Evaluation
  • Attendance/Absence Procedures
  • Policy Manual
  • FERPA
# Course Management

- HB 2504
- CV & Syllabi
- Textbooks
- Rosters, Certification & Grades Submittal
- Incompletes and Grade Changes
- Student Conduct & Discipline
- Student Attendance
- Embedded assessments
- Final Exams
- Student Course Evaluations
- Student Grievances
- Blackboard
- Distance Learning

# Instructional Support

- Libraries (on-ground, online)
- Testing Center
- Computer Labs
- Tutoring and Smarthinking

## Appendices

- Names and Numbers to Know
- Deans and Program Coordinators
- Syllabus Template
About Hill College

Brief History
Opening in 1923, Hill College is a multi-campus, comprehensive community college offering courses in a wide variety of areas and disciplines ranging from the academic and technical to continuing education and workforce training. Dual credit and dual admission programs, online courses, athletics, and a strong scholarships program all combine to make Hill College an affordable educational choice.

Mission Statement
Hill College provides high quality comprehensive educational programs and services. The college enhances the educational, cultural, and economic development of its service area and assists both individuals and the community to prepare for a more productive life.

Vision
- Grow Hill College to be the “College of Choice”
- Showcase Hill College as a unique and innovative place of teaching and learning
- Promote student success

Philosophy and Purpose
Committed to the concept of being an open door to learning, Hill College extends an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the education opportunities offered by Hill College without regard to race, creed, color, age, sex, national origin, or disability.

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula:
- for university-bound students
- students seeking career opportunities in a variety of occupations
- community members seeking cultural enrichment, short-term skill training, or personal improvement opportunities

Core Values
Integrity
Educational Excellence
Student Success
Respect (including: of differences, caring, and being grounded in tradition)
Enthusiasm (including intellectual spirit)
Collaboration (including civic responsibility, communications, responsiveness, and innovation through creativity)

Accreditation
Hill College is accredited by the Commission on the Colleges of Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia, 30033-4097 or call 404.679.4500 for questions about the accreditation of Hill College.

Hill College Faculty Resource Guide 2016-2017
## Campuses and Centers

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Hillsboro Campus (HCC)</td>
<td>112 Lamar, Hillsboro, TX 76645</td>
<td>254.659.7500</td>
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</tr>
<tr>
<td>Burleson Center</td>
<td>130 E. Renfro, Burleson, TX 76028</td>
<td>817.295.7392</td>
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<td></td>
<td></td>
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<tr>
<td>Meridian Center</td>
<td>301 N. 2nd, Meridian, TX 76665</td>
<td>254.659.7500</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleburne Campus (JCC)</td>
<td>2112 Mayfield Pkwy, Cleburne, TX 76033</td>
<td>817.760.5500</td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Glen Rose Center</td>
<td>1505 Big Bend Trail, Glen Rose, TX 76043</td>
<td>254.897.4111</td>
</tr>
</tbody>
</table>

Maps can be found on the college website at the bottom of each page by selecting the location from the Contact Hill College section.
General Information

Campus Safety
Hillsboro (HCC) 254.659.7777—Sgt. Roseann Cox
Clyde Dawson
Cleburne (JCC) 817.240.7008—Jon Forsythe (6am to 3pm)
817.659.9974—Joe Benedict (3pm to 11am)

Emergency Preparedness Plan
The Emergency Preparedness Plan is designed to direct how faculty, staff and students respond in a time of crisis or emergency. Know the EPP for your campus/center before an emergency happens and sign up for Rebel Alert, Hill College’s mobile alert system. The plan can be viewed on the website at http://www.hillcollege.edu/safety/Emergency.html.

Inclement Weather and Emergency Alerts
Campus closings and delayed openings due to inclement weather or other events/emergencies will be relayed via Rebel Alert, on the home page, and on local radio and television stations. Rebel Alert is generally the timeliest and can be set up for up to 6 phone numbers and 2 email addresses, delivery choices of voice mail, text, and/or TTY/TDD messages. You’ll need to enter or update your contact information by choosing Rebel Alert from the Quick Links on the college website, and you’ll need your 10 digit college ID# to do so. You get your college ID# from Debbie Daw (ddaw@hillcollege.edu, ext. 7843) or HR if necessary.

Sexual Assault
Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is capable of giving consent.
The primary concern for survivors of sexual violence is safety and to address medical issues related to physical injury, sexually transmitted infections, and/or pregnancy. Victims of sexual assault should:

- Get to a safe place immediately
- Seek medical attention as soon as possible
- Report the assault to local authorities, campus official or a Campus Security Authority (CSAs)
- Utilize campus or community resources

Employees are strongly encouraged to report all crimes. Reporting can protect the survivor’s safety and
can help prevent future assaults. If you feel that a Hill College student or employee’s actions may constitute a violation of policy, please report those behaviors. For tips on Staying Safe on Campus, the Federal Campus Sexual Assault Victim’s Bill of Rights, Conduct Violations Policies, and Resources, please visit the website at http://www.hillcollege.edu/safety/sexual_assault.html.

Parking Stickers
Faculty/Staff parking stickers are free, and required. The request form can be found in the Secure Area under Miscellaneous Employee Information, requested by email from shughes@hillcollege.edu or in person at the HCC Office of Vice President of Student Services (ext. 7790). Once the form is complete, return it to the HCC Office of Student Services by inter-office mail, email, fax, or in person. Your parking sticker will be provided promptly by inter-office mail or immediately if in person. Please replace lost, damaged, or faded stickers promptly.

Mail, Fax, & Copy Machines
Mailboxes for full-time faculty/staff/departments are located in the Administration buildings on the HCC and JCC campuses. HCC mailboxes and keys are assigned by Ginger Cordell (ext.7515). Outgoing mail needs to be deposited for stamping and mailing in the proper tubs in the mailrooms; inter-office mail goes into the appropriate campus’s designated tub. Information on the preparation of outgoing college mail, bulk mailing procedures, and other special instructions are available through the business office. All outgoing college mail must be identified with a department name, individual name, or account number to properly credit postage charges.

Fax machines are located in the mailrooms.

Copy machines are located at various places on campus, such as mailrooms and libraries, and they require an individual copy code to use. Request a code through the dean or dean’s assistant. As copies are accounted for and charged against department budgets, please use care and planning to avoid waste and excessive copying—think green!

Email, Networks, Secure Area & Voice Mail

• Passwords: A username and initial password will be sent to the personal email you provided on your application. These give you access to email, the network, the college Wi-Fi, and the Secure Area. Once you have logged into a networked computer on campus, you can change your password by hitting Control-Alt-Delete and looking for the “change password” option. The password rules are: a minimum of 8 characters, at least 1 capital letter, at least 1 digit, and you cannot use your name as part of your password.

Be aware that passwords change every 60-90 days with no repeats allowed.

Forgot your password, or no matter what you do it’s not working? You can reset your
domain (everything but Blackboard and My Rebel) password yourself at http://selfassist.hillcollege.edu:8302/. If resetting your password doesn’t resolve your problems, contact Allen Wood (awood@hillcollege.edu, ext. 7845) or Jeff Robertson (jrobertson@hillcollege.edu) ext. 5840, for assistance.

- **Email:** Your email can be accessed from the Hill College website, www.hillcollege.edu, in the Faculty/Staff area. If you have an office, you can set up Outlook on your office computer rather than using the webmail. If you log into email before changing your domain password, you may be prompted to change your password right away—refer to the password rules for success.
  - When you email students from Blackboard it uses Hill College accounts. You and your students can send from Blackboard, but you cannot read email in Blackboard.
  - There is a built-in directory in the webmail, but it can be a little cumbersome to use. You can find the Faculty/Staff directory on the webpage for first-time mailings to fulltime faculty and staff. After that, the webmail will auto-fill. The standard email format is first-initial last-name; this will differ if there is more than one person with the same name (usually the addition of the middle initial).
  - *Always* use your Hill College email for Hill College business, please!
  - The information needed for adding your Hill College account to your smartphone (not all will be required, depending on your phone) is:
    Type—Microsoft Exchange
    Server Name—email.hillcollege.edu
    User—email username (no domain option? enter the whole address)
    Password—your current password
    Domain—(if applicable) hillcollege.edu
    SSL/HTTP: On
    If you have problems you can’t resolve, submit a ticket to IT from the Secure Area.

- **Networks:** Logging in to a campus computer requires your username and password, which is the same as your email. Logging into the college Wi-Fi takes a few more steps:
  - Open a web browser; it should take you automatically to the login page.
  - Log in using your username and password, and choose Faculty/Staff
  - Depending on your device and its age, you will either have options from there or you won’t. Latest generation iPads, for example, automatically bring up the login page without offering the options. For some laptops and other devices, you can choose to launch the Cisco Web Agent (when you don’t want to install the full
application), launch the Cisco NAC Agent to install the application (which will automatically bring up the login), or opt for restricted access.

- **Secure Area:** Located in the Faculty/Staff area of the college website, the Secure Area provides the most used and pertinent information from various departments, along with a variety of forms and work order requests. Log in using your domain username and password (the same one for email and the network). You’ll find the payroll calendar, various necessary forms, and an assortment of information such as the Strategic Plan. “General HC Support Requests” are the ticket forms for all IT requests.

- **Voice Mail:** If you have an office or other dedicated workspace, submit a ticket to IT (available in the Secure Area) to have your password reset. There is a tutorial for using the Cisco phones in the Secure Area, and the phones have an easily searchable directory built in. The last 3 digits of extensions for the same areas/departments are the same for HCC and JCC, with HCC having a 659 prefix to JCC’s 760. For example, the Library at HCC is 254.659.7830 and JCC’s is 817.760.5830. Calling from one campus to the other only requires the last 4 digits of the phone number.

**Human Resources**

The Human Resources office is located on the Hillsboro (HCC) campus. The Benefits and Payroll Coordinators are housed there as well, should you need to see them personally. You’ll find a good deal of information in the HR section of the Secure Area, from payroll and benefits to job descriptions, forms, and other information.

**Program Coordinators & Deans**

The Program Coordinators are the first step in the chain of command. They are responsible for the coordination of an area or group of disciplines, reporting up the line on the activities of the group, conducting an annual program review, and planning for the next year. More specifically, their responsibilities include the hiring, supervising, and evaluating of the adjunct faculty, developing semester schedules, overseeing classroom and instructional material for classes and labs, and being an integral and important part of the process of developing and revising courses and curricula, while continuing to teach and fulfill other instructor duties.

The program coordinators report to their respective deans: Dr. Floretta Bush, Career and Technical Programs; Susan Gann, Math & Sciences; Nancy McKenzie, Arts & Humanities, and Lori Moseley, Health Sciences.

The list of program coordinators and deans can be found in the Directory on the college website and in the appendices of this guide, including email addresses and phone numbers.
Professional Expectations

Faculty Credentials
Faculty who teach transfer courses must hold a master’s degree with a minimum of 18 hours graduate credit hours in the discipline taught; or a combination of certifications, licenses, education, and/or experience that yields the required knowledge, skills, and abilities required by the instructional area or discipline.

Immediately after being hired, new instructors need to bring their credentials up to date and file them with their dean. These credentials include complete official transcripts for all college work and your prior service record. As graduate and post-graduate work is completed after employment, please file your supplementary transcripts. A copy of the form is included in the appendices and can also be found in the secure area under Human Resources / Hiring.

Contracts
Fulltime faculty will receive paper contracts after the August Board meeting for budget approval; look for them the end of August, beginning of September. Adjunct contracts will be sent via college email after the Census Date; please check the academic calendar for exact dates for each term.

Faculty Loads
A full load is defined as 15 to 18 instructional hours, with lecture hours counting at face value and labs hours 2/3 to 1, and minimum enrollments met. For academic/transfer areas, minimum enrollment is 85 (based on duplicate head count); for technical areas the minimum is 60. Duplicate headcount is determined by the count of total enrollments, regardless of whether a student is registered for more than one course.

Further explanation can be found in the Instruction section of the Secure Area.

Work and Office Hours
The work week for faculty is defined as 37 hours, including instructional and office hours. Office hours are to be 10 hours a week, with remaining time being used for class prep, committee meetings, and other assignments as necessary. On campuses where a Learning Lab is present, faculty are to spend 1 of their 10 weekly office hours in the Learning Lab. There are exceptions in some programs because of daily block scheduling. Your Program Coordinator can clarify the expectations in your area.
Evaluations
Faculty and staff are evaluated once a year by their immediate supervisor. Full-time faculty are evaluated by their dean, adjuncts by their program coordinator.

Absences and Leave
Sick leave for full-time benefits-eligible employees begins accruing after a 30-day waiting period at the rate of 8 hours a month. In the event of illness or other unexpected absence, contact your dean and the dean’s assistant as soon as possible to inform them of the circumstances and the anticipated length of the absence (Satellite campuses, please check with your campus dean or director for additional instructions).

Instructors should not make arrangements for substitutes, leave classes and students unattended, or agree to pay for substitutes personally without consulting their program coordinator.

After an absence, please access the Request Time Off page found in ADP Employee Access on the Faculty/Staff Survival Page of the Secure Area; you’ll need to set up an ADP account. Personal leave requests (2 days a year for full-time benefits-eligible employees) are made from the same page and need to be submitted 5 days in advance. Activities and vacations which could have been scheduled during non-teaching days are generally inappropriate reasons for missing class.

Comprehensive sick leave, FMLA, Workman’s Comp, and other leave-related information can be found in the Policy Manual.

Policy Manual
Available on the college webpage in the About section and also access through the Quick Links menu, the Policy Manual provides additional information and more in-depth explanations of the information contained in this Faculty Resource Guide; it is the final authority.
**FERPA**

Hill College is dedicated to maintaining the absolute integrity of all student educational records as required by the Family Educational Rights and Privacy Act (FERPA). All employees should read the act found at the link below to ensure they are aware of the regulations to protect themselves from legal problems while protecting our students’ legal rights.


Please post grades in Blackboard where only students have access to their grades, or make other arrangements with your students who need to know their grades on assignments, tests, and their average/final grades.
**Course Management**

**HB 2504**
In the 2009 legislative session, the Texas Legislature passed House Bill 2504 which mandates all public higher education institutions make available to the public certain information concerning undergraduate academic programs. Of concern to you, as faculty, are the requirements that Class Syllabi and Instructor-of-Record CVs be posted on the website. Your CV is a one-time thing, subject to updating changes, but your syllabi will be replaced each semester a course makes and is taught.

HB 2504 requires your postsecondary education, teaching experience, significant professional publications, but no personal information such as home phones and addresses, on your CV. This CV is to be made available to the public not later than the seventh day after first day of classes for the term.

For syllabi, HB 2504 requires the following:
- Satisfies any institutionally set standards
- Provides a brief description of each major requirement of the course, including each major assignment and examination
- Lists any required or recommended reading
- Provides a general description of the subject matter of each lecture or discussion
- ADA Statement

**Uploading and Submitting Your CV and Syllabi**
You’ll find the information for uploading your CV and syllabus in the Secure Area; a sample form for your CV and the directions for posting it online can be found at [Faculty Secure Area](#). Log in using your domain username and password (the same one for email and the network).

You are responsible for posting your syllabus every semester into your “MyRebel” account. Your syllabi, one for each course and section you are teaching, also needs to be accurately labeled and identified by course and section, and up-to-date for the current term—including the ADA information.
Syllabus

Your syllabus serves as a contract between you and your students. It is vital that it be clear and cover important points and expectations beyond the course schedule of what will be covered on which days, such as academic responsibilities/requirements and your policy regarding academic dishonesty (please see the Student Conduct and Discipline section below for college policy). For each course, a printed or digital syllabus must be developed and made available to students by the first class meeting. Should a course-related conflict arise between you and a student, the program coordinator, dean, or VP of Instruction will look at your syllabus and the guidelines and expectations defined there first in resolving the conflict.

Please be sure your ADA statement is up to date and correct!

In the secure area you will find the template developed by the Instructional Dean’s office. You will have access to this template. There will be required areas for you to complete, such as your contact information and the course ID for the term, and space for your individual policies and schedule.

Items that must be on your syllabus are:
- The correct course ID and description
- Instructor contact information
- Student Learning Outcomes
- Program/Course Objectives
- Textbook, supplies required
- Topics, chapters, to be covered
- Assignments, exams, and weights
- Any lab requirements
• Grading policy
• Attendance policy
• Academic dishonesty guidelines and consequences
• Last date to drop without academic penalty
• The disclaimer that the syllabus, in particular the dates on your syllabus, is subject to change

Disabilities/ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lizza Trenkle
Position: Vice President Student Services
Address: 112 Lamar Drive, Hillsboro, TX 76645
Telephone: (254) 659-7601

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students should contact the Academic Advising and Student Success Center for more details at: 254 659 7650 for Hillsboro, 817 760 5650 for Cleburne, or 817 285-7392 for Burleson.

Textbooks, Instructional Materials
Should the textbook, teacher’s manual, and/or supplementary materials not be available through the department, instructors can obtain a text by contacting the publisher and requesting a complimentary copy. If the need is urgent, the dean’s office can purchase a text for you at the bookstore—it will be returned after the complimentary copy arrives, so please keep it in “like new” condition.

Rosters, Roster Certification, and Grade Submittal
You can view and download your rosters, certify them, and submit grades (check the calendar for the relevant dates) through My Rebel; the link is at the top left of the center section of the college homepage (right under Apply). Once you have logged in, click the Campus Connect link to get to Faculty Access where you’ll find the roster and grades related icons along with course availability, a real-time active course schedule that gives course information, such as closed and cancelled courses.

Username: first initial last name (ateacher)
Password: last name last 4 digits of your College ID# (teacher1234)
If you need login assistance, contact Debbie Daw at ddaw@hillcollege.edu.
Incompletes and Grade Changes
In the Secure Area under Instruction, you will find the form for submitting an incomplete. There are a number of criteria that need to be met before giving an incomplete—death in the family, serious illness, etc.—and the reason is noted on the form. Once completed, the dean will approve or reject the incomplete. The time frame for removing an incomplete can be set by the instructor; one long term is the limit.

Student Conduct and Discipline
The Student Handbook provides guidelines and policy regarding academic, or scholastic, dishonesty:

1. Scholastic Dishonesty. Scholastic dishonesty shall constitute a violation of the “Code of Student Conduct,” and is punishable by the instructor, division director, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not be limited to:
   a. cheating on a test; which may include: (1) copying from another student’s test paper, (2) using unauthorized test material, (3) collaborating with or seeking aid from another student without authorization, (4) knowingly using, buying, selling, soliciting, stealing or transporting in whole or in part the contents of an unadministered test, (5) any form of grade alteration, (6) substituting for another student or permitting another student to substitute for one’s self to take a test.
   b. plagiarism, shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
   c. collusion, shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

It is imperative that your consequences regarding academic dishonesty are clearly spelled out in your syllabus.
Disruptive behavior and disorderly conduct in the classroom are subject to disciplinary action. Concerns should be expressed and addressed as soon as possible to allow resolution at the lowest possible administrative level. If resolution is not reached, the Dean of Students will interview the student and decide whether the alleged rule, conduct, or policy violation warrants an investigation or warrants dismissal.
If the informal conference fails, the Dean of Students will investigate and determine a course of action that ranges from dismissal to expulsion.

**Student Attendance**
The Student Handbook tells students they are required to regularly attend all courses and laboratories and the instructor will determine how attendance affects progress in the course and the final grade. Attendance requirements, any procedures and academic consequences, are to be included in your syllabus.

Attendance is also important for roster certification (dates available on the academic calendar). Please remember to mark students as “Never Attended” if they have not attended class and/or completed an assignment; logging into Blackboard once or twice is not enough to qualify as “attending.” Neglecting to properly take attendance and certify rosters based on attendance causes difficulties with student accounts, student records, and great difficulty with financial aid.

Faculty and the college do not initiate withdrawal of those students who have seemingly disappeared. Students who stop attending after roster certification remain on the roster and earn the grade whatever work they have done has earned them.

**Learning Outcomes**
Used to evaluate student learning, learning outcomes for programs and courses are linked to assessments, tracked, analyzed, and recorded by the end of the term. A growing number of programs have a uniform exam in Blackboard so data can easily be extracted. This is a new initiative being rolled-out—please get with your dean or program coordinator as soon as possible to get the information you need and avoid unpleasant end-of-term surprises.

**Final Exams**
Exam weeks and dates for short terms and mini-mesters are noted on the academic calendar found at the beginning of this guide and on the academic view of the calendar on the website. A schedule will be released later in the semester as exam time draws near for the exact days and times for exams.

**Student Course Evaluations**
Confidential student course evaluations are given at the end of each term. The evaluation is a separate Blackboard link (not accessed via inside your courses) and administered through Blackboard. Students are emailed with instructions for accessing and completing the evaluation, and instructors receive a similar email so they can answer any questions students might have.

Reminders are sent to students as the time period for the evaluations nears an end, and
instructors will receive an email with instructions giving them access to a course evaluation link in Blackboard that allows them to see who has completed the evaluation, without seeing any of the information in the evaluation. Please encourage your students to complete the evaluations, offering extra credit or whatever might work.

Results of your student course evaluations will be released to you through Blackboard; you’ll receive an email with instructions on where to find them.

**Student Grievances**

Students are encouraged to discuss their concerns and complaints through informal conferences with the instructor or other campus administrator, as soon as possible, so they may be resolved at the lowest administrative level.

Should a resolution not be reached at the informal level, the student may initiate the formal complaint process by timely filing a written complaint form. At this point, the grievance process can move through four levels of escalating conferences, with required documents, written responses, and time frames involved at each level to keep the process moving without overlooking any important information. Level 4 is a Board meeting to determine a final resolution.

The Student Grievance Process is outlined in detail in both the Student Handbook and the Policy Manual, both of which are available on the college website.

**Blackboard**

Every course the college offers automatically has a corresponding Blackboard course, created when the course itself is created. All courses, whether face to face or online must have your contact information and a copy of the syllabus posted into your course sections. Blackboard courses automatically turn on one week before a term starts and off one day after it ends. Manual adjustment is necessary to change those automatic openings and closings.

The default login for Blackboard is:

- Username: first initial last name (not case sensitive: jfaculty)
- Password: last name first initial is the default*

Once in, you can change your password. Should you be unable to sign into Blackboard, there is a support link on the sign-in page. *There are situations where the default will not hold true (such as sharing a name with another faculty member or entered wrong in POISE), however.

Please request a shell course for your courses as needed—this is a permanent place to create your courses, rather than in the actual course itself each term. Using your shells to build your respective courses initially and copying from them into your new courses each term will
prevent any number of problems that often occur from copying from the previous term’s course.

Blackboard training is provided primarily by the Faculty Development Department. Contact Joe Shaughnessy (254.659.7831, jshaughnessy@hillcollege.edu) to ask questions, arrange for any help or Blackboard training you need. Phone and student support is offered by Joe Shaughnessy in the HCC Library (254.659.7831, jshaughnessy@hillcollege.edu) and John Lamberth (817.760.5831, jlamberth@hillcollege.edu) in the JCC library.

**Distance Learning**

Hill College offers simulcast courses for dual credit and occasionally an instructor will teach a connecting course with some students in Hillsboro, some in Cleburne, in the distance learning rooms located on each campus. Contact Joe Shaughnessy at the HCC Library (ext. 7831, jshaughnessy@hillcollege.edu,) and John Lamberth at the Cleburne library (ext. 5831, jlamberth@hillcollege.edu) for training on using the equipment.
Instructional Support

Libraries
The Hill College library system serves the students, faculty, and communities of Hill College through two campus libraries and a wide range of online resources. Housing an up-to-date collection of over 45,000 books, 90,000 ebooks, over 450 DVDs, 200 periodical subscriptions, and nearly 100 databases, the library system provides the necessary research material for students to successfully complete their research and class assignments.

The library collection can be search online from the Library section of the college website and the databases and ebooks are available for faculty and student use on campus or off. Libraries are open from 7:30 am to 10 pm, with the JCC library open on Saturdays and the HCC library open on Sunday. Summer hours will differ. Satellite campuses can request library items to be sent via inter-campus mail—contact a library for information.

    HCC Library: ext. 7830
    JCC Library: ext. 5830

Academic Advising & Success Centers
The Academic Advising & Success Centers offer much more than degree planning, advising, and career guidance. Learning style inventories, online learning readiness assessment, and skills and interest match assessments are just a few of the ways they help support student success. The Learning Lab, tutoring services (dependent on funding), and the Testing Centers are all available at the Academic Advising & Success Centers located on the JCC and HCC campuses. Burleson has two academic advisors on campus.

The Testing Centers offer a range of tests from placement assessment and CLEP tests to HESI tests for the nursing program. They can assist with your testing and proctoring needs, but please schedule ahead.

    HCC AA&S Center: ext. 7650        JCC AA&S Center: ext. 5650
    Burleson Center: ext. 7392

Computer Labs
HCC, JCC, and Burleson have computer labs available for student and class use. To reserve a computer lab for class use on the HCC campus, contact Joan West at ext. 7955, jwest@hillcollege.edu. For the JCC campus, contact JoAnna Green at ext. 5953, jgreen@hillcollege.edu. If you are on the Burleson campus, speak to Jean Bauer (817.295.7392, jbauer@hillcollege.edu).
**Tutoring and Smarthinking**

Personal tutoring can be arranged through the Academic Advising & Success Center, when available. Smarthinking offers 24/7 tutoring in a range of Math courses, Biology, Intro to Human A&P, Chemistry, Organic Chemistry, Physics, Economics, Accounting, Intro to Finance, Statistics, Spanish, and Writing. Students can interact with a live tutor, submit writing for any class for feedback from the Online Writing Lab, or submit a question to a tutor.

Smarthinking is accessed through any one of the student’s Blackboard courses using the Smarthinking link.
Appendices

Names and Numbers to Know
President: Dr. Pam Boehm 254.659.7501
President’s Assistant: Vonnie Morphew 254.659.7502
Vice President of Administrative Services: Billy Don Curbo 254.659.7701
VPAS’s Assistant: Trish Jackson 254.659.7700
Vice President, External Affairs & Accreditation: Jessyca Brown 254.659.7504
VPEAA’s Assistant: Jamie Dunlap 254.659.7511
Vice President of Instruction: Rex Parcells 254.659.7821
VPI’s Assistant: Rose Ann Kaska 254.659.7820
Vice President, IT: Jessie White 254.659.7841
VPI’s Assistant: Rachel Esparza 254.659.7840
Vice President, Student Services: Lizza Trenkle 254.659.7791
VPSS’s Assistant: Sue Hughes 254.659.7790
Academic Advising and Success Center Director: Noelle Barnes 254.659.7781
817.760.5650
Athletic Director: Paul Brown 254.659.7860
Community Relations Executive Director: Nancy Holland 817.760.5514
Human Resources Executive Director: 254.659.7731
Campus Manager/Dean of Students, Cleburne: Bill Gilker 817.760.5504
Assoc. Dean of Students, HCC: Scott Nalley 254.659.7793
Burleson Campus Manager: Ray Roberts
Burleson Assistant: Jean Bauer 817.295.5540
HCC Bookstore 254.659.7720
JCC Bookstore 817.760.5720

Community and Workforce Education: Dr. Floretta Bush 817.760.5903
Computer Lab Reservations
  JoAnna Green 817.760.5953
  Joan West 254.659.7955
Faculty Development/Blackboard Training: 254.659.7772

HCC Library 254.659.7830
  Librarian: Joe Shaughnessy 254.659.7831
JCC Library 817.760.5830
  Librarian: John Lamberth 817.760.5831

Texas Heritage Museum 254.659.7750
  John Versluis, Dean 254.659.7751

**Instructional Deans**
Career and Technical Education Dean: Dr. Floretta Bush 817.760.5903
Dean’s Assistant: Cindy Rash 254.659.7912

Dean of Maths & Sciences: Susan Gann 254.659.7870
  817.760.5870
Dean’s Assistant: Brenda Bostick 817.760.5916
Dean of Arts & Humanities: Nancy McKenzie 817.760.5878
Deans’ Assistant: Brenda Bostick 817.760.5916

Dean of Health Sciences: Dr. Lori Moseley 817.659.7921
Dean’s Assistant: Julie Britton 817.760.5921
### Career and Technical Education Programs Program Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Floretta Bush, Dean</td>
<td>817.760.5903</td>
</tr>
<tr>
<td>Brian Bennett, Welding</td>
<td>817.556.2809</td>
</tr>
<tr>
<td>Jerry Hampton, Automotive Technology</td>
<td>817.760.5552</td>
</tr>
<tr>
<td>Helen Rose, Office Administration Technology</td>
<td>817.760.5952</td>
</tr>
<tr>
<td>Katy Holden, Business Administration</td>
<td>254.659.7902</td>
</tr>
<tr>
<td>Allen Dillman, Heating, Air Conditioning and Ventilation (HVAC)</td>
<td>817.760.5553</td>
</tr>
<tr>
<td>Kyle May, Criminal Justice</td>
<td>817.760.5980</td>
</tr>
<tr>
<td>Jackie Armstrong, Computer Science</td>
<td>254.659.7953</td>
</tr>
</tbody>
</table>

### Maths and Sciences

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Susan Gann, Dean</td>
<td>817.760.5870</td>
</tr>
<tr>
<td></td>
<td>254.659.7870</td>
</tr>
<tr>
<td>Developmental Studies (Math, English, Reading)</td>
<td>254.659.7860</td>
</tr>
<tr>
<td>Paul Brown, Agriculture Science</td>
<td>254.659.7866</td>
</tr>
<tr>
<td>Paula Curbo, Biology</td>
<td>817.760.5871</td>
</tr>
<tr>
<td>Pat Hillyard, Elementary Education</td>
<td>817.760.5910</td>
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<tr>
<td>Math</td>
<td></td>
</tr>
<tr>
<td>Drew Proctor, Chemistry, Geology, Foreign Language, Physics</td>
<td>817.760.5910</td>
</tr>
</tbody>
</table>
**Arts and Humanities**

Nancy McKenzie, Dean  
817.760.5878

Robert McAvoy  
817.760.5882

- History
- Government

Karen Kaiser  
817.760.5943

- Economics
- Psychology
- Geography
- Sociology

Philip Lowe  
817.760.5943

- Art
- Choir
- Band
- Drama

Brad Stevens  
817.760.5929

- Communications
- Humanities
- English
- Speech

**Health Sciences**

Dr. Lori Moseley, Dean  
254.659.7927

- Child Development
- 817.760.5920
- Echocardiography

Christopher Andry  
817.760.5943

- Cosmetology
- Salon and Spa Management
- TDLR

Diedra Blankenship  
817.760.5929

- Emergency Medical Services

Janis Grimland  
254.659.7927

- Vocational Nursing

Robert Matthews  
254.659.7981

- Texas Fire Commission
- Fire Protection Technology

Swede Trenkle  
254.659.7960

- Athletic Trainer
- Kinesiology
- Physical Education

strenkle@hillcollege.edu
# Syllabus Template

**Hill College**  
112 Lamar Drive  
Hillsboro, Texas 76645  

**COURSE SYLLABUS**

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>(Class1234) Section: Number Semester: with year</td>
<td>(enter title here)</td>
</tr>
</tbody>
</table>

**Instructor:** Your name

**Contact:** Office number(s)  
Office hours  
Phone number(s)  
Email address(s)

**Catalog Description:**

Class 1234  

This description comes from the ACGM for transfer courses  
[http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/acgm.htm](http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/acgm.htm) and from the Hill College catalog for other courses.

Lecture Hours: 3  
Lab Hours: 0  
Semester Hours: (fill in as appropriate)

**Prerequisite:** List all prerequisites

**Introduction and Purpose:**

The purpose of this course is to (complete for your course)

The course can be used to fulfill core requirements for graduation and/or transfer to senior institutions.

**Instructional Materials:**
Textbook: Enter text name, ISBN, other identifiers

Supplies & Materials: List all required and optional supplies and materials

Objectives/Student Learning Outcomes:

At the completion of this course, students should be able to:

1. List all objectives and/or Student Learning outcomes associated with the course
2.

Method of Instruction:

*Example:* This course will be taught face-to-face and by various distance learning delivery methods.

Audio-visual materials and computer-based technology will be used when appropriate.

Methods of Evaluation:

Grades in this course will be based on the following evaluative criteria:

*Example:* The average of the course curriculum will make up 80% of the students’ grades. The final exam will make up 20% of the students’ grades:

Four exams containing objective and subjective questions – 20%
Assignments/Quizzes - 20%
Discussion Board Forums – 20%
Research Paper – 20%
Final Exam – 20%

Letter grades for the course will be based on the following percentages:

90-100%        A
80-89%         B
70-79%         C
60-69%         D
Below 60%      F

Course Policies: List your policies. Please be clear on consequences! *Example:*
1. Regular and punctual attendance is expected and required unless in an online format.
2. Disruptions in class will not be tolerated.
3. No plagiarism, cheating, or collusion.
4. Late work: If a student misses an in-class assignment, the assignment may be completed and turned in at the beginning of the next scheduled class meeting; otherwise, the grade of zero will be issued.
5. Missed exams: If a student misses an exam, it is the responsibility of the student to notify the instructor PRIOR to the time of the scheduled exam, and a different form of the original exam will be given on a date prescribed by the instructor; otherwise a grade of zero will be assigned to the student.
6. Missed discussion board forums/chapter quizzes: Students will have five (5) days to complete discussion board assignments and chapter quizzes, which open up on Mondays at 8:00 am and are due every Friday at midnight. No late discussion board forums nor chapter quizzes will be accepted. A grade of zero will be issued for work turned in after the scheduled due date.
7. The instructor will respond to emails as soon as possible; however, within 24 hours.

Course Outline:

(Give a brief description of the topic of lectures, class activities, etc. Sometimes the chapter title is self-explanatory. It is a great place to incorporate your course calendar with all due dates, etc., in-depth information on projects, MyLab, discussion board expectations, assignments, quizzes, tests, exams, anything specific to your course/subject area)

Disabilities/ADA

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College’s designated ADA coordinator, Noelle Barnes, Director of Academic Advising & Student Success, shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact the Director of Academic Advising & Student Success, Noelle Barnes, at (254) 659-7781 or (817) 760.5650.