

New Full-Time Faculty Orientation

Welcome

Congratulations on your appointment to the Full-time Faculty of the Austin Community College District, an institution which offers instruction to more than 80,000 people annually in a service area that includes all or parts of eight counties in Central Texas. We are pleased to have you join in our mission to provide access to higher education and training and to serve our students and community with excellence in all that we do. While everyone's role at ACC contributes to our students' learning experience, faculty is the key resource in helping students to achieve their educational goals.

This online module, which we would like for you to complete before you attend the in-person orientation scheduled for August 20th, is an important resource for you. The information will help you understand the policies and processes which support your work and will introduce you to key resource personnel. We hope you'll also use this resource throughout your new semester as a full-time professor.

I look forward to meeting you at the New Full-Time Faculty Orientation, scheduled for 8:30 a.m. on August 20, 2007 at the Highland Business Center room 201. Until then, I hope that the preparation for your important work at ACC is progressing smoothly and that you will find your work with our students to be richly rewarding.

Overview of ACC

Like many community colleges, the Austin Community College District is spread out over a large geographic area in order to best address the needs of students and the community. The District operates as "One Campus" though made up of 7 major campuses and multiple centers.

The primary goals of the college are:

- Expand resources of ACC
- Ensure quality teaching and learning environment
- Increase the consistency with which the college responds to faculty, staff, and students
- Increase faculty and staff access to information in the district
- Streamline operations where possible

Hallmarks of Community Colleges

- Open Door Admission Policy
- Commitment to Accessibility, Affordability, and Diversity
- Assistance to those not yet "College-Ready"
- Strong Student Support Services to Help Students Meet Educational Goals
- Multiple Instructional Delivery Methods
- Partnerships
- Responsive to the Needs of the Local Community/Business Sector
- Innovative, High-Quality Instruction
- Community colleges are challenging because of the diversity of programs, of students, of educational intent, and of community partnerships.

Shared Governance

Shared Governance is a system of decision-making processes in which trustees, administrators, faculty, staff, and students advance the mission, goals, and values of the college through appropriate collaboration. The Shared Governance Review Council is made up of representatives from all employee groups and affiliate organizations:

- [Full-time Faculty Senate](#)
- [Adjunct Faculty Association](#)
- [Association of Professional- Technical Employees](#)
- [Classified Employees Association](#)
- [American Federation of Teachers](#)
- [American Association of University Professors](#)
- [Texas Association of Black Personnel in Higher Education](#)
- [Texas Association of Chicanos in Higher Education](#)
- [Texas Community College Teachers Association](#)

Councils

- [Academic & Campus Affairs Council](#)
- [Administrative Services Council](#)
- [Shared Governance Review Council](#)
- [Student Services Council](#)
- [Institutional Planning Council](#)

Servant-Leadership

The Servant-Leadership model fits well in a teaching/learning environment, and in the shared governance structure of the college. To further expand and enhance the many good things which characterize ACC, the Servant-Leadership initiative was launched in 2005 as a means of more consistently expressing our values in serving our students, our community, and our colleagues.

The core concepts of Servant-Leadership are:

- It is a privilege to serve others.
- Helping others to grow provides employee satisfaction.
- Making the organization healthier and stronger is everyone's responsibility.

For more information on Servant-Leadership at ACC visit <http://www.austincc.edu/servant/>

Expectations of Faculty

- Have high standards for your courses and high expectations for students.
- Understand and use multiple strategies for helping students to learn.
- Communicate course objectives, grading criteria, and other course management guidelines.
- Treat students courteously, fairly, and consistently.
- Demonstrate concern for student success by being a teacher, mentor, coach, and cheerleader.
- Recognize and embrace diversity.
- Treat students with compassion, remind them of course requirements and refer them to helpful support services.
- Participate in professional development activities to acquire new skills and hone existing skills.
- Contribute to the improvement of the curriculum.

Faculty Overview

Full-Time Faculty Demographics

Faculty by age and gender.

Age	Male		Female		Total	
25-30	5	2.40%	6	2.32%	11	2.36%
31-35	5	2.40%	21	8.11%	26	5.57%
36-50	65	31.25%	93	35.91%	158	33.83%
51-64	113	54.33%	131	50.58%	244	52.25%
65 and Over	20	9.62%	8	3.09%	28	6.00%
TOTAL	208	100.00%	<259	100.00%	467	100.00%

Faculty by ethnicity and gender.

Ethnicity	Male	Female	Total
White	158 75.96%	200 77.22%	358 76.66%
Hispanic	30 14.42%	24 9.27%	54 11.56%
Black	16 7.69%	22 8.49%	38 8.14%
Asian/Pacific Islander	4 1.92%	11 4.25%	15 3.21%
Am. Indian/Alaskan Native	0 0.00%	1 0.39%	1 0.21%
Other/Unknown	0 0.00%	1 0.39%	1 0.21%
TOTAL	208 100.00%	259 100.00%	467 100.00%

Faculty by Dean Area for fall 2006.

Dean Area	Percent of Total	
Applied Technologies, Multimedia, & Public Services	49	11.69%
Arts & Humanities	36	8.59%
Business Studies	21	5.01%
Communications	49	11.69%
Computer Studies & Advanced Technology	43	10.26%
Health Sciences	77	18.38%
Math & Sciences	88	21.00%
<Social & Behavioral Sciences	56	13.37%
TOTAL	419	100.00%

Academic Transfer and General and Developmental Education

Dr. Donetta Goodall

Vice President of Academic Transfer and General and Developmental Education <http://www.austinc.edu/acadprog/>

- Academic Transfer
 - Arts & Humanities
 - Communications

- Math & Sciences
- Social & Behavioral Sciences
- Transfer Articulation Agreements
- Developmental Education
 - Texas Success Initiative – law
 - A college-wide priority
 - Each student has an individual plan.
 - Students with deficiencies in two or more areas must take Transition to College course.
 - Close articulation with other departments
 - Interdepartmental planning and evaluation of courses to produce common entry and exit-level criteria
- Departmental Leadership - Headed by an elected or appointed Department Chair who provides college-wide leadership

Workforce Education Programs

Mike Midgley

Vice President of Workforce Education and Business Development

<http://www.austincc.edu/workforce/>

- Programs
 - Applied Technology, Multimedia, and Public Service
 - Business Studies
 - Computer Studies & Advanced Technology
 - Health Sciences
 - Continuing Education
- Significant hands-on component in learning experience
- Use of current industry personnel as professors
- Use of technology and tools that students will encounter in the workplace
- Focus on employment of graduates
- Guiding Principles
 - Local economic/workforce development priorities determine which programs we create and expand.
 - We use industry advisory committees, labor market information and faculty expertise to determine what these priorities are.
 - We must balance our mission with our available resources.
- Departmental Leadership - Headed by an elected or appointed Department Chair who provides college-wide leadership

Opportunities for Involvement in College Life

- [Full-time Faculty Senate](#)
- [Become an Advisor to a student organization](#)
- [Shared-governance councils or committees](#)
- [Present at or attend professional development activities](#)
- [Membership in TCCTA](#)
- Membership in discipline-specific professional association

Faculty Support Services

College Support Systems & ISD Relations

Mary Hensley, Ed.D.

Vice President, College Support Systems and ISD Relations

<http://www.austincc.edu/cssisd/>

Dr. Richard Smith

Associate Vice President of

Instructional Resources & Technology

<http://irt.austincc.edu/>

- Campus Instructional Technology
 - Media Centers/classroom support
 - Computer Centers (open-access)
 - Faculty Resource Centers
- College-wide Instructional Technology
 - Web-based: Blackboard, Online Applications, Streaming Video
 - College-wide Technology Committee
- Instructional Development Services <http://irt.austincc.edu/ids/>
 - Training
 - Distance Learning Course Adaptations
 - Web Development
 - Innovation Grants
 - Video/Multimedia Production
 - Curriculum Development
- Library Services <http://library.austincc.edu/>
 - A physical, virtual and digital space which can be accessed from office or home
 - collection of print and e-materials to provide general and discipline-specific resources and – as needed – resources are made accessible in accordance with copyright laws: <http://library.austincc.edu/gen-info/reserves-fac-about.htm>
 - A department with experts who design information literacy discipline- and course-specific assignments to assist students in learning...just ask... <http://library.austincc.edu/gen%2Dinfo/infolit/>

Gary Weseman

Interim Associate Vice President of Information Technology

<http://www.austincc.edu/infotech/>

- Faculty Online Service
 - ACC eTime
 - Email through the Web
 - Office Hours
 - Link:<https://onlineserv.austincc.edu/datatel/openweb/fc/fcmenu.html>
- Help Center
 - Email
 - Telephone
 - Microcomputer Support

Campus Support

Campus Managers

<http://www.austincc.edu/campuses/offices.htm>

- Schedule all facilities usage
- Assign all faculty/staff offices
- Distribute/collect class rosters, evaluation instruments, paycheck confirmations
- Issue IDs
- Coordinate all safety inspections, emergency and evacuation drills and procedures
- Supervise all custodial services on the campus
- Initiate all maintenance, cleaning, and repair service requests
- Maintain first aid supplies
- Maintain campus duplication service centers
- Maintain mailboxes for all faculty and staff

Learning Labs

<http://www.austincc.edu/tutor/>

- Located on every campus
 - Provide the following services:
 - free individual and small-group tutoring in all major disciplines in an open-access lab setting
- computerized instruction and tutorial software programs in many disciplines
- Study skills workshops, skills review materials
- Guided study groups
- Self-paced independent study
- Supplemental instruction
- Classroom presentations
- Student referral procedures
- Progress reports to referring faculty

Testing Centers

<http://www.austincc.edu/testctr/>

- Provide testing for
 - Challenge exams
 - Testing to finish “Incomplete” grades
 - Make-up exams—limited to one per student, per exam
 - Retests—limited to one per student, per exam
 - Basic skills assessment
- Faculty must inform students of uniform Testing Center guidelines in their course syllabus.
- See ACC Testing Center website at <http://www.austincc.edu/testctr/index.htm>.

Bookstores

<http://austincc.bkstore.com/bkstore/content>

- Located on or near each ACC Campus and provide the following
 - Textbooks

- Online ordering
- Supplies
- Resale of textbooks
- Supplemental Course Materials
- See department chair for instructions for ordering textbooks.

Campus Police

<http://www.austincc.edu/police/>

- Police officers are on every campus.
- Provides security for faculty, staff, students and campus property
- Provides emergency services and assists in emergency evacuation
- Enforces college policies and regulations and city and state laws
- Distributes parking permits for faculty, staff, and students. Parking permits are \$10 per fiscal year.
- Maintains/distributes keys for all classrooms and facilities
- Provides campus services such as opening locked vehicles and jump starting them, security checks, unlocking building doors, and traffic control

Report campus emergencies to 222 or 223-7999. For routine assistance call 223-1231.

Human Resources

Gerry Tucker

Associate Vice President, Human Resources

<http://www.austincc.edu/hr/>

- Office of the AVP - <http://www.austincc.edu/hr/avp/index.php>
 - General Inquiries
 - [ACColades 'Cheers!'](#) Employee Recognition Program
 - Emergency Funds
 - Employee Relations
 - Equal Employment Opportunity Issues
 - HR Policies and Procedures
- Benefits - <http://www.austincc.edu/hr/benefits/index.php>
 - Employee Assistance Program
 - [Insurance/ERS Benefits](#)
 - [AFLAC](#)
 - [Sick Leave Pool](#)
 - [Wellness](#)
- Classification and Compensation - <http://www.austincc.edu/hr/compensation/index.php>
 - Salary Scales
 - Annual Placement Process
 - Job Descriptions
- Employment and Outreach Services - <http://www.austincc.edu/hr/apply/>
 - Apply for Positions

- Hiring Committee
- Payroll - <http://www.austincc.edu/hr/payroll/index.php>
 - Pay Stubs/Direct Deposit Advices
 - Payroll Forms
 - [Employee Online Services](#)
- Professional Development & Evaluation Programs - <http://www.austincc.edu/hr/profdev/index.php>
 - Faculty Mentoring
 - Sabbaticals
 - Teaching Awards
 - Faculty Orientation
 - Fall General Assembly and Spring/Summer Development Days
 - Professional Development Workshops and Events <https://www3.austincc.edu/it/workshops/www/login.php>
 - Faculty Evaluation
 - The faculty evaluation process includes multiple components and is conducted annually.
 - Full participation in the faculty evaluation process is required.
 - All new faculty members must be evaluated for every class taught during the first semester of employment
- Records - <http://www.austincc.edu/hr/records/index.php>
 - Employment Verification
 - Employee Updates/Changes
 - Name Change Notification
 - Full-Time Faculty Agreements
 - Personnel Files
 - [Tuition Vouchers](#)

Student Support

Dr. Kathleen E. Christensen

Vice President, Student Support and Success Systems

<http://www.austincc.edu/support/>

Student Demographics

Students by age and gender

Age	Male	Female	Total
16 and Under	332 2.29%	512 2.76%	844 2.55%
17	550 3.79%	865 4.67%	1,415 4.28%
18	1,454 10.03%	1,650 8.90%	3,104 9.39%
19-21	4,529 31.24%	5,057 27.27%	9,586 29.01%
22-24	2,417 16.67%	2,953 15.93%	5,370 16.25%
25-30	2,582 17.81%	3,325 17.93%	5,907 17.88%
31-35	1,055 7.28%	1,478 7.97%	2,533 7.67%

36-50	1,246	8.59%	2,255	12.16%	3,501	10.60%
51-64	293	2.02%	410	2.21%	703	2.13%
65 and Over	40	0.28%	36	0.19%	76	0.23%
TOTAL	14,498	100.00%	18,541	100.00%	33,039	100.00%

Student headcount by full-time/part-time status

Students	Fall 2006	Percent of Total
Full-time	9,218	27.90%
Part-time	23,821	72.10%
TOTAL	33,039	100.00%

- Everything Student Support does is aimed at closing the gaps
- [Student Recruitment and Community Outreach](#)
 - High Schools
 - Community
 - Employers
 - Tours
- [Assessment](#)
 - Basic Skills are assessed in reading, writing and math
 - State Approved Assessment Tests
 - Exemptions
- [Financial Aid](#)
 - Loans, Grants, Scholarships
 - Academic Progress
 - Veterans Affairs
- [Advising/Counseling](#)
 - Educational Planning
 - Career Services
 - Counseling Services
 - College Skills Workshops
 - Transfer Services
- [Registration/Records](#)
 - Registration by phone and Web
 - ACC Transcripts
 - Online Records
- Special Populations
 - [Office for Students with Disabilities](#)
 - [International Students](#)
 - Interpreter Services
- [Student Life](#)
 - Co-Curricular Activities
 - Clubs, Events, Programs, SGA, Leadership Opportunities
 - Recognition Programs
- Student Rights and Responsibilities
 - [Student Handbook](#)

- Environment Free From Discrimination
- Decision Making Through Shared Governance
- Grade Disputes
- Disciplinary Process

Institutional Effectiveness and Accountability

Soon Merz

Associate Vice President

Office of Effectiveness and Accountability

<http://www.austincc.edu/oiepub/index.htm>

The purpose of the Office of Institutional Effectiveness & Accountability is to support institutional effectiveness by conducting institutional research and analysis to provide information for the college-wide decisions support system.

- Planning
 - Institutional Planning Council
 - Master Plan Development
 - Master Plan 2005-2007
 - Archive
- Environmental Scanning
 - Sustainability Indicators Project
 - Community Action Network
 - Long Range Industry Projections
 - Closing the Gaps
 - Facilities Planning 2002-2015
- Other Institutional Plans
 - Developmental Education Plan
 - Enrollment Management Plan
 - Technology Plan
- Services
 - Internal Consulting
 - Survey Design
 - ACC Fact Book

Business Services

Ben Ferrell

Vice President of Business Services

<http://www.austincc.edu/busdept/index>

- Business Services
- Information Technology
- Facilities and Operations

Resources

Faculty & Staff Resource Page - <http://www.austincc.edu/facstaff/>

Overview of ACC

President's Office - <http://www.austincc.edu/pres/>

Shared Governance

Full-time Faculty Senate - <http://www.austincc.edu/ftfac/>

Adjunct Faculty Association - <http://www.austincc.edu/afa/>

Association of Professional- Technical Employees - <http://www.austincc.edu/proftech/>

Classified Employees Association - <http://www.austincc.edu/acceca/>

American Federation of Teachers - <http://www.aft.org/>

American Association of University Professors - <http://www.aaup.org/aaup>

Texas Association of Black Personnel in Higher Education - <http://www.tabphe.org/>

Texas Association of Chicanos in Higher Education - <http://www.tache.org/>

Texas Community College Teachers Association - <http://www.austincc.edu/mparker/tccta/>

Councils

Academic & Campus Affairs Council - <http://www.austincc.edu/orgref/councils/acac.htm>

Administrative Services Council - <http://www.austincc.edu/orgref/councils/asc.htm>

Shared Governance Review Council - <http://www.austincc.edu/sharegov/>

Student Services Council - <http://www.austincc.edu/orgref/councils/ssc.htm>

Institutional Planning Council - <http://www.austincc.edu/orgref/councils/ipc.php>

Servant Leadership - <http://www.austincc.edu/servant/>

Academic and Workforce Programs

Academic Transfer and General and Developmental Education - <http://www.austincc.edu/acadprog/>

Workforce Education Programs - <http://www.austincc.edu/workforce/>

Master Syllabus - <http://irt.austincc.edu/ids/SyllabusACC/>

Faculty Support Services

College Support Systems and ISD Relations - <http://www.austincc.edu/cssisd/>

Instructional Resources & Technology - <http://irt.austincc.edu/>

Information Technology - <http://irt.austincc.edu/>

Help Desk - <http://www.austincc.edu/helpdesk/>

Library Services - <http://library.austincc.edu/>

Instructional Development Services - <http://irt.austincc.edu/ids/>

Faculty Handbook - <http://www.austincc.edu/hr/FacultyHandbook/>

Campus Support

Campus Managers - <http://www.austincc.edu/campuses/offices.htm>

Learning Labs - <http://www.austincc.edu/tutor/>

Testing Centers - <http://www.austincc.edu/testctr/>

Bookstore - <http://austincc.bkstore.com/bkstore/content>

Campus Police - <http://www.austincc.edu/police/>

Duplication - <http://www.austincc.edu/campuses/duplication.htm>

Media Centers - <http://irt.austincc.edu/ict/>

Human Resources

Office of the AVP - <http://www.austincc.edu/hr/avp/index.php>

Benefits - <http://www.austincc.edu/hr/benefits/index.php>

Classification & Compensation - <http://www.austincc.edu/hr/compensation/index.php>

Employment - <http://www.austincc.edu/hr/apply/>

Payroll - <http://www.austincc.edu/hr/payroll/index.php>

Professional Development & Evaluation Programs - <http://www.austincc.edu/hr/profdev/index.php>

Records - <http://www.austincc.edu/hr/records/index.php>

Student Support Services

Student Support Services and Success Systems - <http://www.austincc.edu/support/index.php>

Student Handbook - <http://www.austincc.edu/handbook/>

Admissions & Records - <http://www.austincc.edu/support/admissions/>

Advising & Counseling - <http://www.austincc.edu/support/advising/>

Assessment - <http://www.austincc.edu/support/assessment/>

Financial Aid - <http://www.austincc.edu/support/financialaid/>

Student Life - <http://www.austincc.edu/life4u/>

Student Recruitment - <http://www.austincc.edu/support/sro/>

Students with Disabilities - <http://www.austincc.edu/support/osd/>

Other Administrative Areas

Office of Effectiveness and Accountability - <http://www.austincc.edu/oiepub/index.htm>

Business Services - <http://www.austincc.edu/busdept/index>