

AUSTIN COMMUNITY COLLEGE

# English and Journalism

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## Faculty Handbook

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## Table of Contents

I.	Faculty.....	5
	Orientation .....	5
	Office Hours.....	5
	Email and Phone Messages.....	5
	Absences—Instructor.....	5
	Lighthouse.....	6
	Student Privacy: FERPA.....	6
II.	Classroom .....	8
	Class Rosters.....	8
	Class Size.....	8
	Prerequisites.....	8
	Syllabi .....	9
	Comp I and Comp II Folders .....	9
	Attendance .....	9
	Withdrawals .....	9
	Entering Grades .....	10
	Faculty Calendar .....	10
	Academic Calendar.....	10
	Academic Dishonesty Process .....	10
	Conflict .....	11
	Administration of Discipline.....	11
	Student Complaints.....	11
	Grade Disputes.....	11
	Disruptive Conduct.....	12
	Freedom of Expression .....	13
	Blackboard Learning System.....	13
	Students with Disabilities: OSD .....	13
	Faculty Responsibilities for Working with Students with Disabilities.....	13
	Administering Exams through OSD .....	13
	Office for Students with Disabilities Locations.....	14
	Deaf Specialist/Special Populations .....	14
	Media Services.....	15
	Media Centers .....	15
	Library Services .....	15
	Testing Centers .....	17
	Testing Centers by Campus .....	17
	Early College Start (ECS).....	17
III.	English Department .....	19
	Department Chair.....	19
	Administrative Assistant.....	19
	Dean .....	19
	Administrative Assistants .....	19
	Department Meetings.....	19
	Other Meetings.....	20
	Committees .....	20

Professional Development .....	20
Course Selection for Full-time Faculty .....	21
eStaffing – Course Selection for Adjunct Faculty .....	21
Eligibility .....	21
Multiple Semester Term Agreement (MSTA) .....	21
Highest Priority to Hire (HPTH).....	22
Textbooks and Bookstore .....	22
Evaluations.....	22
Student Evaluations .....	22
Portfolios.....	22
Faculty Input Forms .....	23
Departmental Exam Permits .....	23
Grading Policies.....	23
Grade Changes .....	23
Incompletes .....	24
Mentoring.....	24
Copy Code .....	24
Supplies.....	25
Distance Learning Classes .....	25
Honors Classes.....	25
IV. Student Resources .....	26
Student Handbook.....	26
Learning Lab.....	26
Function in Support of Staff and Faculty.....	26
Special Accommodations & Assistive Technology.....	27
Learning Labs by Campus .....	27
Computer Classrooms.....	27
Supplemental Instruction .....	28
Student Services.....	28
Counseling Services.....	28
Advising Services .....	28
V. Administration .....	29
Helpdesk .....	29
Human Resources .....	29
Payroll.....	29
Schedule for Paychecks .....	29
Insurance.....	29
Photo ID Cards.....	29
Faculty may obtain Employee Photo ID Cards at the Highland Business Center in the Office of Employment and Outreach Services, 6th floor, room 607 according to the following schedule: Monday - Friday, 8:00 am – 5:00 pm.....	29
ACC Faculty Organizations.....	30
Faculty Senate.....	30
Adjunct Faculty Association (AFA).....	30
ACC Affiliate Organizations .....	30
Parking Permits.....	31

Parking at Various Campuses .....	31
Campus Facilities.....	32
Cypress Campus (CYP) .....	32
Eastview Campus (EVC) .....	33
Northridge Campus (NRG).....	34
Pinnacle Campus (PIN).....	35
Rio Grande Campus (RGC).....	36
Riverside Campus (RVS).....	36
Round Rock Campus (RRC).....	37
South Austin Campus (SAC).....	38
Campus Police .....	39
ACC’s District and Its Extended Services Area .....	40
ACC Taxing District:.....	40
Organizational Chart.....	41

# I. Faculty

## Orientation

There is an online adjunct faculty orientation called Adjunct Impact. The department administrative assistant will give faculty access to the program. [http://www.adjunctimpact.com/u/acc/showpage/show\\_page.php?Login=&topage=/u/acc/showpage/show\\_page.php&toqstr=tabfile=](http://www.adjunctimpact.com/u/acc/showpage/show_page.php?Login=&topage=/u/acc/showpage/show_page.php&toqstr=tabfile=)

## Office Hours

Faculty are required to hold one office hour per week for each class. Office hours, office location, instructor phone number, and email must be publicized to students on the course handout/syllabus, and web (see Lighthouse below). Hours, phone, and email must also be posted outside of the office each semester.

For instructors teaching Distance Learning courses, an additional three office hours per Distance Learning course taught are required.

## Email and Phone Messages

The department requires all faculty to check email and phone messages at least two times per week. Faculty are provided email and phone mailboxes through the ACC Help desk, 223-help (4357).

## Absences—Instructor

If faculty members must miss a class, they are responsible for finding a qualified ACC English Faculty member to substitute. The department's administrative assistant can be contacted for a list of approved substitutes. Note: there is no walk policy, but we want to tell instructors what to do in an emergency. Faculty must notify the Campus Administrative Office if late or absent so the office can post a note for the class.

Substitute instructors receive hourly pay from an account in the instructional budget when they are filling in for full-time faculty. Adjuncts may pay their substitutes from their own funds or request the Instructor Deduction/Substitute Payment form be used where funds are deducted from their and added to the substitute's pay. The department chair's administrative assistant processes

substitute pay. Please email her the specific information on the days, times and courses that were subbed and for whom.

Full-time faculty must complete a faculty absence report which is sent to them electronically each month. This form is electronically submitted to the department chair for approval.

## Lighthouse

The Texas House of Representatives passed House Bill 2504, with which public institutions of higher education must comply. The bill requires that the websites of such institutions provide the following information for every course:

1. Course Syllabus, and
2. Curriculum Vitae for each instructor, including education, professional experience, and significant publications

It must be available no later than the seventh day after the first day of classes. Lighthouse is also used to list your office hours, location and contact information. Tutorials and helpful information can be found here:

<http://www.austincc.edu/ITdocs/lighthouse/faculty/index.php>

## Student Privacy: FERPA

<http://www.austincc.edu/business/documents/FERPA.pdf>

This federal law is set forth by The Family Educational Rights and Privacy Act of 1974.  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student Information may not be released to anyone other than the student. This includes parents or guardians. Faculty should direct these inquiries to the Admissions Office. Relevant coursework may be discussed only with the student and the department chair.

Student information includes the following

- Grades
- Test scores
- Social Security numbers
- Gender
- Class schedules

Faculty may not:

- Release student information by Email.
- Release student information by postcard.
- Post grades publicly, even with numeric identification.
- Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers.
- Discuss a student's classroom performance or grades with parents.

Recommendation Letters

When faculty members receive requests for letters of recommendation from students, they should have the student sign a written authorization enabling a disclosure of such relevant information in the letter. In the alternative (no consent to release), the content of the letter should not contain information from the student's educational record as described above.

Deliver grades

In person

By Blackboard

<http://irt.austincc.edu/blackboard/downloads/getstartedgradecenterr.pdf>

By sealed letter

Students may give faculty a self-addressed, stamped envelope in which to deliver final grades.

Telephone Policy

Release of information by telephone should only be made when faculty members have positively identified the person to whom they are speaking through a series of questions, to which the answers would be known only by the student (grades on an assignment in a class, room number of class, list of last semester's courses and grades, etc.)

# II. Classroom

## Class Rosters

Faculty can access class rosters from ACC Online Services.

<https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor?&TYPE=M&PID=CO RE-WBMAIN&TOKENIDX=1054678242>

Faculty can view updated rosters and withdraw students from the web page.

This process is demonstrated on the IT site:

<http://www.austincc.edu/ITdocs/WebAdvWeb/Faculty/webadv4.html>

Students must be TSI complete in reading and writing before they are eligible to enroll in ENGL 1301.

Students should have a score of “6” on writing and be TSI complete in reading on the class roster; this information can be retrieved from Online Services or they will receive a hard copy from Admissions. If anything lower than a “6” is reflected in the writing column or the student is not TSI exempt, those students should be referred to a counselor. If those students have since exited Reading Skills II or Writing Skills II, they can remain in the class. If not, those students cannot remain in the class. Students with “5” on the Compass writing sections and complete in reading can register for English 4.0 sections.

No students may attend class who are not on roll.

## Class Size

Classes are limited to 28 students for Comp I and Comp II and 36 for literature classes. Minimum to make is 18 students or 70% if class limits are less than 25.

## Prerequisites

Students must pass ENGL 1301 before they can enroll in ENGL 1302.

Students must pass ENGL 1302 before they can enroll in any literature class. No other ACC class can be substituted for Comp II.

Grades of D are not accepted in prerequisite courses.

Faculty must confirm prerequisites for students to remain in class. A transcript or grade report proves prerequisite.

## Syllabi

Faculty are required to send copies of their syllabi to Department's Administrative Assistant by end of second week of a semester. Faculty are required to adhere to all departmental requirements for English curriculum. See website for departmental syllabi. <http://www.austincc.edu/english/syllabi.php>

## Comp I and Comp II Folders

- **Purpose:** In Composition I and II, students are required to keep their essays in special ACC English folders. These folders are designated as their portfolios, which include all of their original essays, as well as any subsequent edits, revisions, or rewrites. Faculty may require the students to submit previous essays along with each new essay in their portfolios. That allows faculty to see at a glance if students are learning from their mistakes.
- **Disposal:** Faculty are required to keep the portfolios for one full semester. It is important to dispose of old portfolios in a secure manner, rather than merely putting them out with the usual trash.
- **Purchasing Folders:** Students can purchase these folders in the ACC bookstores.

## Attendance

It is wise but not mandatory to keep records of students' attendance. If a student never shows up for class but is still on the roll, faculty should send a copy of the roll to HBC Admissions and Records Office and write "Never Attended" next to the student's name. If students are on the final roll instructors must issue them a grade.

Do not let students who are not on the roll attend class. Only assistant deans can add students to a class that is full or after registration is over. Faculty do not have the authority to add students to their classes.

## Withdrawals

**NOTE:** Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count

toward this limit. Students are encouraged to carefully select courses and contact an [advisor or counselor](#) for assistance.

Instructors can withdraw students from their class using ACC Online Services. <https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor?TOKENIDX=5989915915&type=M&constituency=WBFC&pid=CORE-WBFC>

Students may be given a retroactive withdrawal after the College withdrawal deadline by contacting the registrar at HBC. Instructors will provide her with the student's ID, course section and justification for the retroactive withdrawal.

## Entering Grades

Faculty enter student grades through Online Services (same place where faculty get their roster). The deadline for entering grades is 5pm the Wednesday after classes end. The exact date can be found on the faculty calendar.

## Faculty Calendar

<http://www.austincc.edu/faculty/dates/>

## Academic Calendar

<http://www.austincc.edu/support/admissions/academiccalendar.php>

## Academic Dishonesty Process

**Faculty members should have an academic dishonesty policy stated in syllabus.**

1. A faculty member who suspects academic dishonesty meets with the student(s) in private to discuss the alleged offense(s) and review the evidence that supports the charge.
2. After conferring with the student, the faculty member may dismiss the allegation or assess an academic penalty.
3. If assessing a penalty, within 5 days of initial meeting, faculty communicates in writing the penalty to the student, with a copy of the letter to the Department Chair, Dean of Communications and Dean of Student Services on the campus where faculty teaches.

4. A student who is accused of academic dishonesty by a faculty member may appeal the penalty by submitting a written request for review with documentation to the Department Chair within 5 days of notification of penalty. The Chair forwards the student's request for review to the Dean who sets up a hearing with an Academic Integrity Review Panel.
5. The Academic Integrity Review Panel reviews the faculty member's letter and the student's letter and reaches a decision. The student will be notified in writing of the panel's decision.

## **Conflict**

### **Administration of Discipline**

The campus dean of student services is primarily responsible for student discipline. It is a good idea to consult with the department chair when the conflict reaches the point of requiring discipline.

### **Student Complaints**

Students may file a complaint about a faculty member by filling out a Student Complaint form available through Student Services and submitting the form to the Department Chair or by writing a letter outlining the complaint to the Department Chair. The student is required to discuss the problem and attempt to resolve it with the faculty member before filing a complaint. When the Department Chair receives the complaint, the Chair will send it to the faculty for response. The Chair will then make a judgment concerning the complaint and notify the student by phone or mail of the disposition of the complaint. If the student disputes the Chair's review of the complaint, the complaint goes to the Dean for review. If the student disputes the Dean's review, the complaint goes to the Vice-President whose decision concerning the complaint is final.

### **Grade Disputes**

If a student disputes the final grade received in a course, he must:

1. Discuss problem with instructor.
2. If problem is not resolved, student emails department chair reason why he disputes grade and any college policy violations involved in the dispute.

3. Department chair sends student's grade dispute to the instructor and instructor responds to student's allegations.
4. Student's grade dispute and instructor's response are forwarded to a Review Committee comprised of English faculty members for review.
5. Review Committee makes a final decision concerning grade dispute and notifies faculty and student in writing of their decision.

## **Disruptive Conduct**

The Administrative Rules describe this conducts as

1. Behavior that significantly interferes with or disrupts any ACC teaching, research, administrative, disciplinary, public service or other authorized activity
2. Behavior that threatens the health or safety of members of the ACC community, visitors to ACC, or participants at ACC sponsored events
3. Destruction or defacing of college property
4. Illegal occupation of college property or facility
5. Threats to freedom of access or movement
6. Illegal trespass
7. Failure to comply with the direction of college officials acting in the performance of their duties
8. Possession or use of ACC keys for unauthorized purposes
9. Failure to identify oneself or misrepresenting one's identity to an authorized ACC representative while on ACC property or at ACC-sponsored events

<http://www.austincc.edu/admrule/1.06.006.htm>

Contact a counselor in Student Services if a student's behavior is threatening or disrupting class. Faculty can require a student to leave class if their behavior is threatening or disruptive.

## Freedom of Expression

Read the full board policy at <http://www.austincc.edu/board/policies/D2.htm>.

## Blackboard Learning System

<http://www.blackboard.com/us/index.bbb>

Blackboard is customizable online software that is available to faculty and students. Instructors may use the system to supplement their coursework, foster discussion and post grades. There are a number of help resources available through ACC. <http://irt.austincc.edu/blackboard/>

Faculty who wish to teach online courses must take 5 modules of Blackboard training through professional development and request their eligible be amended to add Distance Learning classes to their eligibility.

## Students with Disabilities: OSD

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

### Faculty Responsibilities for Working with Students with Disabilities

During the first week of class, a student should provide faculty with proof of a need for classroom and testing accommodations in the form of an eligibility letter from OSD. Faculty should keep the letter for the duration of the semester.

Faculty do not have the right to refuse to provide required accommodations, ask the student to disclose his or her disability, question whether the disability exists when accommodations have been authorized by OSD, or request to examine the student's documentation. Accommodations give the student an opportunity to comprehend the course material and communicate that comprehension to the instructor.

Please review the Accommodations Reference Chart for awareness of the types of accommodations students might need.

<http://www.austincc.edu/support/facstaff/chart.php>

### Administering Exams through OSD

Testing accommodations are determined by an OSD specialist and may include:

- Extended time

- Supervised breaks
- A quiet room
- Oral testing
- Use of readers, scribes, adaptive equipment, or calculator, etc.

It is faculty's responsibility to forward quizzes or exams (*including the Departmental Exam*) to the OSD office at the campus agreed upon by faculty and the OSD student.

- Arrange pop quizzes with OSD staff.
- Fill out and deliver the Exam Assistance Request Form.
- All exams will be returned to the instructor's faculty mailbox unless other arrangements are made.

For questions about Interpreter Services, contact <http://www.austincc.edu/interp/>

## Office for Students with Disabilities Locations

Campus	Location	OSD Coordinator	Phone
Cypress	Room 2114.23	<a href="#">Stephanie DeHoff</a>	512.223.2026
Eastview	Bldg. 2000, Room 2136	<a href="#">Oscar Newman</a>	512.223.5159
Northridge	Bldg. 1000, Room 1111	<a href="#">Cathy Tremaria</a>	512.223.4725
Pinnacle	Room 221	<a href="#">Carolyn Allred</a>	512.223.8300
Rio Grande	Annex, Room 150	<a href="#">Judy Hay-Mullen</a>	512.223.3142
Riverside	Building G, Room 8138	<a href="#">Lori Bowman</a>	512.223.6244
Round Rock	Building 1000, Room 1111.01	<a href="#">Lauren Sebel</a>	512-223-0048
South Austin Campus	Room 1116	<a href="#">Eloisa Sleeth</a>	512.223.9166

## Deaf Specialist/Special Populations

District-wide	Riverside Building G, Room 9153	<a href="#">John Aintablian</a> Interpreter Services Supervisor	512. 223.6151
	Riverside Building G, Room 9151	<a href="#">Steve Christopher</a> Director, Special Populations	512.223.6273

## Media Services

ACC media services of all kinds are under the auspices of **IRT** (Instructional and Resource Technology). To find links to the departments or topics listed below, go to <http://irt.austincc.edu>

### Media Centers

- **Local media centers:** Each ACC campus has a media center. At the media center of any campus, faculty can **check out** audio and visual equipment for use in the classroom with ACC Photo ID. This equipment includes such things as overhead projectors, CD and DVD players, televisions, and computers.
- **High-tech classrooms:** If faculty are assigned to a classroom that comes furnished with the latest technological equipment, someone from the media center will instruct in its use.

- **Media center contact numbers:**

Cypress - 223-2036  
Eastview - 223-5113  
Northridge - 223-4750  
Pinnacle - 223-8143  
Rio Grande - 223-3075  
Riverside - 223-6007  
Round Rock - 223-0111  
South Austin - 223-9191

## Library Services

ACC offers a wide range of **library services**. <http://library.austincc.edu>  
A library, located on each campus, contains books, journals, and magazines relevant to the English faculty.

- **Ordering new material for campus library:** The staff person who orders these subject-area materials is Ms. Lola Cowling (tel. 223-5232).
- **Borrowing material from other libraries** <http://library.austincc.edu/> Select “Find Library Lending Policies.” The faculty member can borrow books, DVDs, CDs, and cassettes, and so forth, through Interlibrary Loan, from any ACC campus with ACC Photo ID. Furthermore, it is possible for a faculty member to get a special library card, the TexShare Card, that will allow books to be checked

out from any Texas library—that includes the University of Texas library, the St. Edwards library, and the Austin public libraries.

- **ACC on-line library:** the primary library resource is the ACC library on-line. This on-line resource includes a variety of literary and humanities databases, which often include full texts. Of course, these are especially helpful for working with student research papers.
- **Librarian visit:** Upon request, a reference librarian will talk with students (after they have chosen their topics) about how to use these library resources and how to begin their research. Talk to the head librarian at a campus <http://library.austincc.edu/gen-info/ls-dir.htm>
- **Real-time library help:** <http://library.austincc.edu/help/ask.htm>. Faculty should inform students that they can seek help from a reference librarian in real time. Link to the Library Web page from the ACC Home page. Then click on IM (Instant Messaging). A research librarian is available during regular library hours.
- **Research Paper Guide:** Each semester the library sends bundles of the Comp I Research Paper Guide to all English 1301 teachers, who then distribute these helpful pamphlets to their students.
- **Info Game:** <http://library.austincc.edu/help/infogame/start.htm>  
The Info Game is an on-line tutorial quiz. All ACC Comp I students are required to pass this quiz with a score of at least 70. The on-line address for this tutorial is listed on the front cover of the Comp I Research Paper Guide pamphlet.
- **Catching plagiarism:** James (Red) Wassenich is the library's expert on discovering student plagiarism, particularly through the use of on-line resources. To speak with him or to find out when he might be giving a presentation, call 223-3074.

**Instructional Development** is another helpful IRT department. Professionals in this department can help faculty create a Web site using Blackboard. Setting up this Web site can help instructors communicate with their students in creative ways. These professionals can also help faculty get started in Distance Learning. Distance Learning allows students to participate, off campus, in non-traditional classes that use interactive instructional technologies, rather than attending traditional on-campus classes.

- **Blackboard classes:** To register for Blackboard training, go to <https://www3.austincc.edu/it/workshops>.
- **Blackboard QuickStart:** For a self-guided presentation on how to set up Blackboard, go to <http://irt.austin.edu/blackboard/>

# Testing Centers

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

Comp I and Comp II students will be required to complete their departmental exams in the testing center.

*To request a test a student must have:*

- [ACC Photo ID](#)
- Departmental Exam Permit filled out the following information:
  - Course Abbreviation (ENGL)
  - Course Number (1301)
  - Course Synonym (10123)
  - Course Section (005)
  - Instructor's Name

## Testing Centers by Campus

### Cypress Creek Campus

Building 2  
Room 1139  
512.223.2075

### Northridge Campus

Portable 4  
512.223.4735

### Rio Grande Campus

Main Building  
Room 127  
512.223.3164

### Round Rock Campus

Building 2000  
Room 2205  
512.223.0145

### Fredericksburg High School

Room 226  
1.830.997.6363

### Eastview Campus

Building 2000  
Room 2155  
512.223.5145

### Pinnacle Campus

Room 706  
512.223.8002

### Riverside Campus

Bldg A  
Room 1132  
512.223.6242

### South Austin Campus

Main Building  
Room 1135  
512.223.9240

### San Marcos Center – SMC

Room 524  
512.353.7224

## Early College Start (ECS)

<http://www.austincc.edu/ecs/index.php>

High school students can start earning college credit before graduation. Austin Community College enrolls eligible high school students through the Early College Start program, allowing them to take up to two college courses per semester.

High school juniors and seniors are eligible to take Early College Start classes if:

- They have received permission from their parent/guardian and high school counselor and principal
- They have passed the appropriate sections on the ACC admissions assessment or submitted acceptable exemption scores on the ACT, SAT, or TAKS (10th or 11th) test.

ECS tuition is free for high school students who are **in-district**.

[http://www.austincc.edu/locations/boundary\\_map.php](http://www.austincc.edu/locations/boundary_map.php)

ECS tuition is \$40 per class for students who are in ACC's **service area**.

[http://www.austincc.edu/locations/boundary\\_map.php](http://www.austincc.edu/locations/boundary_map.php)

Classes are offered in area high schools but faculty may have ECS students in their ACC classes at any ACC campus. Instructors are more likely to get ECS students during the summer sessions.

### **Dual Credit Classes**

Dual credit varies from district to district, but here are some Dual Credit classes offered at ACC:

- ENGL 1301 English Composition I English 3 or 4 Comp. (½ credit)
- ENGL 1302\* English Composition II English 3 or 4 Comp (½ credit)
- ENGL 2322\* British Literature I English 4 Lit. (½ credit)
- ENGL 2323\* British Literature II English 4 Lit. (½ credit)
- ENGL 2327\* American Literature I English 3 Lit. (½ credit)
- ENGL 2328\* American Literature II English 3 Lit. (½ credit)

\*= Course prerequisite is required.

# III. English Department

## Department Chair

English/Journalism Department Chair:  
Dr. Judy Sanders – 223-3249; [jsanders@austincc.edu](mailto:jsanders@austincc.edu)  
Rio Grande Campus, Attaché Building, room 110

## Administrative Assistant

Administrative assistants help the department chair and dean and are a source of information for faculty.

English/Journalism Administrative Assistant:  
Mrs. Sue Bloodsworth - 223-3233; [sbloodsw@austincc.edu](mailto:sbloodsw@austincc.edu)  
Rio Grande Campus, Attaché Building, room 108

## Dean

Dean of Communications  
Dr. Hazel Ward – 223-5015, [hazelw@austincc.edu](mailto:hazelw@austincc.edu)  
Eastview Campus, Building 3000, room 3217

## Administrative Assistants

Dean of Communications Senior Administrative Assistant  
Ms. Kathy Judge - 223-5015; [kjudge@austincc.edu](mailto:kjudge@austincc.edu)  
Eastview Campus, Building 3000, room 3217

Dean of Communications Administrative Assistant  
Ms. Katie Lessley – 223-5017; [klessley@austincc.edu](mailto:klessley@austincc.edu)  
Eastview Campus, Building 3000, room 3217

## Department Meetings

For full-time faculty, attending department meetings is a professional responsibility. Adjunct faculty are encouraged but not required to attend. Adjunct Voting Representatives are paid for department meeting attendance.

The English/Journalism Department may have adjunct voting representatives equal to the number of full-time faculty. Adjunct faculty interested in serving as voting representative can submit their names in the Spring semester when a call for interested candidates is announced.

## **Other Meetings**

The Dean of Communication's annual informational meeting is usually held at Highland Business Center the Wednesday evening before classes start in the Fall.

General Assembly – This meeting features the College President's State of the College Address and a guest speaker the Friday morning before classes start in Fall. Workshops follow in the afternoon.

Spring Development Day – This assembly includes College President's College Update and a guest speaker the Friday morning before classes start in Spring. Workshops follow in the afternoon.

## **Committees**

All full-time faculty are required to serve on at least one of the following four committees: Faculty (interviews adjunct candidates in English and Journalism and reviews adjunct eligibility), Curriculum (reviews textbook selection) Assessment (conducts holistic grading sessions), Evaluation (reviews adjunct faculty's student evaluations and portfolios and forwards review to department chair and dean for their review and signatures.) Committee chairs are appointed by Department Chair or the Department Chair can chose to hold a Department wide election for committee chairs.

## **Professional Development**

<https://www3.austincc.edu/it/workshops/www/login.php>

All faculty are required to complete ADA Awareness and Sexual Harassment Professional Development courses with the first 30 days of employment and complete every two years thereafter.

Full-time faculty are encouraged to complete 12 hours and adjunct faculty 4 hours of professional development every fiscal year. It is an instructor's responsibility to enroll in workshops which are offered on-line and in the classroom.

Professional Development activities outside of ACC must be approved by department chair prior to attendance in order to receive Professional Development credit. Professional Development Activity Reports are available from HR online forms.

## **Course Selection for Full-time Faculty**

The department chair will send full-time faculty a notice with a deadline to choose classes for the following academic year. Full-time faculty select their classes by whatever process their campus faculty group has agreed upon. Some campuses do a round-robin; others alternate literature classes; others have a set schedule that they teach each semester. After choosing their classes, faculty members email their selections to the department chair. Second course overloads can be made after MSTAs choose their classes. If a faculty member chooses to teach at a campus other than his home campus, he must wait to choose classes after faculty at their home campuses have chosen.

## **eStaffing – Course Selection for Adjunct Faculty**

eStaffing is used as a tool to assist in the staffing of adjunct faculty. Adjuncts are able to enter their preferred campus, days and times. This information is then matched with their eligibility and the class schedule. The adjuncts are then able to select classes matching their criteria for what they would like to teach and then rank the classes in order of preference. The adjunct faculty names are given in a random order and the assignments are made by what is on the list as name comes up in the rotation. Please see department administrative assistant for assistance. <https://www3.austincc.edu/afs/login.asp>

The normal teaching load for adjunct faculty is 2 classes in the Fall and Spring and 1 in the Summer. According to the new AR rule adjunct faculty are eligible to teach up to 3 classes each in the Fall and Spring and 2 in the Summer, all of which is subject to Department needs and class availability.

## **Eligibility**

Faculty eligibility is initially set by the hiring committee for one and sometimes two courses. Once faculty members have taught and been evaluated, they may apply to have their eligibility amended to add courses. Please see department website for the process.

## **Multiple Semester Term Agreement (MSTA)**

A Multiple Semester Term Appointment (MSTA) is an appointment held by selected Adjunct Faculty that allows for priority status in the assignment of sections over multiple semesters. An MSTA is the closest thing to a contract for Adjunct Faculty. There are a limited number of positions available and currently only become available if some resigns. Adjuncts are guaranteed classes and are able to “bump” other non-MSTA adjuncts from classes to complete their load.

## **Highest Priority to Hire (HPTH)**

Highest Priority to Hire (HPTH) is a designation given by the Department Chair to some members of the Adjunct Faculty in recognition of the documented quality of their teaching. Adjunct Faculty holding HPTH designation will be afforded priority in the staffing process.

Adjunct Faculty whose summary teaching evaluations are excellent in all categories and who receive an acceptable evaluation with respect to administrative procedures may be designated HPTH for the next academic year.

## **Textbooks and Bookstore**

Immediately after faculty have chosen classes for an upcoming semester, they select textbooks. The books are chosen from an official list that has been compiled by the Curriculum Committee and has been approved by the faculty. To get a list of all approved textbooks for all English courses please see department website. Then, when selections are made, send the bibliographical information, along with the course names and synonyms to department administrative assistant. Desk copies are available in the department administrative assistant's office.

## **Evaluations**

Austin Community College (ACC) values quality teaching and the importance of a learning environment that helps faculty grow by supporting the continuous improvement of their teaching skills. <http://www.austincc.edu/hr/eval/>

### **Student Evaluations**

Faculty are evaluated in the Fall semester by students. Adjunct faculty evaluations are reviewed by committee comprised of full-time faculty members and by the department chair and dean. Full-time faculty members' student evaluations are reviewed by the department chair and the dean. Student evaluations can result in ratings of excellent, very good, good and needs improvement.

### **Portfolios**

Full-time or adjunct faculty instructional performance is evaluated through portfolios. Portfolios provide faculty with an opportunity to "showcase" their work. They also provide evaluators with an opportunity to review such things as course objectives, grading policies, and classroom management. When used correctly portfolios can provide evaluators with a look into the classroom. More importantly, they can provide faculty with an opportunity to reflect on what they do and why. Portfolios are due November 1 of the applicable academic year. If

faculty teach in multiple disciplines, a discipline-specific portfolio will be required for each discipline. See department website for portfolio schedule and requirements.

## **Faculty Input Forms**

The Faculty Input form is evaluated by departments as a part of the evaluation process. The Faculty Input form provides faculty the opportunity to respond to student evaluations and to document professional service.

## **Departmental Exam Permits**

In order to take the Departmental Examination, all students must have an official departmental permit that has been filled out by the instructor. These permits are given only to those students who have successfully completed all of the essays required for the course and who have submitted their portfolios. The students take these permits, along with two forms of identification, to the testing center, where they take the Departmental Examination.

Instructors can get their allotment of permits from department administrative assistant.

Departmental exams must be given in the Testing Center for all Composition I and Composition II classes with the exception of Early College Start Classes where a proctor from Early College Start comes to administer the exam at their high school campus.

## **Grading Policies**

To learn more about ACC English Department grading policies, faculty should go to the English Department web site: <http://www.austincc.edu/english>. to read the document called “What Students Can Expect in ACC English Courses.” They should look at the specific course syllabi, giving special attention to sections on course requirements and grading. In the syllabi for Composition I and II, the instructor has the option of choosing “System 1: Accept/Edit/Revise/Rewrite” or “System 2: Letter Grades.” Instructors who are new to ACC and still have questions about grading policies should discuss the matter further with their mentor or department chair.

## **Grade Changes**

If a faculty member needs to submit a grade change, the Grade Change Request forms can be found online, in the Admissions and Records office, in the campus manager’s office or the department office. Forms are submitted to the department chair.

If the student believes that an error has been made in the assignment of a grade, he should bring it to the attention of the instructor within three months after the grade was awarded and ask for it to be corrected. Grade change forms are available in the campus manager's area. They are submitted to the department chair for approval.

## **Incompletes**

An instructor may award a grade of I (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. Consideration should be given to course load, job, and family obligations when carrying an I into a new semester for completion. The completion date is determined by the instructor but may not be later than the final withdrawal deadline in the subsequent semester. The Report of Incomplete form is submitted to the department chair as soon as the I is awarded. The form can be found in the Admissions and Records office, in the campus manager's office or the department office.

The department chair will approve a change from I to a performance grade (A, B, C, D, or F) for the course before the deadline. An I that is not resolved by the deadline will automatically be converted to an F.

## **Mentoring**

All new faculty are assigned a mentor, whose responsibility it is to help new faculty gain an understanding of how to get started in their new job in regard to preparing syllabi, relating to students in the classroom or in the office, considering options for classroom lectures and discussions, fulfilling administrative requirements, and so forth. At some point the mentor will visit the new teacher's class for the purpose of offering constructive feedback.

To become a mentor, one must have been an employee for at least one year and complete the mentor training through Adjunct Impact. Mentors are remunerated for mentoring. To learn more about mentoring, contact Dr. Paula Robertson-Rose: tel. 223-3231; [paular@austincc.edu](mailto:paular@austincc.edu).

## **Copy Code**

Duplication is available at all ACC campuses, see the campus facilities section for locations. The English/Journalism copy code is 456485.

## Supplies

Supplies are available through the department. The department administrative assistant keeps a supply cabinet of common items in her office. Other items can be ordered through her.

## Distance Learning Classes

Distance Learning classes are offered in ONL(internet), ITV(instructional television) and PRN(print-based) format. Faculty can make a syllabus available through Blackboard or on a personal webpage. Media can assist in setting up a personal webpage for instructors. Blackboard training is available through ACC Faculty Development. The home page for Distance Learning classes is located at <http://dl.austincc.edu> .

Distance Learning classes provide for flexibility both on the part of the instructor and the student. Excellent advice and information can be found at ACC's website: <http://dl.austincc.edu/faculty> .

Faculty must complete 5 Blackboard training modules to be eligible to teach Distance Learning course and may apply to have their eligibility amended. Faculty members teaching Distance Learning classes also need to reside within a 90 miles radius of Austin to be accessible to the students. Instructors may use Blackboard or a personal webpage when teaching Distance Learning courses.

## Honors Classes

The Honors Program offers classes in Honors format which means a class limit of 15 students and curriculum which is greater in breadth or depth than departmental curriculum. For example, Honors courses may require additional research, readings, papers, projects or out-of-the-classroom activities. A faculty member wishing to teach an Honors class submits a proposal (available from Honors Program) to the Honors chair. The chair reviews it for Honors criteria, and then submits it to the department chair who reviews it for discipline-based requirements. The dean of the academic area does a final review and then the course can be added to the schedule by the Honors chair. The Honors course can only be taught by the faculty member who developed it.

Honors courses are offered in core academic areas only. See Honors webpage: [honors@austincc.edu](mailto:honors@austincc.edu)

# IV. Student Resources

## Student Handbook

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

## Learning Lab

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

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

*“The mission of the ACC Learning Labs is to help students become independent and active learners and to achieve academic success. Students are the central focus of the labs, and we are responsive to their individual needs.”*

The ACC Learning Labs provide free tutoring services and group study rooms.

At the open access computer labs, students can check their email, communicate with their teachers, write a paper, work on projects, or study on their own with extensive software and tutorial offerings. For faculty, the labs also offer computer classrooms that can be reserved as needed or for the whole semester.

### Function in Support of Staff and Faculty

In direct support of faculty and staff, the Learning Lab endeavors

- To collaborate with department chairs and faculty in addressing the learning needs and retention of students
- To provide mutual consultation, as needed, on student progress
- To provide training and professional development opportunities for tutors and lab assistants
- To provide a specialized, professional library to faculty and staff
- To facilitate on-going academic discourse in and across the disciplines.

It is the policy of the learning labs for the tutors to refrain from writing directly on the students' papers.

English and writing tutoring sessions may involve brainstorming and outlining, help with understanding the essay prompt and syllabus, help with organization and thesis, and help with grammatical rules and terminology.

The labs will provide tutor referral forms to faculty on request.

The labs are particularly effective for helping students revise and edit papers on which instructors have commented.

### **Learning Lab Policy for “B” and “A” Papers**

Departmental policy allows students to receive only very general assistance writing “B” and “A” papers in Composition I and II. Examples of such assistance include pre-writing activities and review of writing principles, grammar, and documentation conventions in response to student questions. In addition, individual faculty are free to prohibit students from seeking specific kinds of or any assistance on the “B” and “A” papers and may do so by sending a memo to the learning labs and by stipulating the restriction in class syllabi.

## **Special Accommodations & Assistive Technology**

The labs make accommodations for students with special needs. Faculty can see what assistive software and technologies are available at the labs by reading the assistive software and technology page.

<http://www.austincc.edu/tutor/students/access/alllabs.php>

## **Learning Labs by Campus**

### **Cypress Creek Campus**

Main Building  
Room 2108  
512.223.2045

### **Northridge Campus**

Building 4000  
Room 4119  
512.223.4813

### **Rio Grande Campus**

Main Building  
Rooms 212 and 227  
512.223.3367

### **Round Rock Campus**

Building 2000  
Room 2330  
512.223-0932

### **Eastview Campus**

Building 2000  
Room 2304  
512.223.5114

### **Pinnacle Campus**

Main Building  
Room 600  
512.223.8138

### **Riverside Campus**

Building G  
Room 9100  
512.223.6037

### **South Austin Campus**

Main Building  
Room 1138.0  
512.223.9243

## **Computer Classrooms**

Many Learning Labs provide computer classrooms that can be reserved for the entire semester, for a single event, for workshops, for presentations, and for trainings.

Unless specifically noted, all Learning Lab computers have Microsoft Windows XP SP2 and Microsoft Office 2007 installed. To see what is readily available, go to <http://www.austincc.edu/tutor/computers/software.php>

By using the Learning Lab Computer Classrooms, instructors and students/attendees are agreeing to abide by these computer use policies.

<http://www.austincc.edu/tutor/computers/policy.php>

**Cypress Creek Campus**  
CYP 2109 - 34 Stations

**Eastview Campus**  
EVC 2304 - 25 Stations  
EVC 2307 - 23 Stations, Media Projector  
EVC 3217 - 12 Stations

**Northridge Campus**  
These services are not currently available at this location.

**Pinnacle Campus**  
PIN 614 - 30 Stations

**Rio Grande Campus**  
RGC 211 - 16 Stations  
RGC 227 - 20 Stations

**Riverside Campus**  
RVS 9103 - 22 Stations, Media Projector  
RVS 9104 - 17 Stations, Media Projector  
RVS 9108 - 25 Stations, Media Projector

**Round Rock HEC**  
RRC 2330.15 – 24 Stations, Media Projector  
RRC 2330.16 – 24 Stations, Media Projector

**South Austin Campus**  
SAC 1137 - 36 Stations, Media Projector  
SAC 1311 - 20 Stations, Media Projector  
SAC 1312 - 20 Stations, Media Projector

## Supplemental Instruction

Supplemental Instruction is a nationally recognized academic support program offering free, regularly scheduled study sessions for traditionally difficult courses. SI sessions are peer facilitated by students who have already been successful in these classes. SI leaders schedule twice a week workshops that give supplemental instruction to students in an instructor's class. If faculty want to participate in SI for a Comp I classes, they will need to request supplemental instruction from the Supplemental Instruction officer. <http://www.austincc.edu/tutor/SI/index.php>

## Student Services

### Counseling Services

Professional counselors are available at every campus to assist students to define educational and career goals, to increase their ability to benefit from instruction, and to deal with life challenges which may reduce their chances of succeeding at ACC. Counselors provide consultation services to faculty members concerned about a student's behavior or progress in classes, offer class visits and workshops on college success, and provide community referrals when appropriate. For more information go to: <http://www.austincc.edu/support/advising/>.

### Advising Services

All new ACC students need to be advised before their first semester starts. Instructors are not responsible for testing or placement of students; however, if faculty members have questions about a student's placement, they may speak to an academic advisor at any campus location. For more information go to: <http://www.austincc.edu/support/advising/>.

# V. Administration

## Helpdesk

The ACC Helpdesk can help with setting up email, voicemail, individual faculty web accounts and assist with computer problems. Their number is 223-help (4357). <http://www.austincc.edu/helpdesk/>

## Human Resources

### Payroll

The Payroll Office is part of the Human Resources Department. The full-time faculty timesheet and information on filling it out can be found in the Payroll Office website at <http://www.austincc.edu/hr/payroll/>, in the HR forms library at <http://www.austincc.edu/hr/generalforms.php>, or through eTime online at <https://www3.austincc.edu/ets/>. Payday for both full-time and adjunct faculty usually falls on the last work day of the month except for December and May when it is a few days after classes end.

Problems with a paycheck or direct deposit should first be directed to the Department Administrative Assistant.

### Schedule for Paychecks

[http://www.austincc.edu/hr/payroll/documents/Schedule\\_Payment\\_Adjunct\\_Faculty.pdf](http://www.austincc.edu/hr/payroll/documents/Schedule_Payment_Adjunct_Faculty.pdf)

### Insurance

ACC provides insurance benefits only for full-time employees and half-time employees who work 20 hours a week.

### Photo ID Cards

Faculty may obtain Employee Photo ID Cards at the Highland Business Center in the Office of Employment and Outreach Services, 6th floor, room 607 according to the following schedule: **Monday - Friday, 8:00 am – 5:00 pm.**

To obtain an ACC Photo ID Card, employees must present a government/state distributed picture Identification card, for example, a drivers license. Employees must also provide a Datatel account number or the last four digits of their Social Security Number.

# ACC Faculty Organizations

## Faculty Senate

The purpose of this Senate shall be to facilitate effective communication among the faculty of Austin Community College and between those faculty members and the administration of the College in order to achieve more efficiently the primary objective of the College: effective instruction.

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

## Adjunct Faculty Association (AFA)

All adjuncts are automatically members of AFA and are encouraged to participate. There are no dues. The purpose of AFA is to represent officially the concerns of adjunct faculty at ACC, involving any and all issues, to include, but not limited to: pay and other compensation benefits, job security, academic freedom, instruction and instructional materials, teaching and evaluation, and communication. <http://www.austincc.edu/afa/>

## ACC Affiliate Organizations

- [American Federation of Teachers](#) (ACC/AFT)

The ACC local of the American Federation of Teachers began organizing in the late 1990s and serves its members by representing them in compensation issues, grievances with supervisors, academic freedom concerns, and in front of the Board of Trustees. The union also recruits and endorses union-friendly representatives to the Board of Trustees. Since Texas is a right-to-work state, and collective bargaining is legally proscribed, the union's power comes mainly from its influence in electing Board members, as well as its official recognition by the College. Union membership is entirely voluntary and is open to all ACC non-supervisory employees. Monthly dues are calculated on the basis of the pay scale for the individual's employee group and can be deducted from the ACC paycheck or from a bank draft. The union also holds a semester-welcoming party during the first month of each semester and all employees—union members or not—are welcome.

- [American Association of University Professors](#) (ACC/AAUP)
- [Texas Association of Black Personnel in Higher Education](#) (TABPHE)
- [Texas Association of Chicanos in Higher Education](#) (TACHE)
- [Texas Community College Teachers Association](#) (TCCTA)

## Parking Permits

Parking permits are obtained through the Cashier's office on each campus. Permits cost \$40 for Full-time, \$20 for Adjunct faculty and are transferable between vehicles. Motorcycle parking permits are available for \$15.

Faculty/staff may pay for their parking permit through payroll deduction. Complete the payroll deduction form available from any cashier office or online at [http://www3.austincc.edu/it/eforms/forms\\_int/HURE.089.pdf](http://www3.austincc.edu/it/eforms/forms_int/HURE.089.pdf) . Submit the completed payroll deduction form to the Cashier Office to obtain a parking permit.

Payroll deduction forms must be signed and submitted by the staff member whose check will have the deduction. Note: Generally, it will take 4-6 weeks before the amount will be deducted from your paycheck

## Parking at Various Campuses

*Faculty parking on every campus is designated by blue paint on the curb and pavement*

For an in-depth explanation of parking rules and regulations at ACC, click this link: <http://www.austincc.edu/police/services/ParkingRegs.htm>

For safety tips, click here:

[http://www.safecampusesnow.org/scn\\_SafetyTips\\_parking.htm](http://www.safecampusesnow.org/scn_SafetyTips_parking.htm)

The following are some general tips:

**Cypress Creek Campus** has an abundance of parking, surrounding both Building 1000 and Building 2000. Just look for the blue-painted spaces. Click here <http://www.austincc.edu/cyp/cypsite.php> for a map.

**Eastview Campus** has generally plentiful parking located towards the north end of the lot east of Building 3000, near Building 8000 off of Govalle, and near Building 9000 near Webberville Road. Click here <http://www.austincc.edu/evc/evcsite.php> for a map.

**Northridge Campus** has blue-curbed faculty parking in Lot D near Building 2000, in front of Building 1000, and behind Building 4000. Click here <http://www.austincc.edu/nrg/nrgsite.php> for a map.

**Pinnacle Campus** provides faculty parking in the first few rows closest to the building on both the east and west sides. Parking is generally difficult between nine in the morning and two in the afternoon. Click here <http://www.austincc.edu/pin/pinsite.php> for a map.

**Rio Grande Campus** provides a multi-level parking facility on Shoal Creek and 12<sup>th</sup> Street (entrance on 12<sup>th</sup> Street) with designated faculty and student parking. Additional faculty parking is available:

In the lot bounded by Rio Grande, 13 ½ Street, and West Avenue north of the Annex building.

In front of and to the side of the Attaché Building on the east side of Rio Grande.

Click here <http://www.austincc.edu/rgc/rgcsite.php> for a map.

**Riverside Campus** has blue-painted spaces designated for faculty in the front two rows of the main lot in front of Building G, and to the north in the lot in front of Building A.

Click here <http://www.austincc.edu/rvs/rvssite.php> for a map.

**Round Rock Campus** has three lots designated for faculty and staff behind building 1000, 2000 and 3000.

Click here <http://www.austincc.edu/rrc/sitemap.pdf> for a map.

**South Austin Campus** has protected faculty parking on the first floor of its separate parking structure. Parking is also available in the small lot east of the building to the right of the Stassney Lane entrance.

Click here <http://www.austincc.edu/sac/sacsite.php> for a map.

## Campus Facilities

### Cypress Campus (CYP)

1555 Cypress Creek Rd., Cedar Park, TX 78613

Home page [www.austincc.edu/cyp/](http://www.austincc.edu/cyp/)

Street map <http://www.austincc.edu/locations/cyp.php>

Campus map <http://www.austincc.edu/cyp/cypsite.php>

Cypress Campus emphasizes the beauty of the hill country with landscaping and a relaxed atmosphere. Adjunct offices are equipped with computer stations, printers, and file cabinets and phones. Adjunct and full-time faculty are provided with cubicles and offices in room **1104** in Building 1000 and in room **2204.4** in Building 2000.

### **Adjunct Offices and Phone Numbers**

1104.....3-2157

2204.4....3-2006

1104.....3-2158

2204.4...3-2007

The Adjunct Faculty Lounge is located in room **2204.16**

**The duplication room** where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is **1103.6**.

**Mailrooms**, where faculty can pick up and send out inter-campus mail and have students drop off work, are located in rooms **1104 and 2102**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

**Campus special features:**

Cypress Creek houses the Weekend College; recent expansion has brought improved technology in the classroom, additional facilities for the nursing courses, and six science labs.

**Eastview Campus (EVC)**

3407 Webberville Road, Austin, TX 78702

Home page [www.austincc.edu/evc/](http://www.austincc.edu/evc/)

Street map <http://www.austincc.edu/locations/evc.php>

Campus map <http://www.austincc.edu/evc/evcsite.php>

Eastview is one of ACC's newer campuses, so has a full complement of technology available in most classrooms and offices. Adjunct offices are equipped with computer stations, printers, and file cabinets. The file cabinets can be locked and keys are available through the campus manager's office, in room **3106** of Building 3000.

**Adjunct Offices and Phone Numbers**

2165.....3-5171	9121.....3-5917
3228.....3-5185	9215.....3-9215
8115.....3-5732	9311.....3-5725
8313.....3-5734	

The Adjunct Faculty Lounge is located in room **9400**.

**Duplication rooms**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, are in rooms **2167, 8200H, 8318, 9221 and 9311**.

**Mailrooms**, where faculty can pick up and send out inter-campus mail and have students drop-off work, are located in rooms **2167 and 8320**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

**Campus special features:**

Technical programs featured at the Eastview campus include Health Sciences, Biotechnology, Child Development, Computer Studies, Criminal Justice, Culinary Arts, Fire Protection Technology, Hotel/Restaurant Management, Office Administration and Travel/Tourism are all housed in state of the art facilities. ACC's Weekend College is also available at this campus

The Eastview Campus is also the home of the African-American Cultural Center. The center provides information about the history and accomplishments of African Americans, hosts special activities, supports student access and retention activities.

The Eastview Campus is also the home of the Texas Workforce Career Center, operated by the Capital Area Workforce Development Board, providing career advising and job placement opportunities for ACC students, the adjoining community and residents throughout Travis County.

**Northridge Campus (NRG)**

11928 Stonehollow Dr., Austin, TX 78758

Home page <http://www.austincc.edu/nrg/>

Street map <http://www.austincc.edu/locations/nrg.php>

Campus map <http://www.austincc.edu/nrg/nrgsite.php>

Northridge is in the north section of Austin and close to many of the city's high tech companies. Adjunct offices are equipped with computer stations, a printer, tables and chairs, and file cabinets.

**Adjunct Offices and Phone Numbers**

2111.....223-4827

PB4.....223-4026, 223-4027

2112.....223-4728

4216A.....223-4763

**The duplication room**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is in room **1107**.

**The mailroom**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in room **1107**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

**Campus special features:**

Architectural and Engineering Computer Aided Design, Commercial Music, and Photography are programs unique to the Northridge Campus. ACC's Weekend College is also available at this campus

**Pinnacle Campus (PIN)**

7748 Highway 290 West, Austin, TX 78736

Home Page [www.austincc.edu/pin/](http://www.austincc.edu/pin/)

Street Map <http://www.austincc.edu/locations/pin.php>

Campus Map <http://www.austincc.edu/pin/pinsite.php>

Pinnacle is a vertically integrated campus housed in a skyscraper originally designed as business offices before the economic bust of the late 80's and as such offers lovely views of the Texas Hill Country and the Austin skyline. Adjunct offices are equipped with computer stations, printers, office supplies, Scantron machines, and file cabinets. The file cabinets can be locked and keys are available through the campus manager's office, in room **1018**.

**Adjunct Offices and Phone Numbers**

404.....3-8127

607.....3-8104

413.....3-8105

822.....3-8402

The Faculty Lounge is located in room **1013**.

**Duplication rooms**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, are in rooms **110 and 1026**.

**The mailroom**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in room **110**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

**Campus special features:**

The Virtual College of Texas and ACC's Distance Learning Program are headquartered at the Pinnacle Campus. The building's 8<sup>th</sup> floor is devoted to art classrooms, and its 3<sup>rd</sup> floor is devoted to computer labs.

## Rio Grande Campus (RGC)

1212 Rio Grande Street, Austin, TX 78701

Home page [www.austincc.edu/rgc/](http://www.austincc.edu/rgc/)

Street map <http://www.austincc.edu/locations/rgc.php>

Campus map <http://www.austincc.edu/rgc/rgcsite.php>

Located in an historic building that was formerly Austin High School, the Rio Grande Campus is ACC's second largest and also the College's second campus, college classes having been taught here since 1975. Rio Grande is home to most of the College's fine arts programs, so has two theatres, a dance studio, and visual arts classrooms filled with appropriate equipment. The main adjunct office is located in the portable building off the deck between the main building and the annex and is equipped with computer stations, printers, a copier, and file cabinets. The file cabinets can be locked and keys are available through the campus manager's office, in room **205**.

### Adjunct Offices and Phone Numbers

Arts and Humanities Portable            223-3248

The Adjunct Faculty Lounge is located in room **202** and the phone number there is 223-3450.

**The duplication room**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is in room **204**.

**The mailroom**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in room **204**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

### **Campus special features:**

Fine Arts, Drama, Dance, Humanities, and Creative Writing are all headquartered at the Rio Grande Campus, as are American Sign Language and Interpretation Program, the Student Government Association, Student Life.

## Riverside Campus (RVS)

1020 Grove Boulevard, Austin, TX 78741

Home page [www.austincc.edu/rvs/](http://www.austincc.edu/rvs/)

Street map <http://www.austincc.edu/locations/rvs.php>

Campus map <http://www.austincc.edu/rvs/rvssite.php>

Riverside is the only ACC campus with its own golf course. Adjunct offices are equipped with computer stations, printers, and file cabinets. The file cabinets can be locked and keys are available through the campus manager's office, in room **2208** of Building A.

### **Adjunct Offices and Phone Numbers**

Annex 400.....3-6039	Building G 9139.....3-6236
Annex 400.....3-6041	Building G 9128.....3-6078

**Duplication rooms**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is in room number **2208** Building A.

**Mailrooms**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in room **2208** Building A.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

### **Campus special features:**

The Riverside campus houses the Honors Program and Workforce programs in Automotive, Welding, Heating and Air Conditioning, and Carpentry Trades. It also has the widest variety of Physical Education classes, with a gym, weight room, and golf course on campus. During the summer, ACC's Summer Academy classes are held at Riverside.

## **Round Rock Campus (RRC)**

4400 College Park Dr., Round Rock, TX 78665

Home page <http://www.austincc.edu/rrc/>

Street map <http://www.austincc.edu/locations/rrc.php>

Campus map <http://www.austincc.edu/rrc/sitemap.pdf>

Round Rock is ACC's newest campus, so has a full complement of technology available in most classrooms and offices. If you will be working at the Round Rock Campus there is a special ACC Electronic Access Card that acts as key to unlock the classrooms and building. Fill out this form and submit to your department chair. [http://www3.austincc.edu/it/eforms/forms\\_int/CAPO.008.pdf](http://www3.austincc.edu/it/eforms/forms_int/CAPO.008.pdf)

Adjunct offices are equipped with desks and a phone on each desk.

## Adjunct Offices and Phone Numbers

Building 1000, Room 1205..... 223-0091, 0090, 0092, 0093, 0094, 0095  
Building 1000, Room 1206..... 223-0101, 0100, 0099, 0098, 0097, 0096  
Building 2000, Room 2232.11 ..... 223-0169, 0170, 0171, 0172, 0173, 0174  
Building 2000, Room 2232.28 ..... 223-0164, 0191, 0190, 0189, 0188

The faculty lounges are located in Building 1000, room **1204.28** and Building 2000, Rooms **2232.08 and 2229.0**.

**The duplication room**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is in Building 1000, room **1103.01**.

**The mailroom**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in Building 1000, room **1103.01**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

### **Campus special features:**

The Round Rock Campus is home to a variety of workforce programs including Accounting, Allied Health Sciences, Associate Degree (RN) Nursing, Automotive Technology, Biotechnology, Building Construction Technology, Business Studies, Computer/IT Electronics, Management, Marketing, Medical Laboratory Technology, Radiology, Sonography, Surgical Technology, and Welding Technology. The Continuing Education Division has also expanded to this campus along with Customized Training options for residents and local employers. Round Rock Campus is also home to *The Accent*, ACC's student newspaper.

## **South Austin Campus (SAC)**

1820 W. Stassney Lane, Austin, Texas 78745

Home page <http://www.austincc.edu/sac/>

Street map <http://www.austincc.edu/locations/sac.php>

Campus map <http://www.austincc.edu/sac/sacsite.php>

**South Austin** has a full complement of technology available in most classrooms and offices. Adjunct offices are equipped with computer stations inside individual cubicles which afford some degree of privacy for meeting with students. There are printers, file cabinets which do not lock, personal lockers with keys available from the duplication room **1141** and a separate conference room. A Scantron punch card scorer is available in room **1224**.

## Adjunct Offices and Phone Numbers

1224.....3-9207                      1329.....3-9226  
1321.....3-9224

The faculty lounge is located in room **1314**.

**The duplication room**, where faculty members can copy syllabi and handouts, or fill out work orders for duplication room workers to make copies, is in room number **1141**.

**The mailroom**, where faculty can pick up and send out inter-campus mail and have students drop-off work, is located in room **1141**.

Students should drop off their work with mail room staff, who will date-stamp it and put it in the correct mailbox.

### **Campus special features:**

The South Austin Campus is home to Visual Communications, which works primarily with commercial art, and the College's ESOL program is currently headquartered here. The facilities for ACC's Auto Body Repair and Certification program are located across the street at Crockett High School. South Austin Campus has a very active Student Life committee and hosts community events and Creative Writing Department readings as well.

## **Campus Police**

ACC Police website is <http://www.austincc.edu/police> .

For an emergency on campus, call **222 from a campus phone**.

Off campus, or on a non-campus phone, call **223-7999**.

***It is highly recommended that faculty have the campus police emergency phone number saved in individual cell phones.***

The ACC Campus Police administrative/general phone number is **223-1231**. Their central office is located at 9101 Tuscany Way in the ACC Services Center.

Campus police also maintain access to lost and found and will open offices and classrooms.

Campus police officers are licensed by the State of Texas, and are commissioned by Austin Community College. They undergo the same training and have the same credentials as any peace officer licensed by the state of Texas. The officers have jurisdiction in any county in Texas where property is under control of Austin Community College.

### **Informative Website Links:**

**Campus crime statistics** <http://www.austincc.edu/police/crime/reports.htm> breaks down incident reports by campus and type of crime. It also gives access to the daily crime log.

**Registered sex offenders** <http://www.austincc.edu/police/crime/rso.htm> lists registered sex offenders that currently work, volunteer or are enrolled in classes on any ACC campus or learning center.

## **ACC's District and Its Extended Services Area**

To learn more about college residency policies, follow this **link** <http://www.austincc.edu/support/admissions/residency.php>. For tuition purposes, ACC has four levels of residency:

- In-district
- Out-of-District
- Out-of State
- Out-of-Country

A map showing ACC's service area can be found at [http://www.austincc.edu/locations/boundary\\_map.php](http://www.austincc.edu/locations/boundary_map.php) .

### **ACC Taxing District:**

Students who live within Austin, Del Valle, Elgin, Hays, Leander, Manor, or Round Rock Independent School Districts pay in-district tuition.

Students who pay City of Austin taxes on property they own or who are dependents of someone who pays taxes on their City of Austin property, and can provide documentation, also pay in-district tuition.

# Organizational Chart

