



Dual Credit Faculty Professional Development

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Associate Vice President, Academic Affairs

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Director, Dual Credit Programs

Welcome

- Faculty Policies
- Simple Syllabus Resources
- Library Tour & Presentation



Lee College Advisors



Ofelia Ferman

Shared Dual Credit
Advisor for:

- *Stuart Career Technical High School*



Jade Godoy

Shared Dual Credit
Advisor for:

- *Goose Creek Memorial High School*
- *Peter E. Hyland Center*



Katrena Johnson

Shared Dual Credit
Advisor for:

- *IMPACT Early College High School*



Kurshine Jackson

Dual Credit Advisor for:

- *Lee High School*
- *Ross S. Sterling High School*



Windy Mendoza

Shared Dual Credit
Advisor for:

- *Barbers Hill High School*



Cynthia Henley

Dual Credit Advisor for:

- *Anahuac High School*
- *Dayton High School*
- *East Chambers High School*
- *Hardin High School*
- *Hull-Daisetta High School*
- *Liberty Christian*
- *Liberty High School*
- *West Hardin High School*

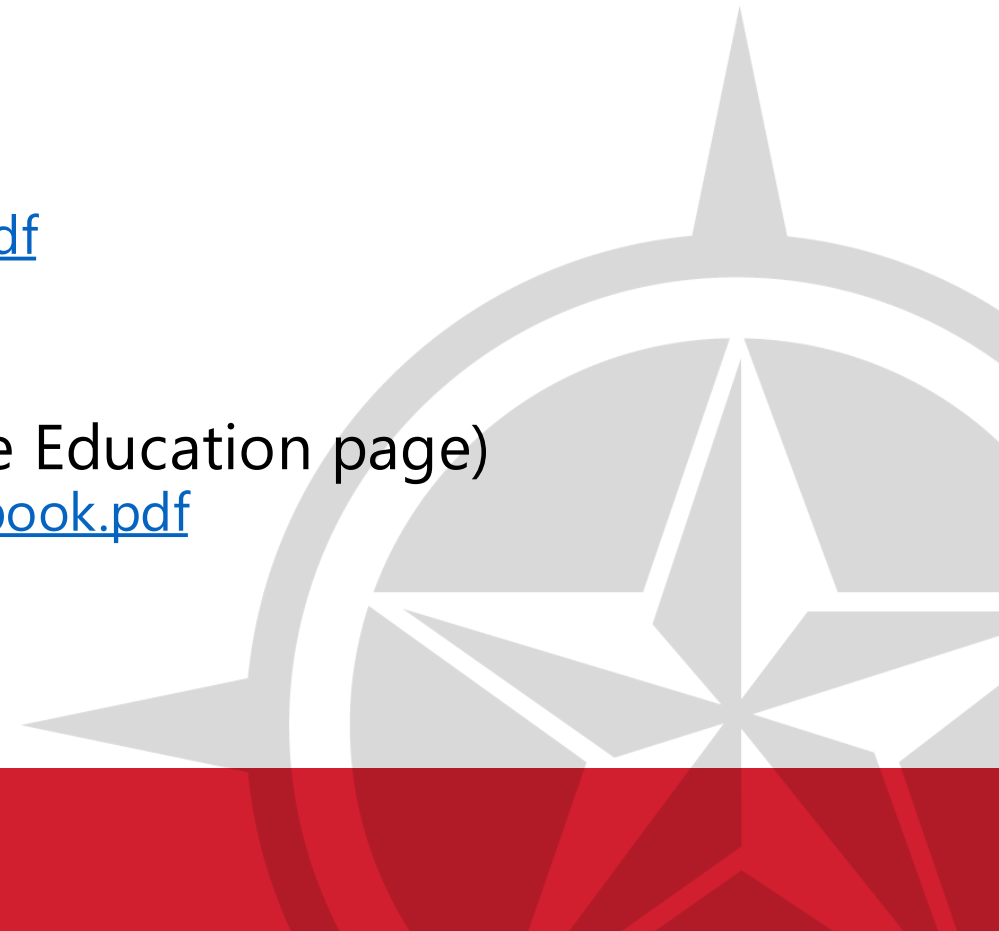
Laura Iglesias

Dual Credit Advisor for:

- *Baytown Christian Academy*
- *Crosby High School*
- *Hargrave High School*

Lee College Website

- Logins – <https://www.lee.edu/logins/>
 - Blackboard
 - Microsoft 365
 - Provost SharePoint
- Directory - <https://www.lee.edu/directory/index.php>
- Employee Handbook (on the HR page)
 - <https://www.lee.edu/hr/files/employee-handbook.pdf>
- Faculty Handbook (on the HR page)
 - <https://www.lee.edu/hr/files/faculty-handbook.pdf>
- Distance Education Handbook (on the Distance Education page)
 - <https://www.lee.edu/distance/files/de-faculty-handbook.pdf>
- Catalog / student policies
 - <http://catalog.lee.edu/>
- Pathways / programs / degree plans



Student Resource & Advocacy Center

Student Services:

- Clothing closet (business attire for interviews, etc)
- Food market
- Childcare Assistance
- Gas Cards
- Emergency Aid
- Mental Health Counselor
- TimelyCare (medical & mental health services)
 - Adjunct/dual credit faculty have free access as well

<https://www.lee.edu/srac/>



Faculty Policies



Communication

- Lee College Email
 - Please check email regularly (daily) during the semester to ensure timely communication with your department and your students
- Blackboard messages
 - May be used for student communications
 - Be clear with students about how communications should occur – LC email or Blackboard (include in syllabus and/or in Blackboard announcements)
- Division Chair phone number
 - Communicate any issues, concerns, or questions; absences

Faculty Attendance

- Part-time/Adjunct faculty are required to schedule 2 hours/week of “student hours” (in-person or virtual)
 - My Booking (within Outlook) will allow you to set up student hours; students can self schedule.
 - Link should be within your email signature
 - Also helpful to include the link in your Blackboard announcements
- Absence Procedure
 - If an absence is expected, please send an email to the Director of Dual Credit Programs and your Division Chair as soon as possible so that course coverage can be found as needed.

Blackboard Requirements

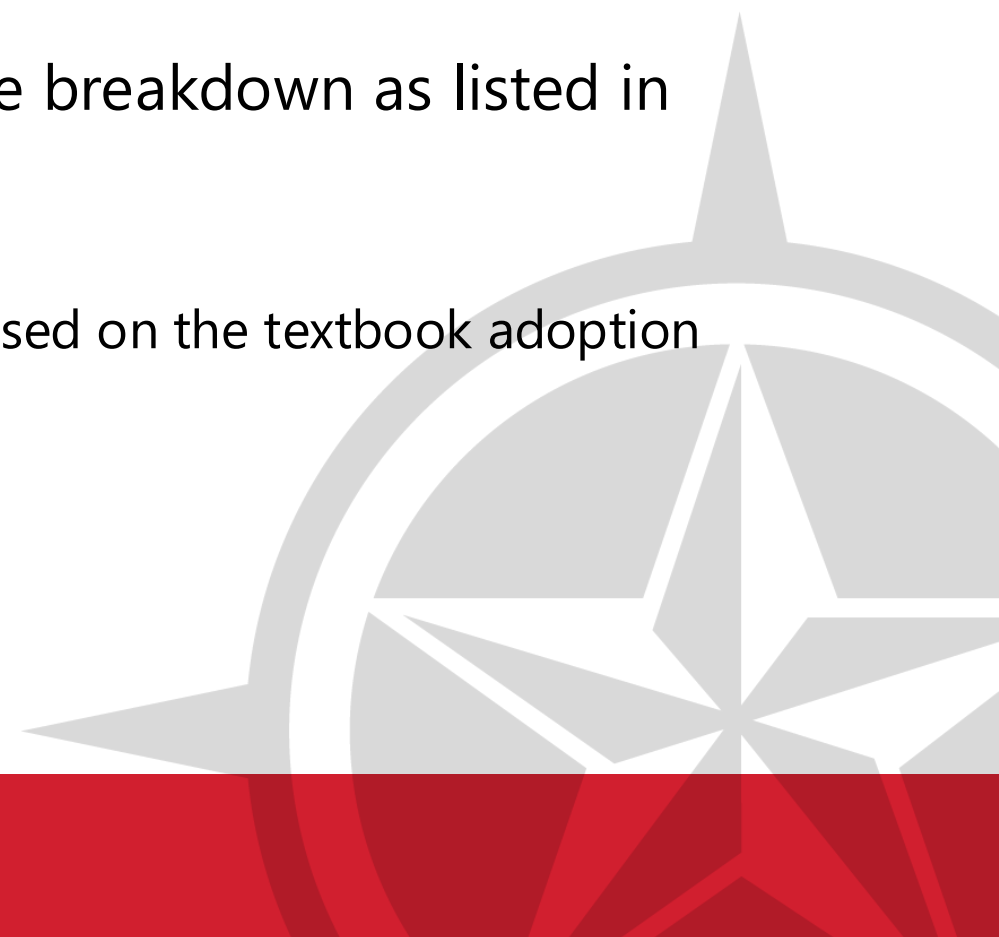
- All courses must have Blackboard presence
- Syllabus (through Simple Syllabus)
 - Ensure your course schedule within the syllabus matches the correct part of term (16W course has a 16W schedule, etc.)
- Up-to-date gradebook
 - Gradebook should be setup according to the grade breakdown found within your syllabus
 - Should have an average column visible to students so they are aware of their course grade at all times
 - Should be kept up-to-date (assignments graded in a reasonable time frame)
 - Any assignments/exams done in another platform (my Math Lab, Pearson platform, etc) MUST have grades transferred into Blackboard gradebook

Help!

- IT issues (Lee College email, PeopleSoft access, etc)
 - helpdesk@lee.edu
- Blackboard issues
 - Paula Lee, LMS Administrator, plee@lee.edu 281-425-6285
- Simple Syllabus Technical Issues
 - help@simplesyllabus.com
- Course Design Assistance
 - Help with Simple Syllabus, Blackboard/Ultra gradebook, setting up course modules
 - Alex Nguyen, Instructional Designer thnguyen@lee.edu 832-556-4042
 - Katryn Potvin, Instructional Designer kpotvin@lee.edu 281-425-6589

Simple Syllabus

- Please ensure your added classroom policies and grading breakdown are clear for the students
- Please ensure you follow the policies and grade breakdown as listed in your syllabi
- Textbook information
 - Textbook listed is pulled directly from our system based on the textbook adoption entered by the department.
 - DO NOT add required resources for your students



FERPA

- Know Your Role Under FERPA: If you are employed by both the high school and the college, remember that your access to dual credit student information is governed by your college role when acting as a faculty member. Even if you also work at the student's high school, you cannot use your K-12 role to access or share college-level records without appropriate FERPA consent or justification.
 - Please reach out to the Dual Credit Office to confirm a student's FERPA status

FERPA

- Do not discuss or disclose student information to others (personal information, grades, schedules, financial information, etc)
- Do not disclose student grades to others (i.e. having a discussion with a student about grades in the classroom where others can hear; posting grades publicly either in the classroom or in Blackboard)
- Utilize Lee College email for student communications (do not disclose information, including grades, using non-LC emails like gmail, yahoo, etc)
- Do not engage in conversations with parents unless a FERPA waiver is on file or the student is present and has given their consent to disclose their information.
- Lock your computer when stepping away from your desk as well as your office door. Remove student paperwork from any visible areas when you leave your office.

Student Conduct

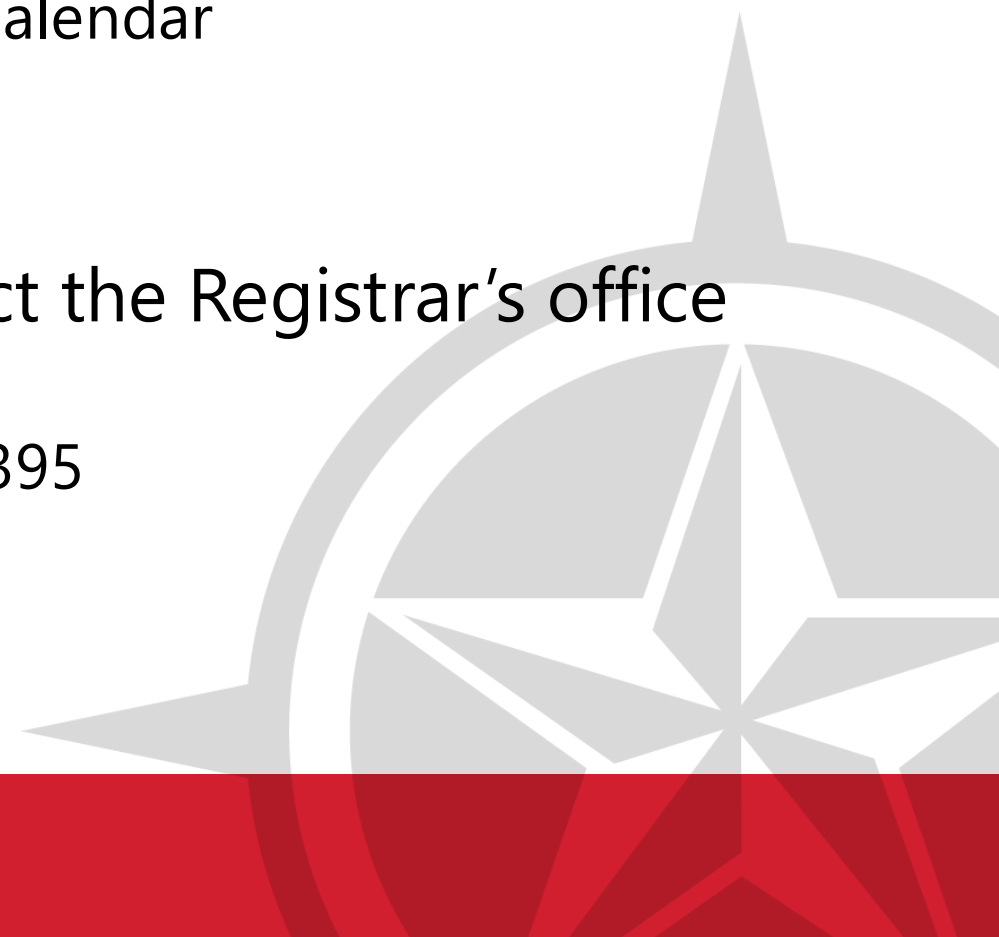
- Student Conduct
 - GOAL: to maintain a safe & positive learning environment for all students
 - Safety Situations – call security
 - Recommendations
 - Make classroom expectations clear (in writing) – can add to syllabus
 - If a student is disruptive, you may ask them to leave the class.
 - Should meet with the class afterward to discuss the behavior and reinforce expectations.
 - Send a follow up email to the student documenting the conversation
 - You CANNOT deny the student from returning to class the next class period
 - For continued issues or concerns, complete the student conduct form at <https://www.lee.edu/online-reporting/complaints-grievances/>

Student Attendance

- Student attendance is entered in myLC (PeopleSoft)
 - In-person courses – enter attendance each class day
 - Hybrid courses – enter attendance for dates in class; don't enter for online dates
 - Online courses – no attendance entered in PeopleSoft; however, student participation should be monitored closely
 - Attendance is demonstrated by participating in an academically related activity in the course – not simply by logging in. It is important that there is an activity to complete before census date to determine if the student needs to be dropped for non-attendance
- Attendance roster issues
 - Dr. Scott Bennett, AVP Student Services sbennett@lee.edu 281-425-6558

Entering Course Grades

- Course grades must be entered by semester due date
 - Due dates can be found on the Academic Calendar
<https://www.lee.edu/calendar/>
- Entered in myLC (PeopleSoft)
- For any issues in entering grades, contact the Registrar's office
 - Registrar – Carl Husband 281-425-6396
 - Asst Registrar – Jamie Holloway 281-425-6395
 - Rundell Hall, room 103



Course Assessment Data

- All faculty are required to enter course outcomes data at end of each semester
 - The student learning outcomes listed in your syllabus need to be assessed/evaluated
 - Each learning outcome should have an assignment that measures that learning outcome.
 - Student scores on those assignments are the data that is entered into the system
- Assessment Foundry – located on the logins webpage
 - Can only be accessed from on campus
 - Contact Division Chair or Faculty Liaison for procedure if unable to enter

Online Course Requirements

- Distance Education Handbook
 - All online/hybrid courses must follow guidelines
- Required training



IMPORTANT DATES

Remember, if your course is held on the high school campus, you will follow the ISD's Holiday calendar.

- Online and courses held at a Lee College campus follow Lee College's calendar.

	Lee College Dates
Aug. 25	Classes Begin
Sep. 1	Labor Day (College Closed)
Nov. 26-30	Thanksgiving Holidays (College Closed)
Dec. 8-11	Final Exams
Dec. 12	Grades Due
Dec. 13	Commencement

Questions?

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jsalazar@lee.edu

Dual Enrollment
281-425-6295
dualenrollment@lee.edu

