

Dual Credit

ADJUNCT TRAINING

FRIDAY, AUGUST 23 • 8:25 A.M.
TSC PERFORMING ARTS CENTER
REGISTRATION STARTING AT 7:30 A.M.

Featuring:

✓ ECHS/PTECH/TSTEM

✓ Signature Assignments

✓ Programs of Study

✓ Course Rubrics

✓ Admissions

✓ Library Services

For more information, please contact:
TSC High School Programs & Services
(956) 295-3439

Texas Southmost College Fall 2019 Dual Credit Faculty Professional Development Workshop

Time	Agenda Item	Location	Presenter
7:30 - 8:25	Sign In	TSC Performanig Arts Center Lobby	Administrative Staff
8:25 - 8:35	Welcome	TSC Performanig Arts Center Lobby	TSC Leadership
8:35 - 8:45	Administrative Update	TSC Performanig Arts Center Lobby	Ms. Sarai Barrera
8:45 - 9:00	UTGRV/TSC Library Orientation	TSC Performanig Arts Center Lobby	UTRGV Library Staff
9:00-9:30	Human Resources	TSC Performanig Arts Center Lobby	Mrs. Janie Sicarios
9:30-10:30	Canvas	TSC Performanig Arts Center Lobby	Mrs. Antonia Saldivar
10:30 - 12:00	Breakout Sessions with Faculty Liaisons (Faculty liaisons to go over course curricula, signature assignments and associated rubrics)	TSC Performanig Arts Center Lobby	Faculty/Liaisons
12:00 - 1:00	Lunch	TSC Performanig Arts Center Lobby	Faculty/Liaisons
1:00-4:00	Dual Credit Adjunct Faculty Calibration Session	TSC Performanig Arts Center Lobby	Dr. White-Goyzueta

Assigned Computer Labs: SETB 1.336, 1.352, 2.520, South 103, 107, 109, 116, 122, 123



Dual Credit Instructor Orientation

Presented by:

Lissa Frausto – Chief Human Resources Officer

Janie Juarez Sicairos

Coordinator of Training and Professional Development

FY 2019-2020



TEXAS SOUTHMOST
COLLEGE



HR items

- Title IX
 - SB 0968
- HB 2504
- Safe Colleges
- Policy Acknowledgement
- Employee Handbook
- Oracle – Taleo
- Payroll





Title IX Compliance–HB 212 Effective 9/1/19

Relating to reporting requirement for certain incidents of sexual harassment, sexual assault, dating violence, or stalking at certain public and private institutions of higher education.

The bill requires employees of Texas postsecondary institutions to report certain sexually related incidents against a student or employee to the institution's Title IX coordinator. The bill would create an offense for failure to report an incident or making a false report. The CEO of each institution would have to annually certify in writing to the Texas Higher Education Coordinating Board that it was in substantial compliance with the bill's requirements.

- Creates a criminal offense for failure to report or falsifying a report.
- Requires termination of an employee who commits an offense.



Responsible Employees

A responsible employee is any employee who:

1. Has the authority to take action to redress the harassment; or
2. Has the duty to report harassment or other types of misconduct to appropriate officials; or
3. Someone a student could reasonably believe has this authority or responsibility.

FACULTY ARE CONSIDERED RESPONSIBLE EMPLOYEES. If a Responsible Employee is notified of an incident, he/she should immediately report it to the TITLE IX COORDINATOR, LISSA FRAUSTO, X3771



SB 0968

- Requires each postsecondary educational institution shall provide an option for a student enrolled at or an employee of the institution to electronically report to the institution an allegation of sexual assault, family violence, or stalking committed against or witnessed by the student or employee, regardless of the location at which the alleged offense occurred.
- In addition, the electronic reporting option provided under must enable a student or employee to report the alleged offense anonymously.
- www.tsc.edu



Other Reporting options



TEXAS SOUTHMOST
COLLEGE

Search... Go



Select Language ▼

ABOUT

NEW STUDENTS

CURRENT STUDENTS

ACADEMICS

PARENTS AND FAMILIES

FACULTY AND STAFF

WTCE

TEXAS SOUTHMOST COLLEGE Campus Safety

Click
here

[Home](#) ▶ [About](#) ▶ [Campus Safety](#) ▶ CARE Team

Behavioral Intervention Team

Why do we need a CARE Team?

What Happens after an Incident
is Reported to the CARE Team?

CARE Team

Research gathered from institutional tragedies strongly supports that educational institutions must address campus safety in a unified, planned, and proactive manner. The Texas Southmost College CARE Team addresses potential threats to the safety and security of the College community by enhancing communication, assessing circumstances, and initiating appropriate responses to specific behavioral problems.

Report Incident

**In an emergency your first
call should be to 911**



All-in-One Incident Report Icon



- New Incident Report Icon on TSC computers
- What can be reported?
 - General Student Conduct
 - Academic
 - Student Complaints
 - Title IX
 - Care Team (Former BIT Team)
- Link will be in each of the landing pages as well



HB 2504

- Each institution of higher education, other than a medical and dental unit, as defined by Section 61.003, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:
 - Curriculum Vitae which must include
 - Postsecondary education
 - Teaching experience
 - Significant professional publications
 - This information needs to be made available no later than the seventh day after the first day of classes for the semester
- <https://texassouthmostcollege.wufoo.com/forms/faculty-vitae/>
 - Emailed after onboarding



Safe Colleges Trainings

- Email will be sent from:
Texas Southmost College Safe Colleges Training
- Email will contain the following information
 - Link to login – this is set per employee, cannot be forwarded
 - Your username and password information (if applicable)
 - Mandatory trainings –
 - Sexual Harassment
 - Title IX and Sexual Misconduct
 - FERPA
 - Active Shooter





Policy Acknowledgements

- Policy Acknowledgement notification will be sent Safe Colleges
 - All employees will receive a notification to acknowledge the following policies
 - Please make sure you read and acknowledge the policies
 - These policies will be sent out on a yearly basis
 - DH (Local) – Employee Standards of Conduct
 - DI (Exhibit) – Employee Welfare Drug-Free Workplace Notice





Employee Handbook

- TSC Employee Handbook is on the HR webpage
- Please reference the one online as it is the newest version
- You will need to sign the acknowledgement page at the end of the employee handbook and submit to HR
- If you have any questions, please call our office at 96-295-3770
- [Employee Handbook](#)



EMPLOYEE HANDBOOK



Performance Evaluation System

- All College District employees shall benefit from the periodic review of their performance of their duties per DLA (Local)
- Oracle-Taleo is the performance management system
- You can access it using your TSC credentials



Texas Southmost College

Sign in with your organizational account

Sign in



Evaluation Rating Standards

- **Evaluation Standards**-evaluating performance scale.
 - **(4)Exceptional Performance** - A rating of “Exceptional” reveals that the faculty member being observed has demonstrated exceptional facility in the area observed. He or she conducted an effective classroom discussion, involving various members of the class. He or she may have used effective and innovative technology that caught class attention and interest. The faculty member may be exceptionally organized or has a uniquely effective way of explaining complex topics. An “Exceptional” rating indicates that the instructor is especially effective in his or her engagement of students’ intellectual curiosity.
 - **(3) Satisfactory**- A rating of “Satisfactory” indicates that the faculty member has adequately addressed the area being observed. There may be emerging elements of class discussion and non-lecture activities. The instructor may begin to relate concepts to student life experiences. A “Satisfactory” rating indicates that the instructor has satisfied, to a degree of proficiency, the important minimum expectations; however, he or she has not demonstrated exceptional facility in this area.
 - **(2) Improvement Needed**- A rating of “Improvement needed” signals that the faculty member has not demonstrated effectiveness in the area observed. Organization and administration of lecture content may not clearly explain the concepts taught. This rating implies that with some effort, the faculty member could greatly improve his or her effectiveness in the area noted.
 - **(1) Unsatisfactory Performance** - Performance either does not meet or partially meets some but not all expectations. Further improvement is required for successful performance of the area in question.



Evaluation = 3 sections

- Part-time Instructional Observation
 - October – April
 - Due April
- Part-time Faculty Responsibilities Evaluation
 - November – April
 - Due April
- Part-time Final Conference Appraisal (includes student evaluations)
 - December – May
 - Due May

****Note:** If only teaching Fall evaluations will be due in December



From: juanita.sicairos@tsc.edu <juanita.sicairos@tsc.edu>

Sent: Monday, June 3, 2019 8:47 PM

Subject: Performance Review Complete: Your signature is required



TEXAS SOUTHMOST
COLLEGE

Dear [Employee](#),

Your performance review has been completed by your review manager and is now ready for your signature. Please include any final comments on your review and provide your electronic signature.

To eSign your review, log into Taleo using the link here:

<https://fs1.tsc.edu/adfs/ls/IdpInitiatedSignon.aspx?>

<loginToRP=http://www.oracle.com/tbe/sp>.



Notifications

- Each employee can access Taleo via the link in the email OR
- Through the HR webpage under Staff Evaluations
 - Click on Talent Center
- You will receive three (3) notification via email to e-sign each section
- STEPS To FOLLOW
 - You will click on E-sign and review evaluation
 - Click on E-sign again
 - Then type first name and last name
 - Add Comments if you have any
 - Submit
 - Manager will sign
 - Evaluation will be finalized



Juanita Sicairos

Evaluation Overviews

Document Description



Full-Time Instructor Appraisal
Packet FY 2018-2019



Download



View



Part-Time Instructor Appraisal
Packet FY 2018-2019

My Reviews

Filters:

2 Active

Overdue

Final

Title ^

Due Date

Review Manager ^

Review Type ^

Status ^

1. Part Time Instructional
Observation

5/16/20

Frausto, Lissa

Annual

eSignature
Pending



eSign





1. Part Time Instructional Observation

Employee Data

Employee Code: 0177915

Department: Human Resources

First name: Juanita

Manager Name: Frausto, Lissa

Last name: Sicairos

Start date:

Performance Review Rating Summary

Overall Score: 3.00

Review Section	Manager Score
Instructional Observation	3.00
• A. Class Structure	3.00
• B. Methods	3.00
• C. Teacher-Student Interaction	3.00
• D. Content	3.00

Review Data

Review Code:

1. Part Time Instructional Observation

Employee Code: 0177915

Department: Human Resources

First name: Juanita

Last name: Sicairos

Performance Review Rating Summary

Overall Score: 3.00

Review Data

Review Code: 0177915

Review Date: 1/1/2020

Review Time: 1:00 PM

Review Location: Human Resources

Review Method: Observation

Review Notes: Juanita Sicairos is a new employee and is currently in her first semester of teaching. She is a very hard worker and is always willing to learn. She is a very good teacher and is always willing to help her students. She is a very good teacher and is always willing to help her students.

2. Instructional Observation

Overall Score: 3.00

Review Code: 0177915

Review Date: 1/1/2020

Review Time: 1:00 PM

Review Location: Human Resources

Review Method: Observation

Review Notes: Juanita Sicairos is a new employee and is currently in her first semester of teaching. She is a very hard worker and is always willing to learn. She is a very good teacher and is always willing to help her students. She is a very good teacher and is always willing to help her students.

3. Review Data

Review Code: 0177915

Review Date: 1/1/2020

Review Time: 1:00 PM

Review Location: Human Resources

Review Method: Observation

Review Notes: Juanita Sicairos is a new employee and is currently in her first semester of teaching. She is a very hard worker and is always willing to learn. She is a very good teacher and is always willing to help her students. She is a very good teacher and is always willing to help her students.



eSign Review

Close

Print

200%

100%



Goals (Section calculation excluded):

No employee goals are available for this review

Overall Comments

Manager Overall Comments

Employee Overall Comments

null

Review Sign Off:

Manager Signature:

Employee Signature:

Manager Signature Date:

Employee Signature Date:

1

Employee Information

Employee Data

Field	Value
Employee ID	12345
Employee Name	John Doe
Employee Title	Software Engineer
Employee Department	Engineering
Employee Manager	John Doe
Employee Start Date	2020-01-01
Employee End Date	2020-12-31

Performance Review Summary

Category	Score	Weight
Overall Performance	4.5	50%
Technical Skills	4.0	20%
Communication	4.0	20%
Teamwork	4.0	10%

Review Data

Field	Value
Review Date	2020-12-31
Review By	John Doe
Review For	John Doe
Review Title	Software Engineer
Review Department	Engineering
Review Manager	John Doe
Review Start Date	2020-01-01
Review End Date	2020-12-31

2

Performance Review Summary

Overall Performance

Category	Score	Weight
Overall Performance	4.5	50%
Technical Skills	4.0	20%
Communication	4.0	20%
Teamwork	4.0	10%

Review Data

Field	Value
Review Date	2020-12-31
Review By	John Doe
Review For	John Doe
Review Title	Software Engineer
Review Department	Engineering
Review Manager	John Doe
Review Start Date	2020-01-01
Review End Date	2020-12-31

3

Review Sign Off

Review Data

Field	Value
Review Date	2020-12-31
Review By	John Doe
Review For	John Doe
Review Title	Software Engineer
Review Department	Engineering
Review Manager	John Doe
Review Start Date	2020-01-01
Review End Date	2020-12-31



Acknowledgement Form



By electronically signing this document it does not confirm/deny that you agree with the comments contained within, it implies only that you have received the document.

Final_Comments

First name

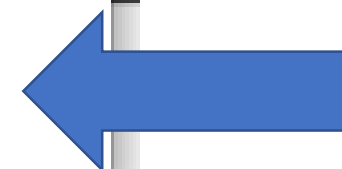
Last name

Today's Date



Cancel

eSign it!





Performance evaluations information

Evaluation Due Dates

- Evaluations for staff and faculty are conducted once a year.
- Evaluation period and due dates

Staff Performance Evaluations		
Evaluation Year	Evaluation Dates	Due Date of Evaluations
FY 2018-2019	06/01/2018-08/31/2019	08/31/2019
FY 2019-2020	09/01/2019-08/31/2020	08/31/2020

Instructor Appraisals		
Evaluation Year	Evaluation Dates	Due Date of Evaluations
FY 2018-2019	09/01/2018-05/18/2019	05/31/2019
FY 2019-2020	08/19/2019-05/16/2020	05/31/2020

12-month faculty will follow same time line



Payroll

- Stipends are issued on the following dates
 - Fall – December 15
 - Spring – May 31
- TRS contribution eligible
 - 7.2% employee
 - 6.8% TSC





Questions?????

