

FACULTY HANDBOOK

2009-2010

ADA Compliance - Responsibilities

The partner universities of LSC-University Center are equal opportunity educational institutions. Accommodations on the basis of disability are available from the Centers for Students with Disabilities at each student's "home" university. Please inquire in the Student Services Office at LSC-University Center for assistance with processing these requests through the "home" universities. Students with disabilities should request academic adjustments and auxiliary aids through the appropriate office utilizing procedures established at the "home" university. Although the "home" university must supply special equipment if needed, LSC-University Center assists in accommodation of requests provided by the university. For example, if a student's disability accommodations require additional testing time, the professor must schedule a proctor for the student. Proctors need to be scheduled 5 business days in advance. (Refer to page 1.)

Prairie View A&M University	936.261.3585
Sam Houston State University	936.294.1720
Texas A&M University	979.845.1637
Texas Southern University	713.313.4210
University of Houston	713.743.5400
University of Houston-Downtown	713.221.8430

Bookstore (Textbooks/course materials):

The bookstore at LSC-Montgomery (in Building A), has textbooks and related materials including Scantron forms, blue books, computer disks, etc. for the courses offered at LSC-University Center. Check the LSC-University Center website for more information.

Students may purchase books through the LSC-Montgomery bookstore in a variety of ways:

- At the LSC-Montgomery bookstore Monday through Thursday from 7:45 am to 6:00 pm and on Friday from 7:45 am to 1:30 pm.
- By phone for delivery to home or office by calling 936.273.7338.
- By internet through LSC-University Center: www.lonestar.edu/universitycenter then click "**Bookstore.**"

Book order process:

- E-Adoption forms with instructions are sent by LSC-University Center to a contact at each partner university to distribute to faculty teaching courses at LSC-University Center.

- Forms are returned to LSC-University Center either through your partner university representative or directly to LSC-University Center. Check with your university for specific procedures.
- Forms are due in October for the spring semesters; May for fall semesters; summer varies.
- These forms are separate and in addition to any forms and procedures for ordering books for classes on your university campus.
- Please contact the Student Services Office at LSC-University Center at 936.273.7510 for any questions with regard to textbook orders.

NOTE: If a course is being taught at LSC-University Center only and not on the home campus, the books may only be available at the LSC-Montgomery bookstore.

Building Hours

During the fall and spring semesters, LSC-University Center is open Monday-Thursday from 8:00 a.m. to 9:00 p.m., Friday and Saturday 8:00 a.m. to 5:00 p.m. LSC-University Center is closed Sunday. Police officers will close down the building and enable the security alarm system at 10:00 p.m. weekdays and 6:00 p.m. on Saturdays. During the summer, LSC-University Center is open Monday-Thursday from 8:00 a.m. to 9:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Classrooms

Each classroom is equipped with a computer, an overhead projector, a VCR, and a LCD projector. Classrooms range in seating size from 22 to 50. If enrollment exceeds the maximum capacity of the assigned room, contact Elaine Kirten via e-mail at elaine.kirten@LoneStar.edu.

Each classroom is also equipped with dry-marker boards with a tack strip across the top. Because all walls in the building are covered with wallpaper, we do not allow any items to be taped or posted in any manner to the wall surfaces. Also, to avoid damage to ceiling grids and tiles, please do not suspend anything from the ceiling. All classrooms are shared classrooms. If during your class, you rearrange the tables and chairs, please return them to their original location at the close of class so that the room will be ready for the next class.

Classroom and Lab Technology

The University Center is a total PC environment. The operating system currently is Windows XP and Microsoft Office XP is on all computers. **Under the partnership agreement, the universities are responsible for providing any special software to support their courses and programs.**

1. **All classrooms** are equipped with an instructor/podium, computer, and a LCD projector. Instructional booklets prepared by IT staff are available in each classroom.
 - **Please do not move instructor's desk without assistance from a technology technician. Movement of the desk will damage wiring on the floor. Call extension 7385 for assistance.**

- The classroom computer has Microsoft Office 2007 installed on the hard drive and is networked for Internet and telnet access.
 - As a tool for use in teaching, the instructor computer screen can be projected to the LCD Projector at the front of the classroom.
2. **ITV Classrooms** provide equipment for remote transmission and reception of distance learning classes offered by the six partner universities.
 - Standard classroom equipment includes the instructor computer, a document camera, and a VCR. A phone is included for emergency contact of on-duty technicians at both local and remote sites.
 3. **Computer Lab - Room 301** is equipped with approximately 30 computers for use by students.
 - Students have access to the Internet using a browser of their choice. Microsoft Internet Explorer and Firefox browsers are both provided.
 - Microsoft Office 2007 is available on all computers.
 - Computer Lab 301 can be reserved for special situations.
 - **Computer Lab Hours**
 - 8:00 a.m. to 9:00 p.m. Monday - Thursday
 - 8:00 a.m. to 4:00 p.m. Friday & Saturday
 4. **Special equipment and services**
Items and assistance may be requested by faculty:
 - Portable Video Camera
 - DVD drive/player for movies and any case studies.
 - CDR drives (CD burners) on computers
 - LCD Projectors
 - SmartBoard
 - Scanner
 5. During the semester you may have special software you would like your students to be able to access. We will be happy to evaluate it for installation. After receiving approval from your University, please contact us at least one week prior to the time you need it and provide us with a copy of the license. We will test the software in our test network lab prior to installation. After installation, we will notify you and provide you with the password for access.

Getting Technical help

Our technical support staff is available from **8 a.m. to 9 p.m. Monday thru Thursday, from 8 a.m. to 4 p.m. on Friday and Saturday**. Prior to the start of the semester or anytime within the semester, technicians will be glad to review the operation of all classroom equipment with you including Interactive Television (ITV) equipment you may be using.

To obtain technical assistance with any classroom equipment:

Call the technicians at extension 7385. If busy or unavailable, dial the Student Services Office extension 7510 and they will help you find a technician.

If you are in a room without a phone, there are phones located at the front desk of the first floor lobby, on the second floor behind the elevators, and on the third floor in both the library and the faculty workroom.

Please expect at least 5 - 10 minutes response time for the technicians.

Our technical staff wants your experience at LSC-University Center to be stress free and enjoyable. Please call the staff at any time should you have questions. The technicians can be reached at the Office of Technology Service Desk 936.273.7385.

Copy Machine

A public copy machine is located outside the Library on the 3rd floor. Each University has been assigned a copy code for faculty use. Please contact Student Services, 936.273.7510 or Maria Valenzuela, 936.273.7514, for your copy code. Copy costs are charged back quarterly to the individual universities.

Students will need to purchase a stored value/debit card to use the 3rd floor copy machine from a vending machine next to the copier. This card machine only accepts bills and does not make change.

Course Support

The Southern Association of Colleges and Schools guidelines require that we maintain a file of course syllabi for all courses offered each semester. These are maintained in the Students Services Office in Room 102. Please give a copy of your syllabus to the staff in Student Services.

For course security reasons, for on-site, traditional, face-to-face classes we do not accept student's work for any professors. Please advise your students on your procedures to be followed if they will not be able to turn in assignments directly to you during class, examples we suggest include: e-mail, U.S. Mail, Fed-Ex to home campus, etc. Again, please do not tell your students to turn in assignments to our office.

Emergency Closing Procedures

Lone Star College System utilizes the NewsRouter.com information service to notify faculty, students and staff in case of emergency or other important announcements. To access this service, you can go to LSC-University Center homepage at www.lonestar.edu/universitycenter. Near the bottom of the page, you will see a link called Emergency Information, click on it and it will take you to the Lone Star College System NewsRouter.com web site. Please include this information in your syllabus.

If LSC-Montgomery cancels classes and closes due to weather or other emergency, then LSC-University Center may also be closed.

If your university campus is closed due to a weather or other emergency which does not affect LSC-University Center location then we will be open and you may hold class if you desire. *However*, we will assume that class is cancelled and will so advise students unless you notify us that you are holding class. As soon as you know that your main campus is closed but that you will hold class at LSC-University Center, please call: 936.273.7510 or 936.273.7516. Please review your plans/procedures with your students.

Equipment Operating Instructions (Same as Getting Tech Help above)

In each classroom, a booklet with instructions for operating the equipment is located on the instructor's desk. If you still have problems after following the instructions, please contact a technician at extension 7385.

Faculty Area - Room 315

LSC-University Center faculty area is equipped with a telephone, computer, printer, a fax machine, and a Scantron reader. The kitchen is equipped with a coffee maker, refrigerator and microwave oven for your convenience. Lockers and file cabinets are available for storage. (See section on "Lockers" for assignment information.) Faculty mailboxes are re-labeled each semester. (See Mailboxes for more information.)

The faculty area computers are set up as follows:

- MS Office 2007 package includes Word, Excel, Access, PowerPoint, Publisher
- Microsoft Internet Explorer and Firefox browsers
- A black & white laser printer is located in the kitchen area

Faculty Office Hours

Faculty is encouraged to schedule regular office hours at LSC-University Center to provide students with faculty access. If your university office phone is a long distance call from this area, LSC-University Center can provide you with a local voice-mail box where students can leave you messages. (See Voice Mail in this document.)

Food and Drinks

No food is allowed in the classrooms, the Library, room 200, or the computer lab.

Drinks are allowed in the classrooms. Encourage your students to have lids on their cups or to get bottled drinks that they keep the cap on when not drinking. No drinks are allowed in the Library, the computer lab, or the computer classrooms.

In the event of a spill, please ask the student to immediately go to the nearest restroom, get a stack of paper towels, and soak up as much of the spill as is possible. Then please leave a voice mail for Elaine Kirten (7513) with the room number and approximate location of the spill. We really need your cooperation on this point if our carpet is to remain clean.

No alcoholic beverages are allowed anywhere on LSC-University Center property or any other Lone Star College System property.

Library Support

Library Hours – Room 300

8:00 a.m. to 9:00 p.m. Monday - Thursday

8:00 a.m. to 4:00 p.m. Friday & Saturday

Reference librarian On-Duty

10:00 a.m. – 7:00 p.m. Monday – Thursday

8:00 a.m. – 5:00 p.m. Friday and by appointment evenings.

The Lone Star College-University Center Library provides students attending classes with the same access to library resources and support as is available at the library at their home campus.

Scott Gilbert, our Reference Librarian (Scott.A.Gilbert@lonestar.edu, 936-273-7562), is on the LSC-University Center campus every week day. He is available to help with individual research projects, library orientations, and in-class research instruction sessions for your students (please call ahead to set appointments). The Lone Star College-University Center Library website provides links to all partner libraries' on-line research tools, as well as peer-reviewed subject-specific resource websites, ready reference, and tutorials at <http://www.lonestar.edu/universitycenter/lrc>.

Library Facilities

- 24 computer workstations
- Wireless internet
- Windows XP operating system throughout
- Microsoft Office 2007
- Mozilla Firefox & Microsoft Internet Explorer browsers
- Copier
- Laser printers
- Scanners
- CD-R disc burner/recorders
- Pleasant, comfortable study setting

Your research tools

- Databases: research your topic for authoritative, dependable references from thousands of reputable sources on every subject using the databases belonging to your home institution or the Lone Star College System Libraries.
- Magazines: full text versions of thousands of scholarly journals, popular magazines, trade journals, financial reports, company reports, and more are available immediately on-line.
- Newspapers: full text versions of most major newspapers (such as The Wall Street Journal) and in most cases a 25 year back catalog are available immediately on-line.
- Government publications can be searched and accessed at the LSC-UC library.
- Citation Help: print and on-line assistance are available for the major scholarly-writing style guides (APA, MLA, Chicago, Turabian, etc.)
- Reference tools: print and on-line dictionaries, thesauri, style manuals, and more are available at the LSC-University Center Library.

Course Reserve materials and ITV Class Videos

- **Course materials may be placed on reserve in the LSC-University Center Library**

Please supply the course number, university name, instructor's name, and a contact phone number or email address when dropping off reserve materials for

processing (in the Library office or the Student Services office). Students may check out the material for an interval set by their instructor (usually 2 hours), and will need to leave a state-issued ID card with the library staff while the item is checked out.

- Videotapes of ITV Classes that were interrupted, not transmitted, or not received for technical reasons are available for check out from the Library.

Books, Videos, & More

LSC-University Center students may borrow material directly from our next-door neighbor, the LSC-Montgomery College Library.

You and your students may also order books from other LSC campus libraries, or Harris & Montgomery County Public Library branches to be delivered to LSC-Montgomery College Library by using:

- Your Montgomery County Public Library card
- Your Harris County Public Library card
- A Community Borrower card easily obtained from the LSC-Montgomery College Library Circulation Desk (state-issued photo ID is required).

Interlibrary loan and delivery

- LSC-University Center students may request material from any library in the United States via their home university library's inter-library loan service.
- These items will be delivered to the LSC-University Center library.
- See the LSC-University Center Librarian for assistance with these requests, or visit your home university library's website.
- Over 45,000 full-text electronic books are available immediately both on & off campus through our netLibrary collection. Ask the librarian for details.

TexShare Cards

TexShare library card applications can be submitted online and by telephone to all home campus libraries. The TexShare card will allow the student or faculty member to borrow books from both local and statewide university and public libraries (depending on the policies of those libraries).

Lockers

Faculty lockers are assigned on a first come, first serve basis and must be emptied at the end of each semester. Returning faculty may request to retain the same locker for the following semester. To receive a locker assignment, contact Maria Valenzuela, 936.273.7514, or come by Room 102L.

Mailboxes

The faculty mailboxes are located in the Faculty Area, Room 315, on the third floor behind the elevators. They are labeled with the names of individual faculty at the beginning of each semester using information provided by our partner universities. These can be used for any information that does not require a secure or confidential environment.

Printing

LSC-University Center currently uses computer software installed on each machine in the computer lab and the library to compile printer usage statistics. Each print job is limited to 20 pages. To reduce printing costs, students are highly encouraged to use DVD drives (DVD burners) or portable flash drives to save important documents. These are also available for faculty use. Instruction and assistance is available from the librarian or a technician.

Room Access

LSC-University Center classroom and faculty work-area doors are on an automatic door lock system.

Classrooms with multiple computer workstations, called computer classrooms, will remain locked until faculty arrives on campus and LSC-University Center staff has been alerted to unlock the door.

The faculty work-area is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 5 p.m. Friday and Saturday.

The building has several areas where students can gather, including the commons area and atrium lobby.

Repair Needed Notice

A repair/replace request form is located in each classroom for you to use in reporting broken equipment, burned out lights, etc. Please use these forms whenever you see something that needs to be done. Place completed forms in the **Drop Box** located on the desk in the lobby.

Security

Campus security is provided by the police department of Lone Star College System. A police officer is on duty at all times that classes are being held. The officer will provide escort to the parking lot on request. Emergency numbers are 281.387.6714 (LSC-UC Cell), 936.537.9127 (LSC-MC Cell), 936.273.7510 (LSC-UC front desk), and 936.273.7255 (LSC-MC Police Desk). In the event of a fire or medical emergency please dial 911. The emergency numbers are posted throughout the building.

Smoking

LSC-University Center prohibits smoking and other use of tobacco products on the campus proper. Smoking is restricted to the student parking lots.

Student Services

Staff in the Student Services Office at LSC-University Center assist students in determining which program of study to pursue. Support services include:

- providing information about the variety of programs available
- application assistance
- admissions support
- assistance with financial aid

- general advising for programs offered through LSC-University Center
- degree planning
- class transfer information
- serving as liaison between the student and university program representatives

Surveys/Data Collection

At the beginning of each semester, you will be asked to have students fill out a Student Information Request form. You will also be asked to distribute the Student Handbook. Please return the Student Information Request form to the Student Services office located in Room 102. If it is after hours, please deposit the form in the after-hours lock box located in the lobby.

Telephones

There is a telephone in the faculty lounge 936.273.7563. Each University has a long distance dialing code. You may obtain the code for your University by contacting Student Services, 936.273.7510 or Maria Valenzuela, 936.273.7514. A pay phone is located in the Commons. There is a phone equipped with a volume control handset for the hearing impaired.

Vending Machines

Vending machines are located on the first and second floors of LSC-University Center near the elevators. The largest variety of drinks and snacks are located on the first floor. The Commons area, behind the first floor vending area, is equipped with a microwave oven and a television. The second floor vending includes snacks and drinks.

Voice Mail

A voice mailbox is available to all faculty members teaching at LSC-UC. This service is very helpful for students because it provides a local number (no long distance fees) to use in contacting faculty. Upon request, faculty will receive a voice mail number for students and associates to leave messages. Each mailbox may be reached via a local line and a Houston metro line. To receive a mailbox, contact Andreea Ritchie, 936.273.7570, at the beginning of the semester.