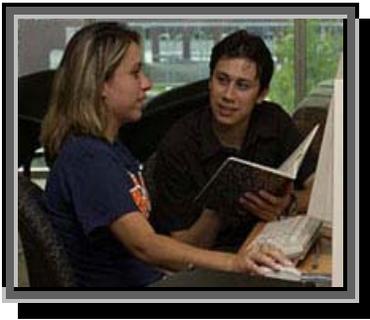


The University of Texas at San Antonio College of Education & Human Development



Faculty Handbook

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Note: Oversight of Faculty Handbook

The College Council will review the COEHD Faculty Handbook annually in order to ensure that the handbook includes the most up to date information. Please direct comments regarding handbook revisions to your department representative to the College Council.

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COEHD Faculty Handbook originally created: Fall, 2007

General Information

1.1 The University of Texas at San Antonio

Established in 1969, the University of Texas at San Antonio (UTSA) is still a relatively young university. With a current enrollment of approximately 28,500 students, we are the second largest institution in the University of Texas System. The UTSA serves the San Antonio metropolitan area and the broader region of South Texas while also attracting students from across the United States and around the globe. Programs and services are offered from its three campuses: 1604, Downtown, and UTSA's Institute of Texan Cultures.

1.2 The College of Education & Human Development

Faculty, staff, and administrators in the College of Education and Human Development (COEHD) are committed to preparing educators who are knowledgeable about and respectful of the communities they serve and who respond intelligently, creatively and effectively to the needs of the children and families with whom they work. We are also committed to engaging in research that addresses critical educational issues and that informs policy and practice related to these issues. We believe that partnerships with local and area school districts, community agencies, other postsecondary educational institutions and community-based organizations are crucial to accomplishing our mission. We are also engaged in a bold endeavor to provide students from San Antonio, the surrounding area, and beyond with a first-rate education that equips them with the skills to respond to today's educational challenges and the imagination and flexibility to solve the challenges in the future.

The COEHD is one of eight colleges (Architecture, Business, Engineering, Honors, Liberal and Fine Arts, Public Policy, and Sciences) at UTSA. (See Appendix C UTSA Academic Affairs Organizational Chart.) The COEHD is the leading provider of educators in the San Antonio area and one of the largest in the State of Texas. The college is ranked third in the United States as a producer of teacher education degrees for Hispanics. Currently the college has a pass rate for Teacher Certification Exams at 97% (one of the highest pass rates in the State of Texas). Of the 11 Doctoral programs at UTSA, the COEHD offers three: Ed.D. in Educational Leadership, Ph.D. in Culture, Literacy, and Language, and a Ph.D. in Counselor Education and Supervision. Two more doctoral programs (in Curriculum and Instruction and in Child & Adolescent Development) are in preparation. The following table provides an overview of the COEHD's undergraduate and graduate degrees.

Degree	Specialization/Concentration	Department
Bachelor of Arts in Interdisciplinary Studies	Early Childhood-Grade 4 Bilingual Generalist Early Childhood-Grade 4 Generalist Grades 4–8 ESL 4th-8th Grade Generalist Grades 4–8 Language Arts/Reading/Social Studies	ILT

	Grades 4–8 Mathematics/Science EC-12 Special Education Interdisciplinary Studies—Degree Only	
Bachelor of Science in Health	School Health Community Health	HAK
Bachelor of Science in Kinesiology	Specialization in Exercise Science Specialization in Physical Education	HAK
Master of Arts in Education	Curriculum & Instruction Early Childhood and Education Special Education Reading & Literacy Instructional Technology MAECIT Kinesiology and Health	ILT, HAK
Master of Arts in Counseling	School Counseling Community Counseling	CEPAHE
Master of Arts in Bicultural-Bilingual Studies English as a Second Language	Bicultural-Bilingual Education Bicultural Studies	BBL
Masters of Education in Leadership & Policy Studies	Educational Leadership Higher Education Administration	ELPS
Ph.D. in Culture, Literacy, and Language		BBL
Ph.D. in Counselor Education & Supervision		CEPAHE
<u>Ed.D. in Educational Leadership</u>		ELPS

There are currently five academic departments in the COEHD: Bicultural-Bilingual Studies (BBL), Counseling, Educational Psychology, Adult & Higher Education (CEPAHE), Educational Leadership and Policy Studies (ELPS), Health & Kinesiology (HAK) and Interdisciplinary Learning & Teaching (ILT). Each department has its own department chair, appointed for a three-year term.

1.3 Associate Deans: Roles & Responsibilities

There are five associate deans in the COEHD. Unlike department chairs, there is no specific term limit for associate deans. Their contact information and some of their responsibilities are outlined below:

Associate Dean for Graduate Studies – Dr. Page Smith

Phone: 210-458-7470 Fax: 210-458-4487

Email: page.smith@utsa.edu

Office: MB 3.304

Responsibilities:

- Overview and routing of new college graduate degree proposals.
- GIT Fund appropriations for college graduate assistants, research and teaching assistants, doctoral fellowships, and stipends.
- Oversight and evaluation of graduate-level student development specialists.
- College level processing of graduate student degree audits, dismissals, probations, reinstatements and student certification of graduation to the Graduate School.
- Appropriation and approval of applications for Small Grants for Graduate Student Research and Travel.

Associate Dean for Research – Dr. Bertha Perez

Associate Dean for Research

Phone: 210-458-4116 Fax: 210-458-4487

Email: bertha.perez@utsa.edu

Office: MB 3.304

Responsibilities:

- Assist faculty in the development of their research agenda
- Assist faculty in identifying funding sources for their research
- Assist faculty in writing and submitting research proposals for external funding
- Facilitate faculty collaboration across departments in designing research projects
- Facilitate collaboration with other colleges and community agencies to develop research projects
- Monitor the submission of research and service grants for the college

Associate Dean for Downtown Campus – Arthur E. Hernandez

Phone: 210-458-2611 Fax: 210-458-2615

E-Mail: art.hernandez@utsa.edu

Office: Durango Building 4.122 (Downtown)

Primary Responsibilities:

- Point of Contact for Department operations and support for College faculty not located at the downtown campus full-time.
- Student and Faculty Support
- Coordination of College Outstanding Student recognition
- Facilities and resource maintenance and scheduling
- Space allocation and management
- Coordination of the development and implementation of DT programs
- Coordination of College sponsored Continuing Professional Development

Associate Dean for Teacher Certification – Dr. Blanche Desjean-Perrotta

Phone: 210-458-5818 Fax: 210-458-5794

E-Mail: blanche.perrotta@utsa.edu

Office: MB 0.500

Primary Responsibilities:

- Oversight of certification programs
- Responsible for implementing Fitness to Teach Policy
- Process new certification program requests
- Maintain communication between Texas Education Agency, Texas Higher Education Coordinating Board and UTSA
- Address student, faculty concerns regarding certification programs
- Strengthen and develop UTSA/community partnerships

Associate Dean for Undergraduate Student Success – Dr. Nancy K. Martin

Phone: 210-458-4416 Fax: 210-458-4487

Email: nancy.martin@utsa.edu

Office: MB 3.214G (inside COEHD Advising Center)

- Coordinate undergraduate catalog
- Oversee COEHD Dean's Student Leadership Advisory Council (DSLAC) and facilitate communication between COEHD undergraduate students and the administration, faculty and staff.
- Supervise Director of COEHD Advising Center and Coordinator for Undergraduate Student Services
- Address student petitions related to progress toward graduation, i.e.: petitions for reinstatement
- Systematically solicit input from students, faculty, and staff regarding the development of initiatives and programs to meet students' needs and facilitate their success
- Collect, analyze, and monitor data related to student retention and graduation for the purpose of identifying and removing (or alleviating) barriers specific to COEHD students.
- Facilitate the development of initiatives and programs to facilitate student success
- Liaison with community colleges that feed into UTSA (i.e.: ACCD and SWTJC).
- Coordinate annual non-tenure track faculty orientation
- Create, develop, and coordinate new programs and initiatives for non-tenure track faculty

Working at UTSA

2.1 Identification of Employment

All UTSA faculty members must have an Electronic Identification (EID) card. This card allows you entrance into locked rooms and must be displayed when requested on campus. The UTSA Card Office on the Downtown campus is located on the ground floor of the Frio Street Building next to Fiscal Services in the Enrollment Services Center. It is open Monday -Thursday 8:30-5:30 (Closed 1:00-2:00 for lunch). The 1604 office is in the JPL and is open 8:00-5:00, Mon-Fri.

When you go to get your card, take your valid Banner number and an official form of identification (Drivers License, Texas ID Card, Passport, etc.) to verify your identity. If you bring your Banner ID number with you, it will speed up the process time. If not, they can search for it in the office. The most important part is that your number must exist in the Banner system in order to print a card with that number on it and encode it correctly. More information is available [online](#).

General classrooms are open from 6:30 AM until 10:00 PM. If for some reason the room is locked, you should swipe your ID card. If you still have problems, call UTSAPD (458-4242) or Access Control (458-6486).

2.2 Parking Information

Tenured/tenure track and non-tenure track faculty may purchase any permit available online for the appropriate fee. There are provisions to use payroll deductions for a permit. Campus maps are available online as well. To obtain your parking permit, go to <http://www.utsa.edu>. Click on "myUTSA," then click on "ASAP." Then click on "Login to ASAP." Click on "Employee Services" and click on "Parking and Transportation."

Any questions regarding parking should be directed to the Office of Parking and Transportation. They are located in JPL 4.03.03 and their phone number is 210-458-PARK (7275).

2.3 Employment Standards and Compliance

Sexual Harassment

The COEHD and the University does not tolerate sexual harassment. Read more in the UTSA Handbook of Operating Procedures policy and procedures for filing a formal complaint.

Scholastic Dishonesty

We hope you do not encounter scholastic dishonesty in your classes. However, if such a situation occurs, contact your department chair and/or the Office of Judicial Affairs for further direction regarding how to proceed. See Section 4: Teaching and Students for more detailed information.

Compliance Training

All benefits eligible University employees are required to complete Compliance Training modules. Each on-line module takes only a few minutes to complete and can be accessed online through [electronic training modules](#). If you do not have Virtual Network Protocol (VPN) connectivity, you must use an on-campus University computer to access these modules.

2.4 Faculty Roles and Responsibilities

Keeping in mind that each department has their own policies, in general all tenure-track and tenured faculty are responsible for teaching, service, and research. The COEHD Faculty Workload Policy is a core element within the College's strategic response to UTSA's commitment to move expeditiously toward Research I status. As of Fall 2007, the workload policy is under revision. The HOP notes that faculty time is divided into the following: 40% teaching, 40% research, 20% service. Generally, faculty members are required to teach 18 hours of course credits per year. Undergraduate and graduate teaching are weighted differently. Faculty members are hired on a nine-month contract therefore summer teaching is contingent upon need and available funds.

Non-tenure track (NTT) faculty may be appointed in different ways and assume different roles. NTT negotiate their appointments with department chairs upon their hiring. Please review the HOP [Faculty Titles and Tenure Status](#) to learn more about different titles for NTT.

All faculty members are expected to hold at least one hour per course for student consultation. These office hours should be scheduled around the time of your classes. If you teach on a campus different from the location of your office, a space will be provided to you.

2.5 Faculty Governance

UTSA is governed through administrative leadership and five entities: Faculty Senate, University Assembly, Staff Council, Student Government, and Standing Committees. At the university level, the [Faculty Senate](#) contributes to faculty governance. The Faculty Senate is an elected legislative and deliberative body whose primary purpose is to represent the UTSA faculty. The Faculty Senate reviews and formulates policy and enacts legislation on all matters pertaining to the professional concerns, duties, standards, ethics, responsibilities, prerequisites and work conditions of the faculty of UTSA, as well as matters relating to academic freedom and equity for the faculty of the University. The Faculty Senate may act to amend or approve changes to the Handbook of Operating Procedures.

The University provides a Handbook of Operation Procedures (HOP) that details policies and procedures of the institution. The COEHD also provides By-Laws that are consistent with the HOP. If there is any inconsistency between this document and the HOP, the procedures in the HOP shall prevail. Additionally, each COEHD department provides By-Laws. If there is any inconsistency between the procedures of other academic units in the COEHD, the COEHD By-Laws shall prevail.

The COEHD is unique in that it is the only college on campus that has a College Council that represents the needs and interests of: all departments; undergraduate and graduate students; staff; and non-tenure track, tenure-track, and tenured faculty members. Membership to the College

Council is by election. The 2007-2008 officers are:

Chair: Roxanne Henkin (ILT)
Chair Elect: Alan Shoho (ELPS)
Secretary: Margaret Flores (ILT)
Parliamentarian: Courtney Crim (ILT)
Non-Tenure Track Representative: Eduardo Jimenez (ILT)

2.6 Payroll and Benefits

Human Resources provides information about benefits and the Payroll Office can answer any questions about salary payments. If you have questions about your appointment, contact the Senior Administrative Associate in your department. See more about payments in the HOP.

2.7 Travel Information

Travel to professional events is encouraged. It is important to make sure that classes and other work are covered during these trips. Tenure-track and tenured faculty are encouraged to apply for travel support; however, funds for travel are limited.

At your earliest opportunity, you should apply for a state of Texas Master Card. Inquire in your department office for a credit card application. You should use the state credit card for expenses incurred related to official UTSA travel.

In order to receive approval for an absence from the university you must complete a Request for Travel Authorization (RTA) that is processed through the department and college. Travel to foreign countries and Washington DC may require additional paperwork. Contact your department support staff who will assist in completing the appropriate forms for travel approval.

Faculty members are expected to pay travel expenses and then request reimbursement after the travel is completed. You should submit receipts for all expenses (except for meals) in order to be reimbursed. A per diem is provided for meals. When making travel arrangements, be sure to inquire about the “state rate” for airfare and hotel accommodations. To estimate travel costs and get other details about the travel process, visit the UTSA Travel Management Office.

2.8 Special Benefits

There are several services and discounts offered to UTSA faculty.

Regalia. If you do not own regalia for convocations or graduation ceremonies, you may sign up to borrow regalia through the Provost’s Office. To request to borrow regalia, please contact Lorrie Smith in the COEHD Dean’s Office. Regalia are distributed on a first come, first-served basis. Each college receives only three sets of regalia. Regalia can also be rented through the UTSA Bookstore.

Faculty Discounts. On campus, faculty members receive discounts for hardware and software, as well as items purchased through the bookstore. Faculty also receive discounts on athletic events, are not charged when riding the city VIA bus between campuses (with UTSA ID card), and some local businesses provide discounts on purchases. Childcare services are also available

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on campus.

Recreation Center memberships are available to faculty and their spouses/domestic partners.

Cost for membership is on a sliding scale as follows:

Less than \$20,000/year \$10.00/month

\$20,000-\$25,000/year \$18.00/month

More than \$25,000/year \$26.00/month

Employment progress and reviews

Tenure-track and tenured faculty progress is evaluated in different ways over the course of their appointment at UTSA. The performance of non-tenure track faculty members is also evaluated in different ways.

3.1 Evaluation of Performance and Promotion

Tenure-track and non-tenure track (TT/NTT) faculty members are evaluated on teaching, service, and research on an annual basis, see Annual Faculty Performance Appraisal for Merit Consideration. These evaluations are used to support faculty development and may result in a merit pay increase. Non-tenure track (NTT) faculty may also be evaluated on an annual basis. Depending on the department, this evaluation may include only teaching, or it may include other contributions to the department or their discipline. NTT evaluation may or may not result in merit pay.

3.2 Third Year Review

Tenure-track faculty members are also required to participate in a third-year review process that occurs at the department level. This includes preparation of a specific collection of materials (to be provided by the department) that is reviewed by the Department Faculty Review Advisory Committee (DFRAC), the Department Chair and the Dean. The results of the review assist the faculty member in preparing for the tenure review.

3.3 Review for Tenure & Promotion

The tenure review occurs in the sixth year of performance. The HOP Reappointment, Tenure, and Promotion section provides details about the process, and each department has specific procedures that can support preparation. <http://www.utsa.edu/hop/chapter2/2-10.cfm>

In general, tenure track faculty are encouraged to:

- Keep copies of all published materials (research articles, technical reports, articles in press, grant applications, etc.)
- Keep all documentation of professional activities, including conference attendance and presentations, workshops, volunteer activity, etc.
- Keep all of your course evaluations scores and track your teaching performance over time.
- Keep copies of course materials, particularly syllabi that must be included in the annual, third year, and tenure review. Other materials may include course handouts, digital materials (included web pages), student work, other evaluations, exams or other assessments, etc.
- Work with a mentor in your program and/or department chair to review your progress and make recommendations on your progress.

T

eaching and Student Information

4.1 Overview of UTSA Enrollment

The COEHD has approximately 4,500 students and continues to grow. UTSA student demographics indicate a diverse population:

Total UTSA Enrollment	28,379
Undergraduate	24,578
Graduate	3,801
Hispanic	12,381
Black	2,027
Total Minority	16,151
Total % Minority	57.5%

From Students and Alumni (2006-2007)

For more detailed information regarding the COEHD, see the annual report.

The COEHD's commitment to supporting our diverse population is articulated in our mission as well as initiatives such as the Academy for Teaching Excellence (ATE). ATE helps to prepare teachers to teach diverse student populations and for increasing the number of culturally and linguistically diverse students who enroll and graduate with bachelors and advanced degrees in education.

4.2 Scheduling Courses

Program coordinators typically work with individual faculty members to determine when courses are scheduled, course size and course format. However, depending on the size of a given program and the number of sections of a given course, teaching schedules will vary from semester to semester.

4.3 Preparing to Teach

Semester Calendar

Deadlines are noted in the UTSA Administrative Calendar, which is updated regularly. It is a good idea to add student deadlines in your course calendar, i.e. drop dates, graduation application deadlines, etc. Students are restricted to add/drop deadlines. Instructors may be asked to add a student after a course has reached maximum enrollment. Consider such requests carefully since course enrollment caps are often determined by number of seats in your assigned classroom. As per the Fire Marshall requirement, do not allow more students in your class than the room capacity allows.

Procedures to Add a Closed Class

Most undergraduate classes close when they are at maximum room capacity. However, some

courses have been “capped” and will close even though there are chairs available in the classroom (e.g., C&I 4403 and C&I 4303 are capped at 20.) Graduate courses will likely close while there is room available.

Adding students to a closed class

When the classroom is at full capacity, students may not be added. They may continue to try to register for the course until the last day to add since other students drop the class. Since registration is computerized, there is no need for you to keep a waiting list.

When the class is closed but there are still chairs available in the classroom (i.e., the class is capped at 20 and the classroom will hold a maximum of 35), the student will bring an “Add Form” for your signature.

In cases such as this, the student must obtain an Add Form and the necessary approvals. For undergraduate students these include: the instructor, the advisor in the advising center, and the department head. Graduate students must obtain approvals from the instructor and the Graduate Advisor of Record or the Department Chair or the Associate Dean for Graduate Studies.

Any adds after census date are greatly discouraged and require the signature of the Dean or one of the Associate Deans and the Vice-President for Undergraduate Studies (for undergrads) or the Dean of the Graduate School (for grad students).

Once the necessary approvals are obtained, undergraduate students should go to Enrollment Services temporarily located in the MS Building or the FS Building (DT). For classes within the College of Education and Human Development, Graduate Students should contact the Student Development Specialist located in each department. The Student Development Specialist will assist students with department overrides and/or other related questions.

Teaching on different campuses

If your office is on one campus and you are teaching on the other campus, your department will assign you an office space to work out of while you at the ‘other’ campus.

If the Department Office is on the 1604 campus and your class meets Downtown, go to the COEHD Downtown Campus Dean’s Office (DB 4.122) for faculty support and assistance.

If you are teaching a course in Department of Counseling, Educational Psychology, & Adult Education (CEPAHE) on the 1604 Campus, go to the Department of Educational Leadership and Policy Studies (ELPS - MB 3.310) for faculty support and assistance.

Course Formats

Course formats are articulated in different ways. The format of the course can impact course scheduling and location.

- Field-based courses: Some courses are held in schools or other areas for the duration of a semester. Offering a course in the field requires special permissions and arrangements. Enrollment in field-based courses is limited.
- Seminar: Seminars are small, discussion-based courses that are usually only offered for

advanced undergraduate or graduate levels. Enrollment is typically limited.

- Lecture: Lecture classrooms vary in size depending on department needs and historical enrollment patterns of a given course.
- Academic Lab: Academic labs are specific to a discipline, i.e. science, BBL, etc.
- Computer Lab: COEHD computer labs are available on a per class meeting basis or for an entire semester at both the 1604 and DT campuses.
- 100% online: No campus classroom is required and all course activities are conducted online.
- Blended or Hybrid: Less than 1/2 of a course is held in a campus classroom, the remaining interactions are conducted online.

Accessing your Class Roster

You may print your class rosters (via the Banner system) at any time during the semester. If you need further assistance with this process, you may contact your Departmental Office.

- To obtain your class roster, go to <http://www.utsa.edu>.
- Click on “myUTSA,” then click on “ASAP.”
- Then click on “Login to ASAP.”
- Click on “Faculty Services” and scroll down to “Summary Class List.”

Creating a Syllabus

Probably the most formal relationship you establish with students is through the course syllabus. As the number of students taking courses in the College has grown, so also have the number of problems related to misunderstanding of course expectations and instructor policies. To help alleviate some of those problems, you should adhere to the following guidelines pertaining to syllabi.

Evaluation Methods Employed in the Course.

You are required to inform students (prior to the end of the add/drop period) about how they are going to be evaluated in the course. This information should be as specific as possible. These methods may be changed during the semester provided that no student is penalized by the change. (HOP, Chapter 2.17) PLEASE NOTE: Normally, final examinations should be given in all courses. “The scheduling of examinations and quizzes, with the exception of laboratory examinations, is prohibited during the last week of classes in the fall and spring long semesters.” Therefore, all final exams should be scheduled during the final exam time period assigned for that purpose.

Administrative Drop. Instructors may not drop students for non-attendance. See the Information Bulletin on line for more information. (<http://www.utsa.edu/infoguide/>) In instances after the drop date where there are documented extenuating circumstances, an undergraduate student should initiate the process by contacting you. If you believe a “drop” is warranted, contact an Associate Dean for further direction.

Medical or Mental Health Drop. For a medical drop, the student should contact Health Services (<http://www.utsa.edu/health/>) and write a letter requesting course-load reduction due to a medical condition and provide supportive documents. For a mental health drop, the student should

contact Counseling Services (<http://www.utsa.edu/counsel/>) and write a letter requesting course-load reduction due to a mental health condition and provide supportive documents. Health Services or Counseling Services will take it from there.

Course Incomplete. To eligible for an incomplete, students must have completed at least three-fourths of the course and be passing. (See Information Bulletin for more information.) To give a student an “Incomplete” in your course, you should fill out the Requirements for Removal of Incomplete form on line at the time grades are due. Your department may have additional guidelines regarding incompletes.

Attendance and Class Participation. Attendance and class participation are required in all remedial courses. Students are expected to regularly attend and participate in all other courses. If either attendance or class participation is listed as required and a part of the grade, you must maintain records of when you take attendance and must demonstrate that the class participation grade is applied consistently to all students. (HOP, Chapter 5.9)

Make-up Work. Students celebrating religious holidays and students absent on official University business must be allowed to make up work they miss. Any other make-up work is at the discretion of the instructor, but your policy on make-up work must be applied uniformly to all students. (HOP, Chapter 5.9)

Student Judicial Affairs. The Office of Student Judicial Affairs (OSJA) administers matters arising from student conduct on campus. This includes, but is not limited to, issues regarding lack of civility in the classroom and academic dishonesty. For more information regarding faculty rights and responsibilities consult their web site (<http://www.utsa.edu/OSJA/index.cfm>) or call 458-4720.

Scholastic Dishonesty, Particularly Plagiarism. Scholastic dishonesty is considered a student discipline issue. You may not penalize a student for scholastic dishonesty without following procedures outlined in the Handbook of Operating Procedures. (HOP, Chapter 2.37) We encourage you to include the following statement in your syllabus:

Students are expected to be above reproach in scholastic activities. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the University. According to The Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22, "Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, and act designed to give unfair advantage to a student or the attempt to commit such acts." Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

Criminal Background Checks. Information regarding background checks will be distributed by the Director of School Partnerships at the beginning of each semester. Instructors must not allow

students in the field until notification is received from the Director of School Partnerships.

Each student should submit a background check authorization form to the Teacher Education Office prior to enrolling in their first field-based COEHD course. The form will remain on file while the student attends UTSA and will be submitted each semester to the appropriate school district for each field placement.

Please include the following statement on your syllabus for all undergraduate courses:

Criminal background checks will be conducted by area ISD's and other receiving agencies on all students enrolled in selected undergraduate courses in the College of Education and Human Development (COEHD). Since observation and interaction with minors is required for successful completion of degree programs in the COEHD, students who do not have a clear criminal background check may not be able to continue in the programs of the College.

Students with disabilities. Students with disabilities are encouraged to register with the Office of Disability Services located in MS 2.03.18, (210) 458-4157 (Voice), (210) 458-4981 (TTY), or UTSA Downtown, FS 1.526, (210) 458-2816, in order to receive support services.

Special Requirements. Field trips or unique equipment or supplies that must be purchased for the course should be identified in the syllabus.

Office Hours. These should be listed in the syllabus and must be posted on your door. If you do not have an office or share an office, we ask that you make yourself available to your students. This may be in the classroom prior to and/or after your class. Please make use of your best judgment when sensitive or confidential topics are discussed.

Obviously, the syllabus will contain a variety of other information related to the conduct of the course, among which may be

- course goals and objectives,
- textbooks and reading assignments,
- important dates,
- a course calendar or schedule,
- if you are teaching in teacher education, list any TExES competencies addressed in your class. Consult the [SBEC web page](#) for a complete listing of competencies.

There are a number of policies contained in the UTSA Handbook of Operating Procedure (HOP) that will give you guidance related to other classroom issues such as eating and drinking in the classroom, final examinations, use of tape recorders, and releases for field trips. The HOP is available on-line at: <http://www.utsa.edu/hop/>

Finally, your department may provide additional information on classroom policies and procedures related to the students. Please do not hesitate to contact your Department Head or the Dean's Office anytime you have questions related to these issues.

4.4 Textbooks and Course Materials

Departments have different time lines and procedures for ordering books, but in general these are ordered early in the semester preceding the semester in which the course is scheduled. Textbooks can be ordered online through the UTSA bookstore.

You may require other materials for courses, but these should be clearly stated in the syllabus and costs to the student should be kept to a reasonable amount. Some courses have fees associated with them that can cover course materials, either for classroom instruction or class sets that can be used by students. Check with your department to see if such fees are associated with courses that you teach.

4.5 Emergency Issues

In case of ANY emergency or concern, call UTSA Police Dispatch at Ext. 4242 (458-4242).

WEATHER-RELATED CAMPUS INFORMATION OR CLOSINGS, call (210) 458-SNOW

4.6 Support for teaching

If you have a class with an enrollment of over 60 students, you may qualify for a reader/grader to assist you with course assessments. Your department chair will determine whether you qualify.

The UTSA library offers instructional presentations and classes on a variety of topics. You may request a presentation for your class or schedule a session that students can attend.

The UTSA Teaching Excellence Advancement and Mentoring (TEAM) Center offers a variety of resources and supports. Faculty development opportunities, workshops, ParScore grading, resources, and just-in-need instructional support are available.

4.7 Graduate Student Advising and Supervision

Almost all tenure-track and tenured faculty are responsible for advising graduate students about their program of study and post-graduate plans. Your department and program chairs work with your department Student Development Specialist (SDS) to provide organized advising. The SDS is the first point of contact for graduate students who may inquire about programs of study, admission or graduation deadlines, or other information. The SDS refers graduate students to advisors to make plans for a course of study.

4.8 Undergraduate Student Advising

CFAC vs. COEHD Advising & Certification Center

The Colleges' Freshman Advising Centers (CFAC) (1604 Campus) assists freshmen (students with less than 30 hours) and transfer freshmen with declared majors. The College of Education and Human Development (COEHD) Undergraduate Advising and Teacher Certification Center (1604 Campus) assists sophomores and above (students with 30+ hours).

Colleges' Freshman Advising Center Information:

Web-site: <http://www.utsa.edu/cfac/>

Location: MS 2.02.18

Telephone: 210-458-5170

1/7/08

Fax: 210-458-6281
E-mail: cfac@utsa.edu

Advisors:
Jim Aviles james.aviles@utsa.edu
Rhonda O'cana rhonda.ocana@utsa.edu

College of Education and Human Development (COEHD) Undergraduate Advising and Teacher Certification Center Information

Web-site: <http://coehd.utsa.edu/Students/Advising/index.htm>
Location: MB 3.214
Telephone: 210-458-4424
Fax: 210-458-5410
E-mail: COEHDAvising@utsa.edu

The Downtown Undergraduate Advising Center (DTUAC) assists all majors regardless of classification

Web-site: <http://www.utsa.edu/dtuac/>
Location: BV 1.304
Telephone: 210-458-2550
Fax: 210-458-2575
E-mail: dtadvising@utsa.edu

It is in the student's interest to stay with one Advising Center to assure continuity.

Consult the Undergraduate Student Handbook (on the COEHD web site) for more detailed information regarding policies, procedures, and academic advising.

4.9 Professional standards of performance and Referrals

The COEHD is unique in that it has articulated two sets of standards for students: Fitness to Teach (HOP 5.15 Student Fitness to Teach and Fitness to Practice (HOP 5.16 Student Fitness and Performance). Student accountability and referral processes are associated with each set of standards.

UTSA also offers counseling services to students.

If you find that students require help with basic skills, they can be referred to the Tomas Rivera Center. The center provides services for undergraduate and graduate students in a variety of areas.

4.10 Independent Study, Thesis, and Dissertation Supervision

Independent study courses are generally offered when a program's scheduled courses do not match a student's needs or interests. Faculty may agree to supervise an independent study student at their discretion but are advised to only do so when there is a high need and level of commitment on the part of the student. Check with your department about independent study requirements and restrictions (e.g., a written syllabus, documentation of student work, etc.).

A thesis is completed in fulfillment of a master's degree. Students who completed a thesis do not take comprehensive exams. Faculty may be asked to chair or be a member of a thesis committee.

A dissertation is completed in fulfillment of a doctoral degree. The department, college, and university have requirements about completion of a dissertation. More information about the thesis and dissertation process can be obtained from the Graduate School.

4.11 Student Support

Students may enter the university with needs that require support that an instructor cannot provide alone. UTSA offers a variety of services that can help students be successful.

Tomas Rivera Center for Student Success (TRC) is an institutional academic support unit dedicated to providing services that will promote student success at both the undergraduate and graduate levels.

Disability Services (DS) at the University of Texas at San Antonio promotes equal access to all university programs and activities for students with disabilities.

Counseling Services offers students and the campus community a variety of professional services. These include:

- The Ally Program includes faculty, staff, and students at UTSA who provide a supportive and welcoming environment for gay, lesbian, bisexual, and transgender (GLBT) students.
- Career Counseling provides direct services to students requiring assistance with the developmental processes of career and vocational decision-making.
- The Recovery Center provides individual alcohol and drug related issues consultations, substance abuse assessments and feedback, and referrals for education and other support services to students dealing with alcohol and drug issues, including maintaining recovery.

S Service

Section

5

5.1 Areas of Service

Service is a valuable part of being a member of the university and the college. There are many opportunities to be of service at various levels. Tenure-track and tenured faculty members are expected to devote time to service work. Service efforts are a part of the annual review and promotion process. UTSA includes the following areas as service:

- A. Advising of graduate students, counseling and other student services
- B. Administrative and committee service in the Department, College, University and profession
- C. Public service to the community, state and nation

For additional information, see Section 3 for the Annual Review Checklist and Tenure and Promotion criteria.

5.2 University Service

There are many opportunities to serve at the university level. There are standing committees that require representation from colleges, departments, and faculty. Ad Hoc committees are often formed to investigate issues, develop plans, hire administrators, plan events, etc. The Office of Student Activities maintains a Speaker's Bureau list that is shared with students and community members alike. Collaboration with other departments, including grant work, may also be considered service at the university level.

5.3 COEHD Service

The COEHD has standing committees that have various terms of service and requirements for appointment that are described in the COEHD By-Laws (can be downloaded from this link). Additionally, there are committees formed on the basis of special projects or needs and are Ad Hoc. Appointment to all committees varies, so check with your department chair about your qualifications to serve at the college level. Service may also include helping to coordinate events, creating documents, representing the college at public events, etc.

5.4 Department Service

Like the college, departments all have standing and ad hoc committees. Additionally, faculty may advise graduate students, work with student organizations, or coordinate a program.

5.5 Professional and Community Service

Professional and community service is core to the college vision and mission. UTSA provides connections to community opportunities. Faculty and students are good sources of community as well as professional service opportunities.

Research

Research processes and expectations vary by discipline and department. It is important to review the accomplishments and expectations of your colleagues as you formulate and implement your research agenda. There are many opportunities for collaboration in the college and across campus. The COEHD's commitment to community involvement also means that there is opportunity for work with local schools, school districts, and other organizations.

6.1 Internal Review Board (IRB) process

All research proposals should be reviewed by the IRB. The IRB website (<http://vpr.utsa.edu/oric/irb/>) provides thorough details about the process of review, as well as time lines for review. Be sure to give at least two months for the IRB process, if not longer.

As of September 1, 2007, all faculty or anyone who interacts with human subjects must complete the UTSA IRB educational requirements to get a new approval or re-approval of a currently approved study. Training modules may be accessed at <http://www.citiprogram.org/>. If you have had an NIH grant within the last three years, you are exempt at this time. Researchers will need to update this training every three years. For additional information or clarification, contact the IRB office at 458-6473 or irb@utsa.edu.

6.2 Support for Research

There are many supports offered to faculty for research. Dr. Bertha Perez, Associate Dean for Research, can assist in locating and applying for funding and research opportunities. Dr. Perez can be reached at MB 3.304 (210-458-4416).

The UTSA library has an extensive assortment of print materials and electronic databases as well as an efficient interlibrary loan process. Some computer labs provide various data analysis software and special requests can be made for a copy. For labor-intensive projects, faculty members may be able to request a Graduate Research Assistant through their department. Although GRA access varies by department (depending on numbers of students available in graduate programs) students are typically assigned for 5-10 hours per week per semester.

6.3 Research Tips

Keep in mind that expectations and suggestions vary by discipline. The following suggestions are generic at best and are not intended to be prescriptive.

- Plan a three to five year research plan.
- Focus on your primary interest and follow these in your research and grant proposals.
- Seek out opportunities to apply for or be a part of a funded grant that provides research opportunities.

- Identify a willing colleague to review your IRB proposal and drafts of papers to be submitted for publication.
- Keep in mind that the IRB, data collection and analysis, writing and review process may take a year or more.
- Focus on research publications in peer reviewed journals.
- Have a balance between sole and multiple authored articles.

6.4 Grants

The COEHD has a strong history of obtaining external funding. Current COEHD grant and special projects can be viewed [here](#). UTSA's [Office of Sponsored Programs](#) provides many useful resources that can help you write a successful grant proposal.

The COEHD Grant Development Coordinator is John Alvarado who can be reached at MB 3.484 (210-458-6695). Angela D. Cooke is the Grants and Contracts Coordinator who can also be reached at MB 3.484 (210-458-6852).

The COEHD supports an annual competition for small research grants, pending available funding. This grant is announced in the fall semester and is overseen by the College Research and Development Committee (CRDC).

Technology

Technology hardware, software, and connectivity are all important for all faculty members to do their jobs. Tenured and tenure-track faculty are all provided a university computer and campus telephone with a personal phone number. Computers are equipped with basic software: Internet browser, Microsoft Office, and virus protection. Other applications vary by college, department, and program. Faculty members can also purchase software from UTSA for use on their own personal computer.

7.1 Technology Services and Supports

The college and university provide services and support to faculty members. If you do not find what you need in this area, contact the COEHD IT staff. For example, perhaps you need to create a poster for a research presentation. The computer labs at the downtown campus (in FS 3.418) and at the 1604 campus (MB 1.410) have a poster printer. For further details, email jorge.garza@utsa.edu (1604 Campus) or don.stofko@utsa.edu (DT campus).

Technology Staff include the following:

Name	Title	Location	Phone	Email
TBA – Fall 2007	Manager, Instructional Technology	TBA	TBA	TBA
Jorge Garza	Systems Analyst II	MB 1.410	210-458-4035	jorge.garza@utsa.edu
Marisol Johnson	Information Technology Associate I	MB 1.410	210-458-4035	marisol.johnson@utsa.edu
Don Stofko (DT)	Network Support Specialist II	FS 3.412A	210-458-2631	Don.stofko@utsa.edu
Humberto Varela	Computer User Services Assistant	MB 1.410	210-458-5438	humberto.varela@utsa.edu
Tony Debarros	WebCT Associate for COEHD	MB 3.448	210-458-4519	tony.debarros@utsa.edu

The college has a Technology Committee that includes representatives from each department. The committee makes recommendations about services, supports, policy, and planning.

Many services and supports are provided for faculty. In the fall of 2007 an Instructional Technology Manager will provide oversight of college technology activities and staff. The following chart details current services.

Service	Description	Contact	Unit
Faculty Web Pages	Each faculty member has the ability to set up their own web site . The COEHD staff can set up an account and give you access.	Marisol Johnson MB 1.410 210-458-4035	COEHD
Classroom Equipment	Equipment access varies across campuses and classrooms. Most classrooms at the downtown and 1604 campus have internet access, computers, and projectors. Some have document projectors. If the classroom to which you have been assigned does not have the technology you need, it can be ordered.	See the Classroom Equipment for the office that serves your classroom.	Distance Learning & Academic Technology (DLAT)
COEHD Computer Labs	The college supports two computers labs at the downtown campus that can be reserved for courses, for class visits, or for special events. The 1604 campus has 2 computer labs, one is an open lab specifically for student use and the other is a Teaching Lab that can be reserved for courses.	DT campus labs – Don Stofko FS 3.412A 210-458-2631 1604 Campus labs- Marisol Johnson MB 1.410 210-458-4035	COEHD
WebCT	Support for creating, managing, and organizing WebCT course sites. See the Online Helpdesk for Faculty	Tony DeBarros MB 3.448 210-458-4519	DLAT
Instructional Design	Assists with designing online courses, materials, assessments. By appointment	Lavonne Grandy MS 3.02.28 210-458-6144	DLAT
Video Services	Video conferencing for classes, workshops, administrative meetings, professional events, virtual field trips.	Robert Granado BB 3.02.26 210-458-7375	DLAT
	Streaming video for courses, lectures, guest speakers, and special events over the Internet using RealPlayer.	Robert Granado BB 3.02.26 210-458-7375	DLAT
	Video Production for classes, grants, promotion, etc. Fees will apply for development.	Ernest Hernandez MS 2.01.14 210-458-5860	DLAT
Parscore	This electronic grading system can provide fast and accurate grading of multiple-choice tests.	Diana L. Amis MS 3.02.28 210-458-4052	DLAT
Hardware, software, and connectivity problems	If you have problems with your university provided equipment and software or connecting to university services from your computer, the Information Technology Helpdesk can often solve problems over the phone. If not, they will make a visit to your office, or you can take your equipment to the Helpdesk office at the 1604 campus at SB 1.01.10.	(210) 458 - 5538	

7.2 University Graphics and Templates

The UTSA communication department provides university logos and trademarks, photos, presentation templates, and website templates for institutional use. If you are creating brochure, web sites, fliers, and presentations you may want to check the copyright free materials.

7.3 Special Requests for Hardware or Software

If you need equipment or software that is not provided to you, first check with your department chair for available funds. Some courses have attached to them special fees that can cover the cost of course-specific materials, either for student or for instructional purposes. The COEHD IT unit may also have funds for special needs. Additionally, technology needs can be written into a grant proposal.

APPENDIX A.
COEHD PROFESSIONAL STAFF, DEPARTMENT, & COLLEGE CONTACT
INFORMATION

Department Offices

Department	Dept Chair	Administrative Assistant	Office	Phone #
Bicultural Bilingual Studies (BBL)	Dr. Robert Milk	Liliana Guterrez	MB 3.112	458-5570
Counseling, Ed Psych, Adult & Higher Education (CEPAHE)	Dr. Marcheta Evans	Donna Bomskie	DB 4.322	458-2602
Educational Psychology (EDP)	Dr. Art Hernandez	Liz Trevino	DB 4.122	458-2611
Ed Leadership & Policy Studies (ESLPS)	Dr. David Thompson	Eva Jimenez	MB 3.310	458-4816
Health & Kinesiology (HAK)	Dr. Zenong Yin	Karen Metz	MB 3.324	458-5642
Interdisciplinary Learning & Teaching (ILT)	Dr. Elizabeth Pate	Jenny Stokes	MB 2.212	458-4413

Dean's Office

Position	Name	Office	Phone	1 st Point of Contact
Dean	Dr. Betty Merchant	MB 3.304	458-4370	Lorrie Smith
Associate Dean, Graduate Studies	Dr. Page Smith	MB 3.304	458-7470	Alicia Steeves
Associate Dean, Research	Dr. Bertha Perez	MB 3.304	458-4416	Silvia Barta
Associate Dean, Undergraduate Student Success	Dr. Nancy Martin	MB 3.214G	458-4416	Silvia Barta
Associate Dean, Teacher Education	Dr. Blanche Desjean-Perrotta	MB 0.500	458-5818	Allison Baca
Associate Dean, Downtown Campus	Dr. Art Hernandez	DB 4.122	458-2611	Liz Trevino
Manager, Instructional Technology	TBA	TBA	TBA	TBA

MB = Main Building (1604)

DB = Durango Building (Downtown)

Contacts for Graduate Programs

- All graduate programs: Dr. Page Smith, Associate Dean for Graduate Studies
- Bicultural-Bilingual degree programs: Dr. Robert Milk, Department Chair
- Education Degree Programs: See a department chair in a given department

Graduate Advisors of Record (GAR) Contacts

Degree	GAR
Ph.D. in Culture, Literacy, & Language	Dr. Juliet Langman
Ed. D. in Educational Leadership	(Contact Dr. David Thompson)
M.Ed. in Educational Leadership & Policy Studies	Dr. Bruce Barnett
MA, Bicultural-Bilingual Studies	Dr. Armando Trujillo
MA, Teaching English as a Second Language (TESL)	Dr. Wayne Wright
Ph.D. in Counseling	Dr. Gerald Juhnke
MA, Counseling	Dr. Thelma Duffey
MA, AHE	Dr. Thelma Duffey (GAR)

	Dr. Patricia McGee (AHE Program Coordinator)
MA, Education	Dr. Barbara Gonzales-Pino, GAR Dr. Mari Cortez (ILT) Dr. Bruce Barnett (Educational Leadership) Dr. Wan Yao (Health & Kinesiology)

APPENDIX B. HELPFUL LINKS TO INFORMATION AND FORMS

Click on the underlined sites below.

INFORMATION.

ASAP HOME PAGE

<http://www.utsa.edu/home/myutsa.html>

COEHD Web Site

COEHD Bylaws (pdf)

http://coehd.utsa.edu/Faculty_services.htm

UTSA Web Site

UTSA Information Bulletin

UTSA Handbook of Operating Procedures (HOP)

UT System

State Board for Educator Certification (SBEC)

Texas Education Agency (TEA)

Texas Higher Education Coordinating Board (THECB)

FORMS.

FITNESS TO TEACH POLICY & FORMS

<http://coehd.utsa.edu/FTT/FTT.htm>

GRANT PROPOSAL ROUTING FORMS

<http://vpr.utsa.edu/osp/forms.php>

IRB FORMS

<http://vpr.utsa.edu/oric/irb/forms.php>

LETTER FOR FIELD EXPERIENCE AGENCIES

http://coehd.utsa.edu/Faculty_services.htm

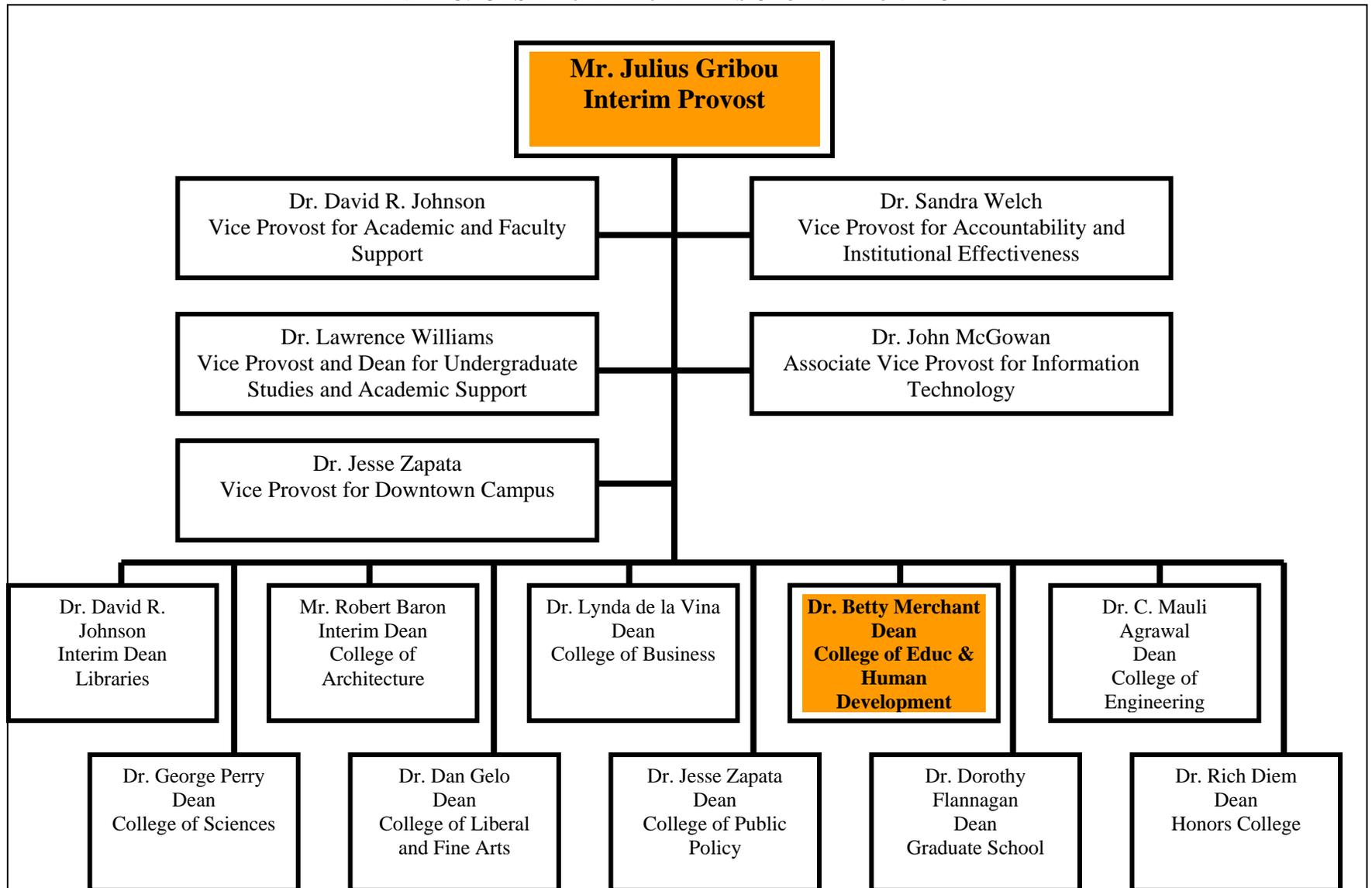
NEW UNDERGRADUATE COURSE PROPOSAL,

http://coehd.utsa.edu/Faculty_forms.htm

NEW UNDERGRADUATE PROGRAM PROPOSAL

http://coehd.utsa.edu/Faculty_forms.htm

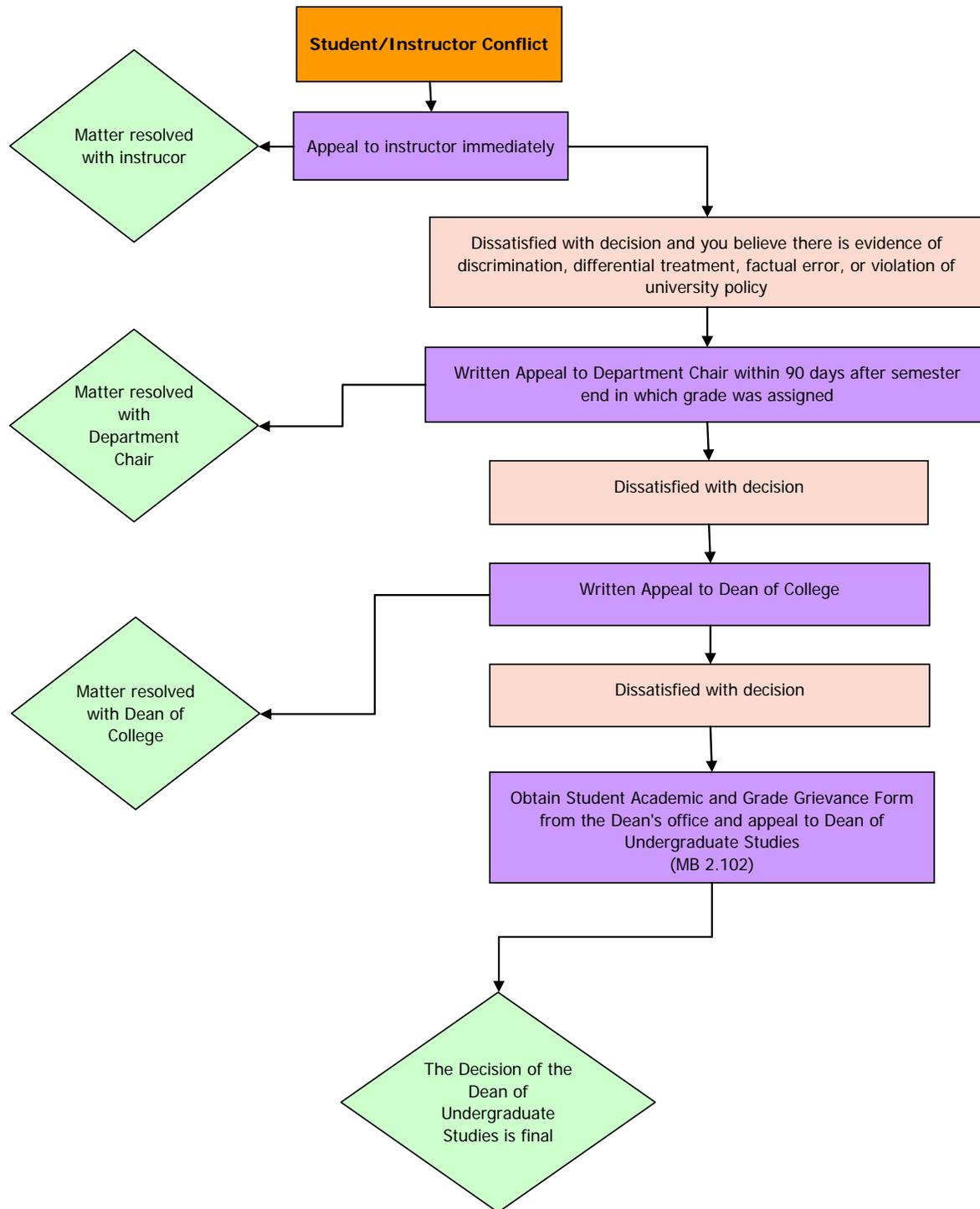
APPENDIX C. UTSA ACADEMIC AFFAIRS ORGANIZATIONAL CHART



APPENDIX D. COEHD ORGANIZATIONAL CHART



APPENDIX E. Flowchart of Academic and Grade Grievance Procedures



In no circumstances will grades be changed after one calendar year

APPENDIX F. COEHD UNDERGRADUATE STUDENT CLUBS AND ORGANIZATIONS

THE AIKIDO CLUB

Practice and promote the art of Aikido

President: Karl Wilhelm
 Organization E-mail: james.clark@utsa.edu
 Organization Website: None
 Faculty Sponsor: James Clark – 458-5850
 Offer Member Scholarships: None

BILINGUAL EDUCATION STUDENT ORGANIZATION (BESO)

The purpose of the organization will be to provide information, assistance and fellowship for students who are interested in bicultural and bilingual studies and to encourage awareness for bilingual education among students and faculty.

President: Maricela Alvarea
 Organization E-mail: beso@lonestar.utsa.edu
 Organization Website: http://bbl.utsa.edu/programs/s_programs.htm
 Faculty Sponsor: Claudia L. Garcia – claudia.garcia@utsa.edu
 Offer Member Scholarships: Yes-The Guadalupe Harber Scholarship and The Rodolfo Jacobson Scholarship

THE COUNCIL FOR EXCEPTIONAL CHILDREN

President: Marivel Gutierrez – (210) 789-3927 - mariveg@lonestar.utsa.edu
 Organization E-mail: Unknown
 Organization Website: None
 Faculty Sponsor: Dr. Maria Kaylor – 458-5530 or maria.kaylor@utsa.edu
 Offer Member Scholarship: None

DEAN'S STUDENT LEADERSHIP ADVISORY COUNCIL (DSLAC)

Serves as the collective and diverse representative voice of all undergraduate and teacher certification students of the COEHD. As such, represents student needs and concerns to the Dean; acts as a liaison and facilitates communication among students and faculty.

President: Paula Salas – paula.salas@lonestar.utsa.edu
 Organization E-mail: None
 Organization Website: <http://coe hd.utsa.edu/Students/DSLAC/index.html>
 Faculty Sponsor: Dr. Nancy Martin – 458-4416 or nancy.martin@utsa.edu
 Faculty Sponsor: Dr. Christine Moseley – 458-5992 or Christine.moseley@utsa.edu
 Faculty Sponsor: Dr. Wayne Wright – 458-2024 or wayne.wright@utsa.edu
 Administrative Contact: Pam Wood, Coordinator of U/G Student Services – 458-4021 or pam.wood@utsa.edu
 Offer Member Scholarship: No

INTERNATIONAL READING ASSOCIATION

The purpose of the International Reading Association Student Council is to promote reading, reading instruction and to afford pre-service teachers the opportunity to join a professional organization.

President: Robin Wright – 481-2103 – robinw@lonestar.utsa.edu
Organization E-mail: None
Organization Website: <http://isci.utsa.edu/Reading/IRA/index.htm>
Faculty sponsor: Dr. Susan Keehn – 458-5402 or susan.keehn@utsa.edu
Faculty sponsor: Dr. Miriam Martinez – 458-5971 or miriam.martinez@utsa.edu
Faculty sponsor: Dr. Janis Harmon – 458-7283 or janis.harmon@utsa.edu
Offer Member Scholarship: Unknown

KAPPA DELTA PI HONOR SOCIETY IN EDUCATION

The purpose of Omicron Chi Chapter shall be to promote excellence in and recognize outstanding contributions to education.

Organization Website: <http://coehd.utsa.edu/Special/KappaDeltaPi.htm>
Faculty Sponsor: Dr. Barbara Gonzalez Pino - 458-5796 or barbara.gonzalezpino@utsa.edu
Offers Member Scholarship: Unknown

KINESIOLOGY & HEALTH SOCIETY

To promote physical education and health to the community. To teach our members the value of community service and participating in conventions. To promote professionalism, development and social networking.

President: Ronald Gembler – (210) 421-4237 – rgembler@hotmail.com
Organization e-mail: khs@lonestar.utsa.edu
Organization website: <https://lonestar.utsa.edu/khs/>
Faculty Sponsor: Ms. Virginia Trummer – 458-5425 or virginia.trummer@utsa.edu
Offers Member Scholarship: Yes

MEXICAN AMERICAN STUDIES STUDENT ORGANIZATION (MASSO)

The purpose of the organization will be to promote and support the Mexican American Studies Program and foster a positive environment for majors as well as recruit majors. Promoting Chicana/o studies to the UTSA student body is also a priority and intent.

Organization E-mail: None
Organization Website: None
Faculty Sponsor: Dr. Josie Mendez-Negrete - 458-2637 or josephine.mendeznegrete@utsa.edu
Faculty Sponsor: Dr. Marie Miranda - 458-2675 or marie.miranda@utsa.edu
Offer Member Scholarships: Unknown

NATIONAL SCIENCE TEACHER ASSOCIATION

To promote the mission of NSTA; to acquaint pre-service teachers of science with the support resources available from UTSA; to provide additional professional development in science education to pre-service teachers and to acquaint pre-service teachers of science with others like themselves at their university or college and across the United States and Canada

Organization E-mail: nstaofutsa@gmail.com
Organization Website: None
Faculty Sponsor: Dr. Kim Bilica – 458-7438 or Kimberly.bilica@utsa.edu
Offer Member Scholarship: Unknown

**To learn about other student clubs and organizations campus-wide,
visit the UTSA Student Activities webpage at:**

http://www.utsa.edu/sa/so/student_orgs.cfm

APPENDIX G. COEHD GRADUATE STUDENT CLUBS AND ORGANIZATIONS

SIGMA ALPHA CHI

Sigma Alpha Chi is the local UTSA chapter of Chi Sigma Iota, the international counseling honor society. The organization serves to promote professionalism, leadership, scholarship and excellence in counseling.

President: Sue Clifford
President E-mail: suecliffordpc@sbcglocal.net
Organization Website: None
Faculty Sponsor: Dr. Heather Trepal
Sponsor Contact: heather.trepal@utsa.edu; 458-2928

CULTURE, LITERACY AND LANGUAGE RESIDENT STUDENT ORGANIZATION

Provides professional development for CLL doctoral students, mentorship, student support and collaborates with faculty on questions and issues relevant to CLL doctoral students.

President: Esther Garza and Carmen Guzman-Martinez
President E-mail: esther.garza@utsa.edu or cguzman79@yahoo.com
Organization E-mail: doctoralstudents@yahoogroups.com
Organization Website: http://bbl.utsa.edu/student/doctoral_students.htm
Faculty Sponsor: Juliet Langman
Sponsor Contact: juliet.langman@utsa.edu

KAPPA DELTA PI HONOR SOCIETY IN EDUCATION

The purpose of Omicron Chi Chapter shall be to promote excellence in and recognize outstanding contributions to education.

President: Jennifer Oswalt
Organization E-mail: None
Organization Website: <http://coe hd.utsa.edu/Special/KappaDeltaPi.htm>
Faculty Sponsor: Dr. Barbara Gonzalez Pino
Sponsor Contact: barbara.gonzalezpino@utsa.edu; 458-5796

**To learn about other student clubs and organizations campus-wide,
visit the UTSA Student Activities webpage at:**

http://www.utsa.edu/sa/so/student_orgs.cfm

APPENDIX H.
COEHD COURSE PREFIXES AND DEPARTMENT

Prefix	Discipline	Department
ALT	Adult Learning & Teaching	Interdisciplinary Learning & Teaching (ILT)
ASL	American Sign Language	Interdisciplinary Learning & Teaching (ILT)
BBL	Bicultural-Bilingual	Bicultural-Bilingual Studies (BBL)
C&I	Curriculum & Instruction	Interdisciplinary Learning & Teaching (ILT)
COU	Counseling	Counseling & Educational Psychology (CEPAHE)
ECE	Early Childhood	Interdisciplinary Learning & Teaching (ILT)
EDL	Educational Leadership	Educational Leadership & Policy Studies (ELPS)
EDP	Educational Psychology	Counseling & Educational Psychology (CEPAHE)
EDU	Educational Foundations	Educational Leadership & Policy Studies (ELPS)
EIS	English for International Student	Bicultural-Bilingual Studies (BBL)
ESL	English as a Second Language	Bicultural-Bilingual Studies (BBL)
HSA	Higher Education	Educational Leadership & Policy Studies (ELPS)
HTH	Health	Health & Kinesiology
IDS	Interdisciplinary Studies	Interdisciplinary Learning & Teaching (ILT)
ILR	Instructional Leadership	Educational Leadership & Policy Studies (ELPS)
IST	Instructional Technology	Interdisciplinary Learning & Teaching (ILT)
KAH	Kinesiology & Health Promotion	Health & Kinesiology
KIN	Kinesiology	Health & Kinesiology
LDR	Leadership	Educational Leadership & Policy Studies (ELPS)
MAS	Mexican-American Studies	Bicultural-Bilingual Studies (BBL)
RDG	Reading	Interdisciplinary Learning & Teaching (ILT)
SED	Secondary Education	Interdisciplinary Learning & Teaching (ILT)
SPE	Special Education	Interdisciplinary Learning & Teaching (ILT)

**APPENDIX I.
LIST OF UTSA COLLEGES & DEPARTMENTS**

The College of Architecture consists of the following academic department:
Architecture

The College of Business consists of the following academic departments:

Economics
Finance
Management Science and Statistics
Marketing
Management
US Army ROTC
Information Systems & Technology Management

The College of Education & Human Development consists of the following academic departments:

Educational Leadership and Policy Studies
Counseling, Educational Psychology, and Adult & Higher Education
Health and Kinesiology
Interdisciplinary Learning & Teaching
Bicultural-Bilingual Studies

The College of Engineering consists of the following academic departments:

Civil and Environmental Engineering
Electrical Engineering
Mechanical Engineering
US Air Force ROTC
Biomedical Engineering

The College of Liberal and Fine Arts consists of the following academic departments:

Anthropology
Communication
English, Classics and Philosophy
History
Music
Political Science and Geography
Psychology
Sociology
Art and Art History
Modern Languages and Literatures

The College of Public Policy consists of the following academic departments:

Criminal Justice
Public Administration
Social Work

The College of Sciences consists of the following academic departments:

Biology

Chemistry

Computer Science

Mathematics

Earth and Environmental Science

Physics and Astronomy

GLOSSARY OF COEHD, UNIVERSITY, AND STATEWIDE ACRONYMS AND TERMS

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

ASAP – the Automated Student Access Program is on the UTSA BANNER web site. Students can create a personal identification number and access their grades, registration, financial obligation, account balance, and many other very useful data.

ATE -- Academy for Teacher Excellence. A grant program in the COEHD.

B

BB – Business Building (1604 Campus)

BBL – Department of Bicultural-Bilingual Studies

BESO – Bilingual Education Student Organization

BSB – Biosciences Building-1604 Campus

BSE – Biosciences Building-1604 Campus

BV or BVB – Buena Vista Building - Downtown Campus

C

CC – Convocation Center-1604 Campus

CEC – College Executive Council. Composed of all COEHD department chairs and associate deans.

CEPAHE – Department of Counseling, Educational Psychology, Adult and Higher Education.

CENSUS DAY – Census Day is the 12th class day of each long semester. The number of student/class enrollments on Census Day is the basis for the official student statistics that the university reports to the Texas Higher Education Coordinating Board. Up until Census Day students are allowed to drop individual courses and receive a tuition refund.

CFAC – Colleges Freshman Advising Center. 1604 campus.

CFRAC – College Faculty Review and Advisory Committee. This body is composed of tenured faculty in the COEHD and is elected by tenured faculty in their respective departments. The CFRAC reviews all tenure and promotion dossiers and provides a recommendation to the dean.

COA – College of Architecture

COB – College of Business

COE – College of Engineering

COEHD – College of Education and Human Development

COLFA – College of Liberal & Fine Arts

COPP – College of Public Policy

COS – College of Sciences

COU – Counseling

D

DB – Durango Building (Downtown Campus)

DFAC – Department Faculty Advisory Committee. Elected by the faculty within each department, this body is advisory to the department chair.

DFRAC – Department Faculty Review and Advisory Committee. This body is composed of tenured faculty in their respective departments. The DFRAC reviews all tenure and promotion dossiers and provides a recommendation to the department chair and dean.

DSLAC – Dean’s Student Leadership Advisory Council

E

EB – Engineering Building-1604 Campus

EDP – Educational Psychology

ELL – English language learner

ELPS – Department of Educational Leadership and Policy Studies

ESL – English as a Second Language

F

FS – Frio Street Building-Downtown Campus

FTT – Fitness to Teach Policy

G

H

HAK – Department of Health and Kinesiology

HOP – Handbook of Operating Procedures for the University.

HPO – Health Professions Office. Advising for undergraduate students who want to enter a Health Professions School.

HSS – Humanities & Social Sciences Building. 1604 campus.

HTH – Health

I

IDS – Interdisciplinary Studies major

ILT – Department of Interdisciplinary Learning and Teaching

IRA – International Reading Association

ISD – Independent School District

ITC – Institute of Texan Cultures-ITC Campus

J

JPL – John Peace Library Building-1604 Campus

K

L

M

M&O – Maintenance and operations budget.

MAS – Mexican American Studies Major

MASSO – Mexican American Studies Student Organization

MB – Main Building. 1604 Campus. The College of Education & Human Development, the President and the Provost are housed in the MB.

MS – Multidisciplinary Studies Building. 1604 campus.

N

NSTA – National Science Teacher Association

NTT – Non-tenure track faculty

O

P

PE – Physical Education Building-1604 Campus

PPR Exam – Pedagogy and Professional Responsibilities Exam. One of the required TExES exams that assesses the student's knowledge of teaching methodology and professional responsibilities.

Q

R

RWC – Recreation and Wellness Center-1604 Campus

S

SB – Science Building-1604 Campus

SBEC – State Board for Educator Certification. SBEC is a part of TEA.

T

TALC – Teacher Academy Learning Community. Part of the ATE Grant Program-Provides free services for future teachers

TEA – Texas Education Agency.

TExES – Texas Examinations of Educator Standards. Required for teacher, principal, school counselor, or superintendent certifications in Texas.

THEA – Texas Higher Education Assessment. Test required to progress to upper level (3000 and 4000 level coursework) and to enter the COEHD Teacher Certification Program.

THECB – Texas Higher Education Coordinating Board. The THECB has oversight and approval responsibility for all Texas higher education policies and programs.

TOPT – Texas Oral Proficiency Test. A required TExES certification exam that determines the student's proficiency in a particular language (i.e., the Spanish proficiency of prospective Spanish teachers).

TRC – Tomas Rivera Center. Advising office for undeclared freshman. Provides academic support services.

TT – Tenure track faculty.

U

UC – University Center. 1604 campus.

UFRAC – University Faculty Review and Advisory Committee. This body is composed of tenured faculty from each college at UTSA. The UFRAC reviews all tenure and promotion dossiers and provides a recommendation to the Provost and President.

UTSA INFORMATION BULLETIN – this bulletin is published annually and gives all of the policies and procedures concerning the university calendar, history, tuition, fees, charges, deposits, admission, and general academic regulations. This bulletin takes the place of any former bulletins and governs these rules for the year that the bulletin is in effect. It can be accessed on-line by clicking on “myUTSA”, then on ASAP homepage.

V

W

WEBCT – is a course management system (CMS) that enables students to access web-based learning activities and course materials. Some of the WebCT course activities include a bulletin board, chat room, whiteboard, email, student presentation area, grades, quizzes, interactive calendar, and links to web pages containing course readings and other material.

X

Y

Z