

A photograph of a modern, multi-story building at dusk. The building is illuminated from within, and the 'UTSA' logo is prominently displayed on the upper part of the structure. The sky is a deep blue, and the building's windows are lit up, creating a warm glow. The overall scene is a professional and academic setting.

UTSA

# College Of Education & Human Development Faculty Handbook

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DOWNTOWN CAMPUS

Associate  
Dean's Office

## *WELCOME*

Welcome to the College of Education and Human Development's downtown campus of the University of Texas at San Antonio. The Associate Dean's office is here to serve you and to make sure your needs are met in a timely and efficient manner.

Just to give you a few important facts, the College of Education and Human Development Associate Dean's office services over 70 faculty from the main campus, two departments ( Counseling and Educational Psychology) and 1700 students at the downtown campus. Some of the program offerings include a bachelor's and master's degree in Mexican American Studies, a master's and doctoral degree in Counseling, and a new master's degree in School Psychology. The downtown campus is also home to the UTSA Reading Place: Plaza de Lectura as well as the Department of Counseling Community Family Life Center. Both centers offer assistance to members of our community and work as training facilities for COEHD students. Additionally, two nationally recognized journals, The Journal of Creativity in Mental Health and The Journal of Mujeres Activas en Letras Y Cambio Social are also located at the Downtown Campus.

This manual has been developed with the assistance of previous faculty who have worked downtown. Enclosed you will find information that will aid you in navigating the downtown campus. If there is anything the Associate Dean's office can do to assist you, please do not hesitate to call the office.

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## *COEHD MISSION STATEMENT*

The College of Education and Human Development (COEHD) at the University of Texas at San Antonio will be a national and international model for developing inclusive, transformative leaders guided by principles of community, equity, respect for diversity, integrity, service, and scholarship. With this vision, the COEHD will achieve recognition as a courageous community of field-engaged scholars who, with integrity, will successfully integrate high quality professional preparation, technology, and research that builds on the assets of the faculty, the students, and the community.

The COEHD will achieve this vision through its mission of developing knowledge and preparing professionals to significantly improve the education and human development processes and/or services needed to enhance the opportunities of the diverse people of Texas and the nation.

The fundamental values embedded in the Mission of the COEHD are the creation and maintenance of a democratic, collaborative learning organization that:

- promotes equity, fairness, and accountability
- recognizes a healthy balance among scholarship, teaching, and service
- develops and applies new knowledge of best practices
- prepares educators/leaders to succeed in diverse contexts
- high quality students, faculty, and staff
- builds community within and at large
- fosters the holistic development of all its members
- uses resources effectively and efficiently so that the College prepares and graduates citizens who are engaged in productive contributions to self, society, and the global community

### **Associate Dean's Office**

The office of the Associate Dean, College of Education and Human Development-Downtown, serves to support your administrative and class needs as well as our students at UTSA Downtown Campus. The following information is intended to provide a basic orientation and some answers to frequently asked questions. You are welcome and encouraged to visit or call the COEHD-DT office with any of your questions, needs and concerns.



Marcheta Evans, Ph.D. - Associate Dean  
Office: DB 4.222  
Phone: 458-2603



Elizabeth Treviño - Senior Administrative Associate  
Office: DB 4.226  
Phone: 458-2610

## Counseling Department



Thelma Duffey, Ph.D. – Department Chair  
Office: DB 4.122  
Phone: 458-2600



Donna Bomnskie - Senior Administrative Associate  
Office: DB 4.122  
Phone: 458-2600

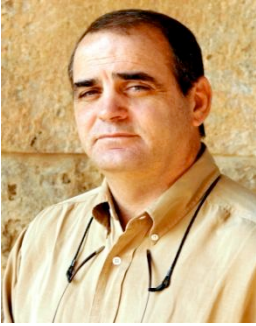


Gidget Vasquez - Administrative Associate  
Office: DB 4.122  
Phone: 458-2600



Kristina Talamantez - Student Development Specialist I  
Office: DB 4.122  
Phone: 458-2600

## Educational Psychology Department



Paul Schutz, Ph.D. – Department Chair  
Office: DB 4.322  
Phone: 458-2612



Rose Smith- Senior Administrative Assistant  
Office: DB 4.322  
Phone: 458-2650  
Fax: 458-2019



Krystin Pina - Administrative Associate I  
Office: DB 4.322  
Phone: 458-2650  
Fax: 458-2019



Jessica Craig - Student Development Specialist I  
Office: DB 4.322  
Phone: 458-2650

## Making Copies

- A copy code is assigned by COEHD Associate Dean's Office
- A copy machine is located in the Faculty Lounge DB 4.350
  - o Once professors are assigned a copy code for the Toshiba copier in the Faculty Lounge, then they may make copies by simply entering their code on the touch screen and pressing enter.

## Work Orders

To request copies or materials you need, please pick up a work order and fill out completely. Place the completed requests in the "Work Orders In-box" located in the Associate Dean's Office (DB 4.226). Two Workdays' Advance Request is usually sufficient to ensure timely completion of your order. Completed work orders will be placed in your mail box. If no mail box has been assigned, completed work orders may be picked up from Associate Dean's Office reception desk during office hours.

Copies of work order forms as well as other necessary forms and stationary can be found in Appendix A.



## Supplies

Supplies are available in the Associate Dean's office located in DB 4.226.

A scantron machine is located in the mailroom so that it is accessible to faculty at all times.

## Office Space

### How to Obtain Office Space

Shared office spaces are assigned at the beginning of each semester. Any professors interested in obtaining office space should notify their respective departments. Departments then will provide the Associate Dean's Office with these names.

Once the offices have been assigned, a COEHD staff member will notify each professor of his/her shared office location and provide each with a code. (This is usually done via email.)

Note: If professors do not receive an email prior to the beginning of the semester, they should contact the COEHD Associate Dean Office at 458-2610 and inform a staff member of their need for an office space.

### After Having Obtained Office Space

Professors who have been assigned a shared faculty office will be given specific information as to the location and access of the room. The locks on these offices are battery-operated, therefore if the red light is blinking many times before the green light appears and the lock finally releases, PLEASE let us know. The battery needs to be replaced immediately before the lock ceases to work at all.

Professors may keep materials at their assigned station, however, please remember that it is shared space and other faculty will also have access to these office stations. Every effort is made to minimize simultaneous occupancy.

## Office Computers

Shared offices are furnished with a computer at each station and one network printer. Professors must have a UTSA network account to use the computer. If professors already have a UTSA network/ email account, but have not used this account at a Downtown campus location, they will need to call the Help Desk, (Ext. 5538) to set up access on the computer they will be using. The Help Desk will request other information including the ID of the printer in the office that will be used (this ID number is written on the assigned office sheet or on top of the printer).

If professors do NOT have a network/email account, they must complete, sign, and return an application to the COEHD-DT office as soon as possible. Information they may not have will be completed when they turn in the application. It may take up to four weeks for an account to be set up.

**IMPORTANT: PROFESSORS MUST READ AND SIGN THE UTSA COMPUTER USE POLICY LOCATED IN A FOLDER PLACED IN THEIR ASSIGNED OFFICE. THE SIGNATURE AGREEMENT PAGE IS IN THE FOLDER.**

When professors are ready to use their computer for the first time, they can call the Help Desk, (Ext. 5538) to request their profile and printer to be set up. Computer and printer IDs will be required. As previously mentioned, the printer ID is on the assigned office sheet as well as on the top of the printer.

Due to the fact that this is shared space, professors are asked to remember to SHUT DOWN their computer when finished. This can be done by clicking the “Start” button in the lower left corner of the screen (on the Dell computers) and then selecting “Shut Down.” If the computer has been “locked” because the previous user did not log off, it will be necessary to shut down and re-start the computer. For further assistance, professors can call the Help Desk (Ext. 5538)

## Office Phones

All the telephones in “shared” offices are extensions of the same number. No audio voice messaging system is on the extension number because of the multiple user arrangement. Messages for professors should be directed to our office, 458-2610. Messages will be placed in professors’ mailboxes.

If you are having computer problems please call the Help Desk, Ext. 5538.

# Mail

Downtown mail can be found in assigned mailboxes in DB 4.318. Professors may enter the mail room by utilizing the access code found on their office assignment sheet. *Professors should be receiving mail at one campus location only.* Items too large for your mailbox are placed on the table's bottom shelf and a notification slip will be placed in your mailbox. Student work, faxes, and phone messages will be put in your mailbox as well as regular mail and notices, so please check frequently during the semester.

## Other Mailroom Services

If you need to leave outgoing campus mail, or other items to be handled by our office after regular office hours, mailing supplies and a COEHD-DT out-tray are located in the mailroom for your use. The mail room does not handle or deliver personal mail.

## Changing Class Location

Professors must let the COEHD-DT office know of any class meeting changes. If their class meets at a site, other than what is officially assigned they should inform the Associate Dean's Office of the change (Ext. 2610). COEHD-DT office must be informed regardless of whether the class has been moved for the entire semester, only a certain period of time, or just for one day. This information is requested in order to make it available to students.

## Class Cancellations

COEHD-DT office also needs to be informed of any class cancellations and/or other changes (Ext. 2610).

# Technical Assistance

Attached is a form (Appendix A) which may be used to fax in a request for technology support for classes. For immediate technical help during the day professors may call 458-2698. Professors may also contact the main office (Ext. 4520) in case you don't get an answer. An afterhours technician for evening classes can be reached at (Ext. 2950).

Other Numbers for Technological Assistance:

Computer Related Issues: Call OIT Help Desk  
Phone: 458-5538

Audio Visual Issues: Call Academic Technology  
Office: FS 2.516  
Phone: 458-2640

# Parking Information

Students, Faculty and Staff who park in the UTSA Downtown Campus must meet the same parking permit requirements as indicated for the Main campus parking areas.

Arrangements for parking permits may be made online through ASAP ([my.utsa.edu](http://my.utsa.edu)).

## Campus Parking

Student parking with UTSA Student Commuter permits is available in the: Durango Loop parking lot, I-35 Lots D-1 through D-5, Cattleman's Square parking lot, Monterey parking lot, and DTC Garage (special permit required).

Faculty/Staff parking is available in the: Durango Loop parking lot, I-35 Lot D-1 and D-2, Cattleman's Square parking lot, and DTC Garage.

## Downtown Campus Garage (DTC)

Student Garage permit holders may park on level B3 of DTC Garage and in any unmarked spaces in the North Garage.

Faculty/Staff Reserved Garage permit holders may park on level B1 (Reserved) and B2 (Faculty/Staff A) of DTC Garage and in similarly marked spaces in the North Garage or in any unmarked space in the South Garage.

## Interstate Highway 35 Parking

Lots D-1 through D-5 under I-35 (from Buena Vista/Dolorosa south to bridge abutment) are available exclusively for UTSA Faculty, Staff, and Student parking use. All five lots have Student General parking available, and Faculty/Staff spaces are located in Lots D-1 and D-2.

## Cattleman's Square Parking Lot

Cattleman's Square parking lot is located across Buena Vista from the DT Campus. This lot is available to Faculty, Staff, and Students.

## Visitor Parking/Pay Stations

Individuals with or without a university parking permit may park in any of the short-term paid parking spaces, provided there is time remaining on the pay station. Short-term spaces are \$1.00 per hour and

are located on level G (top level) of the parking garage and in the Monterey Lot. Pay Stations are located on: level G (top level) of the parking garage, in the Frio Street building commons area, the Buena Vista Street building by the theater, and in the Monterey building lobby. Short-term spaces can be paid from any of the four pay stations by entering the pay space number. Pay stations will accept bills, coins, and credit cards.

## Monterey Building

UTSA honors the lease of several tenants of the Monterey Building. These tenants obtain parking permits from UTSA.

## VIA Metropolitan Transit System

VIA's bus service is designed to transport riders where they need to go quickly and easily. VIA has service throughout the San Antonio area, including service between the UTSA Main and Downtown campuses. At the Main campus the VIA stop is located on Margaret Tobin Avenue, near John Peace Boulevard. At the Downtown Campus the VIA stop is located at Buena Vista and Frio Streets.

The VIA routes serving the Downtown campus are 93 and 94

The VIA routes serving the Main campus are 93, 94, 603 and 605

Information regarding routes, schedules, special services, fares and additional information is located at the VIA web site.

# Bookstore

## Hours

Monday	10:00am - 6:30pm
Tuesday	10:00am - 6:30pm
Wednesday	10:00am - 6:30pm
Thursday	10:00am - 6:30pm
Friday	10:00am - 2:00pm
Saturday	CLOSED
Sunday	CLOSED

## Location

1<sup>st</sup> floor of the Buena Vista Building

## Phone

458-2865



# Library

Located in the Buena Vista Street Building, Downtown Campus  
 501 West Durango Boulevard  
 Phone: (210) 458-2440

## Library Services & Departments Directory

Department	Phone	Location	Email
Office of the Dean (Administration)	(210) 458-7506	JPL 4.03.16	
<a href="#">Acquisitions</a>	(210) 458-5507	JPL 2.01.16	
<a href="#">Archives</a>	(210) 458-2381	Institute of Texan Cultures, 2nd floor	<a href="mailto:archives@utsa.edu">archives@utsa.edu</a>
<a href="#">Cataloging</a>	(210) 458-4580	JPL 2.01.16	<a href="mailto:david.hughes@utsa.edu">david.hughes@utsa.edu</a>
<a href="#">Circulation (Borrowing Materials)</a>	(210) 458-4574 (1604) (210) 458-2440 (Downtown)	JPL 2nd Floor (1604), Buena Vista 2nd Floor (Downtown)	<a href="mailto:circulation@utsa.edu">circulation@utsa.edu</a>
<a href="#">Collection Development</a>	(210) 458-4575	JPL 4.03.03	<a href="mailto:librarycoldev@utsa.edu">librarycoldev@utsa.edu</a>
<a href="#">Instruction</a>	(210) 458-6668 (1604) (210) 458-2439 (Downtown)	JPL 2.01.24B (1604) BV 2.314G (Downtown)	<a href="mailto:libraryinstruction@utsa.edu">libraryinstruction@utsa.edu</a>
<a href="#">Interlibrary Loan</a>	(210) 458-4891	JPL 2.01.06A	<a href="mailto:ill@liblist.lib.utsa.edu">ill@liblist.lib.utsa.edu</a>
<a href="#">Library Electronic Classroom</a>	(210) 458-4579	JPL 3rd Floor	
<a href="#">Microforms/ Periodicals Unit</a>	(210) 458-7507	JPL 2nd Floor	
<a href="#">Multimedia Center</a>	(210) 458-5503	JPL 2nd Floor	<a href="mailto:multimedia@utsa.edu">multimedia@utsa.edu</a>
<a href="#">Reference</a>	(210) 458-4573 (1604)	JPL 2nd Floor (1604)	<a href="#">Ask a Librarian</a>

	(210) 458-2446 (Downtown)	Buena Vista 2nd Floor (Downtown)	
<a href="#">Special Collections</a>	(210) 458-5505	JPL 2nd Floor	<a href="mailto:archives@utsa.edu">archives@utsa.edu</a>
<a href="#">Systems Office</a>	(210) 458-7436	JPL 2.01.26	

**Library Hours** – For library hours, please refer to library website <http://lib.utsa.edu/>

# Computer Lab

## Hours & Locations

### Frio Street Lab:

Location: FS 2.400

Hours vary by day. For an up to date listing of Operating hours visit, [http://scs.utsa.edu/hours\\_archive/op-hours\\_Oct.htm](http://scs.utsa.edu/hours_archive/op-hours_Oct.htm)

### COEHD Lab:

Location: FS 3.418

Hours: Monday - Thursday	8:00am - 8:00pm
Friday	8:00am - 5:00pm

## Downtown Campus Fitness Center

The fitness center on the downtown campus offers a convenient and enjoyable exercise option! Located in the Durango Building on the third floor, the fitness center includes new fitness equipment and an exercise studio. Patrons can get a cardiovascular, strength, or instructor-led workout between classes or after work. Call (210)-458-2735 for more information.

### Downtown Campus Hours

Fitness Center	6:30-8:30am 11am-9pm	6:30-8:30am 11am-7pm	11am-2pm	CLOSED



### Cost

Students: No cost

Staff/ Faculty: \$30 monthly membership fee

Lockers: Available for \$20/month (faculty, staff, and students)

### Showers and Lockers

Both showers and lockers are located in the basement of the Durango Building inside the women's and men's restrooms. Both are available 24 hours.

### Group Exercise

The Group X program is available to all UTSA students and Recreation Center members. There is no commitment or sign up required. Members and students may attend as frequently as they choose!! Participants must "sign in" for each class. The studios are located on the second floor of the Recreation Center to the right of the stairs. The studio is located in the Durango Building on the third floor (3.302). Schedule of activities can be obtained by visiting their website.

## Other Activities

### Fitness Assessments

Fitness Assessments are FREE to all UTSA students and Recreation Center members. Purposes of the assessment include: determining physical fitness; developing fitness goals; implementing a fitness program.

Schedule by Appointment Only - Email [Fitness@utsa.edu](mailto:Fitness@utsa.edu) to schedule an appointment

Appointment dates vary for services including: Nutrition Assessments, Fitness Competitions, and Massage Therapy.

## Where to Eat

### On Campus:

#### SUBWAY®

Monday-Thursday 10:00am-7:00pm  
Friday 10:00am-2:00pm

#### Grille Works

Monday-Thursday 7:00am-7:00pm  
Friday 7:00am-2:00pm

#### JCX Coffee & C-Store

Monday-Thursday 7:00am-6:00pm  
Friday 7:00am-2:00pm

#### Home Zone

Monday-Thursday 11:00am-2:00pm & 5:00pm - 7:00pm  
Friday 11:00am-2:00pm

#### Bene Pizzeria

Monday-Thursday 10:00am-7:00pm  
Friday 10:00am-2:00pm

### Walking Distance:

#### Pico de Gallo

Pico De Gallo Mexican Restaurant  
111 S. Leona St.  
Phone: (210) 225-6060, Fax (210) 225-7344

#### Radisson Hotel

502 WEST DURANGO  
Phone: (210) 224-7155, Fax: (210) 224-9130

#### Mi Tierra Café & Bakery

218 Produce Row  
Phone (210)-225-1262

#### La Margarita

120 Produce Row  
[info@lamargarita.com](mailto:info@lamargarita.com)  
Phone (210)-227-7140, Fax (210)-271-3097

#### Market Square Food Court Area

612 W. Commerce

*Ranchero Grill & Tap*  
Phone (210)-224-7366

*Teriyaki Kitchen of Farmers Market*  
Phone (210)-222-1117

*Que Lindo Es Jalisco*  
Phone (210)-225-7949

#### Restaurants within .5 Miles

##### Sanitary Tortilla Mfg Co

623 Urban Loop  
Phone (210)-226-9209

##### Golden Star Cafe

821 W. Commerce St.  
Phone (210)-223-1681

##### ASI Es MI Tierra Cafe & Bakery

218 Produce Row  
Phone (210)-225-1262

#### Quick Driving Distance (easy parking)

Bill Miller BBQ (Durango St.)

Blue Star Brewing Company (Alamo St.)

South Frio Saloon (South Frio)

El Mirador (St. Mary's St.)

Rosario's (Alamo St.)

China Latina (Alamo St.)

Madhatter's Tea House and Cafe (Beauregard St.)

## UTSA Police Department

In case of any emergency or concern, UTSA Police Dispatch may be contacted at Ext. 4242 (458-4242). As a general practice in any public situation, it is recommended that professors always be aware of any suspicious activity. Many deliveries are made to UTSA campuses daily and those are to be completed at designated places. Packages come through our DT campus mail services to our office. You should never accept packages or items being delivered for UTSA. Uncertain delivery personnel should be directed to the Police Office, BV 1.303

Emergency Number: 210-458- 4911

Non-Emergency Number: 210-458-4242

### Battery/ Locked car Assistance

The UTSA Police Dispatch offers battery/locked car assistance (Ext. 4242). Make, model, license plate, and color of vehicle will be required.

### Short Notice Class Cancellations by Faculty Members

Occasionally a faculty member may find it necessary to cancel a meeting of one of his or her classes on a short notice. During the university's normal business hours (M thru F 8:00 a.m.- 5:00 p.m.), the faculty member can notify his or her academic department about a short notice class cancellation. [Outside of the university's normal business hours](#), the faculty member can notify the UTSA Police Department by telephone at 458-4242 about any short notice class cancellations.

Weather Related Campus Information or Closing: Call 210-458-SNOW



## Lost and Found

All found property that is turned in to the University Police Lost & Found section is stored at the University Police Lost & Found for 60 days. After 60 days, the found property is transferred to the Surplus Property Department for public auctions or further disposition.

To report lost property items call 210.458.4242. To claim found property items, individuals must present a valid Texas Driver's license, UTSA photo ID card or a valid photo ID card from another source; military ID or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim property from the lost and found section.

# Important Dates for 2010-2011

## Verification of Class Rosters

In order to help the university to reduce the number of requests by students to add classes late into the semester, faculty members should verify that the name of each student attending and participating in a class appears on the class roster. An effective way to verify a class roster is not to accept assignments or examinations from students whose names do not appear on the official class roster, which can be accessed by faculty through Banner ASAP. Students who are attending a class but whose names do not appear on the roster should be notified so that they can rectify the problem. Note that the names of students who are auditing courses do not appear on class rosters.

## Student Study Days

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. [For Fall Semester 2010, the Student Study Days are Monday, December 6<sup>th</sup> and Tuesday, December 7<sup>th</sup>.](#) [For Spring 2011, the Student Study Days are Wednesday, April 28<sup>th</sup>, and Thursday, April 29<sup>th</sup>.](#)

## Drop Dates

Recall that a student who drops an individual course after Census Date and on or before the Drop Date (Automatic “W” Date) will automatically receive a grade of “W” in the course.

## Midterm Grades

Faculty members are required to report midterm grades for all freshmen, and for all other undergraduates whose course performance at the time midterm grades are submitted is at the level of a grade of “D” or “F.” [Midterm grades for Fall 2010 will be due Friday, October 1<sup>st</sup> at 2:00 p.m.](#)

## Final Examinations

ALL classes are expected to meet during the assigned final examination time, whether a final exam is to be given or not. This is necessary to ensure that we provide sufficient contact hours in each class to satisfy accreditation standards and expectations. [For Fall Semester 2010, the Final Examination Period is Saturday, December 8<sup>th</sup>-14<sup>th</sup>.](#) [For Spring 2011, the Final Examination Period is April 30<sup>th</sup>-May 6<sup>th</sup>.](#)

## Final Grade Reports

The final grade report for each course is due 48 hours after the final examination is given, and no later than [Friday, December 17<sup>th</sup> at 2:00 p.m](#) for the Fall 2010 semester and [Tuesday, May 10<sup>th</sup> at 2:00 pm](#) for the Spring 2011 semester.

Copies of the following forms have been attached:

**COEHD Associate Dean's Office - Shared Office Information**  
Cancelled Class Form  
Classroom Change Form

# COEHD Associate Dean's Office

## Faculty Office Information

Semester: Fall      Spring      Summer

Year:

Your Shared-Faculty Office:

Phone #:

Mailroom:

Access Code:

COEHD-DT Office:

COEHD-DT Phone:

*CANCELLED CLASS*

**DATE:** \_\_\_\_\_

**PROFESSOR:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**BLDG:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# CLASSROOM CHANGE

**DATE:** \_\_\_\_\_

**PROFESSOR:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**BLDG:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_