WELCOME!

On behalf of the Faculty Development Office, we would like to welcome you to the El Paso Community College. We trust you will enjoy a rewarding and successful teaching career!

Although the first semester of teaching is exciting, it can be overwhelming. The Faculty Development Office is here to help. Our goal is to provide you with a support network now and in the years to come. This handbook is the first step in alleviating some of the stress typical of the first semester of teaching. It is the result of a collaborative effort of EPCC faculty who want to provide you with the basic “survival” information any new EPCC instructor needs to know. Please refer to your EPCC Faculty Handbook for more detailed information.

Faculty Development Mission Statement:
The mission of the Faculty Development Office is to provide a comprehensive program of activities for faculty. This program is geared towards both professionals and personal development with intent of helping faculty become better prepared to serve their students, the College, and the community.

The Faculty Development coordinators are always attempting to improve this publication. If you see items that would improve the handbook for future instructors, please let us know.
• **Mission**
  – The mission of El Paso County Community College District is to provide educational opportunities and support services that prepare individuals to improve their personal quality of life and to contribute to their economically and culturally diverse community.

• **Vision**
  – The El Paso County Community College District Shall be the progressive leader in high-quality, innovative, educational opportunities in response to our border community.

• **Core Values**
  – Communication: We value and encourage open, interactive exchange of thoughts and ideas.
  – Competence: We value excellence as our standard in teaching and learning.
  – Integrity: We value honesty, ethical behavior, and professionalism in meeting our mission.
  – Personal Growth: We value the journey of faculty, staff, and students in becoming more conscious, productive, and contributing members of the community.
  – Respect: We honor and value each other in our diversity.
  – Student Success: We value a learning environment that enables students to succeed.
  – Trust: We value relationships based on honesty, reliability, and compassion.
EPCC STRATEGIC GOALS

• Provide Quality Education
• Provide Quality Student Services
• Demonstrate Continuous Improvement
• Strengthen Institutional Resources
• Increase Technological Capability
• Enhance the Image of the College
• Provide Personal Enrichment
• Promote Economic Development Initiatives
Welcome

- Mission Statement and Vision Statement

EPCC Mission Statement, Vision Statement and Core Values

EPCC Strategic Goals

What should I do before classes begin?
- Where and how do I get an ID card, parking decal and my paychecks?
- Where and how do I get a mailbox and syllabus information?
- What workshops and meetings must I attend during Faculty Development Week?

What helpful hints do you have for the first few weeks of the semester?
- What should I know about exams?
- What do I need to know about cheating and plagiarism?
- What should I do if I have a student with a disability in my class?
- What do I need to know about the Census Date?
- Is there any way to track students in my classes?
- How can I get students involved in the classroom?
- Are there college initiatives to improve student success?

What should I know about the end of the semester?
- What do I need to know about Student Grades?
- What should I know about incomplete grades and do I need to attend the Graduation ceremony?

What are some of the services and organizations that EPCC provides for me and my students?
- Is there any kind of program to help new faculty?
- What else is available from the Office of Faculty Development?
- What services and supplies are available at the ISC and the IMS?
- Where can I go to use a computer, receive computer skills training, or get help with my computer based project?
- Is there any place I can go between classes if I don’t have an office?
- What are some student programs I should know about?
- What do the student computer labs offer my students?
- Are there any programs for students in the military and veterans?
- How do I communicate with students and faculty

How do I find my way around campus?
- Campus maps

What are some phone and room numbers I should know?
“Start with a plan”

WHAT SHOULD I DO BEFORE CLASSES BEGIN?

"Be organized from the first day!"

"Partner with a mentor"
WHERE AND HOW DO I GET AN ID CARD, A PARKING DECAL AND MY PAYCHECKS?

• **ID Card**
  - You will need to go to the Campus Life Office to have your picture taken for your employee ID.
  - Your ID card will serve as your Employee Access Card (Proximity Card) and will allow you to enter your office.
  - You will need to go to your dean’s office where you will fill out an Access form. They will then forward the form to the police department.
  - You will then go to the police department with your ID card to allow access.
    - Your ID card will serve as your library card at all EPCC campuses. To check out books at UTEP, go to any EPCC library and apply for a TexShare card.
    - You may request that the police department activate your ID card to open doors after hours and computer classrooms.

  - **Campus Cashiers and Police Department locations are listed on the back cover.**

• **Parking Decal**
  - Pay your parking fee ($25/semester; $50/year) at the campus cashier window first, then take your receipt to the traffic office or visit the link below to buy your annual and semester parking decals. **Note:** you must register as a user in order to use this service (you can do this at the link below.)
  - [https://secure.touchnet.com/C20715_ustores/web/index.jsp](https://secure.touchnet.com/C20715_ustores/web/index.jsp)
  - **Traffic Office locations are listed on the back cover.**

• **Paychecks**
  - All EPCC employees are required to sign up for direct deposit.
WHERE AND HOW DO I GET A MAILBOX AND SYLLABUS INFORMATION?

• **Course Syllabus**
  – Check your division office for copies of old syllabi (Part I) to use as a reference. These are helpful but not mandatory guides for how you might organize your calendar, course requirements, policies, etc.
  – There is one standard course syllabus (Part II) format for several disciplines. Check with your coordinator, division office, or the college's website for a copy for your course. [http://www.epcc.edu/Catalog/Pages/Syllabi.aspx](http://www.epcc.edu/Catalog/Pages/Syllabi.aspx)
  – Remember that the syllabus is a contract between you and your students!
  – **How do I get copies of my syllabi?**
    • Copies can be made at any campus Instructor Services Center (ISC)
    • Please allow 24 hours for copy requests
    • ISC locations are listed on the back cover.

• **House Bill 2504**
  -- HB-2504 mandates that all public institutions of higher learning in the State of Texas make available to the public certain information concerning undergraduate academic programs.
  -- **Every semester you will have to upload all your course syllabi (Part I) to the House Bill 2504 website within the first week of classes.** You can find the link on the EPCC homepage under the “Faculty and Staff” link or in the “MyEPCC” link under “My Classes”.

• **Mailbox**
  – All faculty need to complete a mailbox or mail folder request. These are located at each campus ISC.
  – It is recommended that you check your mailbox or folder often. Mail left will be forwarded to your division dean.
  – ISC locations are listed on the back cover.
WHAT WORKSHOPS AND MEETINGS MUST I ATTEND DURING FACULTY DEVELOPMENT WEEK?

• Full-Time Faculty Requirements
  – Two workshops that provide Professional Development Credit
  – Orientation Session with your Dean & Coordinators
  – The General Session
  – Discipline Meetings
  – Equal Employment Opportunity & Equal Educational Opportunity
    • Includes sexual harassment awareness training
    • Faculty are required to attend this workshop once every two years

• Adjunct Faculty Requirements
  – One workshop that provides Professional Development credit
  – Equal Employment Opportunity & Equal Educational Opportunity, which includes sexual harassment awareness training
    • Faculty are required to attend this workshop once every two years

• Workshops Adjunct Faculty are Encouraged to Attend
  – The General Session
  – Discipline Meetings

All new faculty, fulltime and adjunct, are required to attend the New Faculty Orientation & the New Employee Orientation.
WHAT HELPFUL HINTS DO YOU HAVE FOR THE FIRST FEW WEEKS OF THE SEMESTER?

"Be flexible!"

"Ask questions"

- Keep good attendance from the first day -
WHAT SHOULD I KNOW ABOUT EXAMS?

- **Printing Exams**
  - Exams should be placed in a manila envelope to ensure privacy.
  - Exams are kept separately from regular printing requests. When picking up your exams, make sure you always specify to the ISC employee that you are picking up exams.

- **The Testing Center**
  - You can use the Testing Center for any type of exam.
    - Make-ups and retakes
    - Regular scheduled exams
    - Exams for CSD students
    - Essay form, multiple choice, etc.
  - Ask your campus testing center for their hours because they vary by day and campus.
    - There is an after-hours exam drop at each campus
  - Scantron forms are available from the Testing Center.
  - Scantron readers are located at the Testing Center.
  - **Testing Center locations are listed on the back cover.**
WHAT DO I NEED TO KNOW ABOUT CHEATING & PLAGIARISM?

• **Recommendations to deter cheating and plagiarism:**
  • Include a cheating & plagiarism policy in your class syllabus.
  • Refer students to the code of conduct listed in the Student Handbook.

• **What if I suspect plagiarism?**
  – Refer to the Student Rights and Responsibilities section in the Student Code of Conduct portion of the Student Handbook or the College Catalogue for more information on what steps to take when you suspect plagiarism.
  • Your campus librarians are also skilled at finding the internet source of plagiarized papers.

• **What if I find a student has cheated or committed plagiarism?**
  • Follow the established college procedure for disciplinary actions.
    – Board Policy 7.05.01, located in your EPCC Faculty Handbook
    – Stand by your syllabus policy
WHAT SHOULD I DO IF I HAVE A STUDENT WITH A DISABILITY IN MY CLASS?

• **What is the Center for Students with Disabilities?**
  The Center for Students with Disabilities seeks to facilitate the personal, educational, and career development of persons with disabilities of El Paso County in accordance with the Americans with Disabilities Act. El Paso Community College, through the Center for Students with Disabilities and its collaboration with other offices, serves students with a range of disabilities: physical, sensory (visual and hearing), mental, and other health related.

• **How will I know that my students need extra help?**
  – You will receive an official notice from the CSD (Center for Students with Disabilities) if the student needs extra help, i.e. extra time on an exam, note-taker, etc.
    • You must honor any & all requests on the official CSD notice.
    • You may request a copy of any CSD note-taker’s notes to ensure accuracy.
    • **You may not question a student about his/her disability.**
  – CSD locations are listed on the back cover.
WHAT DO I NEED TO KNOW ABOUT THE CENSUS DATE?

• Why should I be concerned about the census date?
  • The census date is used to determine an enrollment figure that is used to obtain funding by the state.

  – What do I need to do?
  • Instructors must take attendance from the first day of class through the census date. The census date varies according to the length of the semester. Check the academic calendar on the epcc website for the census date.
IS THERE ANY WAY TO TRACK STUDENTS IN MY COURSES?

- **Early Alert** is a retention initiative using DropGuard software that is available to all faculty teaching *First-Time-in-College* students.
- These students are identified with a flag next to their names in your rosters. The Early Alert System provides a useful platform for faculty to track student attendance and provide input on student's progress. With the attendance information in place, the Early Alert Program can then step in to help those students most at-risk of failing.
- You can find this tool on the MyEPCC website under the “My Classes” link under the Alert* tab.
- If you are interested in getting trained to use this program, contact Sandra Lujan at the Counselors office at X3119 or slujan9@epcc.edu.
HOW CAN I GET STUDENTS INVOLVED IN THE CLASSROOM?

• Student Engagement Techniques
Student Engagement Techniques (SET) can help get students involved in the classroom. The Community College Survey of Student Engagement (CCSSE) looks at students’ opinions of interaction in the classroom, among other things. The following techniques are ones that you may want to try in your next class. Note that only one or two should be used per classroom, and you’ll need to prepare the activity in advance. For more information, contact Janine Rudnick at jrudnick@epcc.edu.
<table>
<thead>
<tr>
<th>Set</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Pair/Square</td>
<td>Two students pair up to discuss a point, then meet with another pair.</td>
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<tr>
<td>2. Value Line</td>
<td>Learners are asked to physically move to a position on a line consistent with their opinion or assessment of something.</td>
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<tr>
<td>3. Solo</td>
<td>Learners are asked to work/reflect/write alone. Can be followed by a larger group discussion.</td>
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<tr>
<td>4. Background Knowledge Probe</td>
<td>Students fill out a short, simple, focused questionnaire prior to the start of a new unit, topic, or course.</td>
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<tr>
<td>5. PollEverywhere</td>
<td>Students either text or email a response to a question, poll, opinion, etc.</td>
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<tr>
<td>6. Case Studies</td>
<td>Students read a real or made-up story that generates differing opinions. Students will need to be able to think critically and justify their own views. Students can be asked to identify a character who is responsible, to give advice, or to complete a story.</td>
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<tr>
<td>7. Pop Up Reading</td>
<td>Students pop up (stand up) to read a paragraph aloud.</td>
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<td>8. Eagles and Hawks</td>
<td>Learners in pairs designate themselves as either an Eagle or a Hawk. They discuss a topic until the facilitator calls either “Eagles fly” or “Hawks Fly.” Once a new partner is found, the discussion immediately begins again.</td>
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<td><strong>9. Minute Paper</strong></td>
<td>At the end of class (or whenever an opportunity arises), have students fill out a card answering the following questions: 1) What have you learned that is a) interesting or b) useable; 2) What questions do you have?</td>
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<tr>
<td><strong>10. Jigsaw</strong></td>
<td>Divide students into groups of 3-4 students. Students meet as a “home” group, and then divide into “expert” groups. The expert group discusses a specific fact, thought, idea. Then students go back to their home group to share the differing ideas.</td>
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<tr>
<td><strong>11. Learning Style Assessment</strong></td>
<td>Students learn whether they are Thinkers, Doers, Feelers, or innovators. Instructors can prepare activities best suited for diverse learners.</td>
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<tr>
<td><strong>12. Assessment</strong></td>
<td>Students learn how they measure on Skip Downing's 8 Student Success Strategies.</td>
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<tr>
<td><strong>13. Brainstorm</strong></td>
<td>Groups come up with ideas in a short period of time.</td>
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<tr>
<td><strong>14. Gallery Walk</strong></td>
<td>Students write ideas on a piece of paper or poster board and tape to the classroom wall. Other students walk around the room to learn about each group’s ideas.</td>
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<tr>
<td><strong>15. Shaky Line</strong></td>
<td>Have students stand in lines across from another student. On the instructor's command, students share an idea, and then move down one place.</td>
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<tr>
<td><strong>16. Student Options</strong></td>
<td>Give the students options of assignments or tests. (Ex: quizzes vs. tests; speech vs. quiz)</td>
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ARE THERE COLLEGE INITIATIVES TO IMPROVE STUDENT SUCCESS?

The 4 Disciplines of Execution (4DX)

- The 4DX initiative is a mechanism to make sure that every department of the college is focused on their goals. By following the 4 disciplines:
  - Focusing on the Wildly Important
  - Acting on Lead Measures
  - Keeping a Compelling Scoreboard
  - Creating a Cadence of Accountability

EPCC can produce breakthrough results in student success.

- For more information on 4DX, you can visit [http://www.4dxbook.com/blog/category/4dx-videos/](http://www.4dxbook.com/blog/category/4dx-videos/)
- More information will be disseminated at discipline and department meetings.
EPCC was competitively selected as one of only 30 colleges across the nation to participate in the American Association of Community Colleges (AACC) Pathways Project focused on building capacity for community colleges to design and implement structured academic and career pathways for all students.

This project will require college-wide commitment to improve college completion and equity in student outcomes. Pathways builds on the nationally recognized work and goals of the College:

- **Engagement**
- **Partnerships and Pathways**
- **Creating a College-Going Culture**
- **Completion**

Faculty will play an important role in strengthening Pathways which will allow EPCC to make even greater strides in creating student success.
WHAT SHOULD I KNOW ABOUT THE END OF THE SEMESTER?
WHAT DO I NEED TO KNOW ABOUT STUDENT GRADES?

• Grade Sheets
  – The Registrar’s Office or your division office can supply you with a standard grade sheet. However, computer generated grade sheets are also acceptable. Please use the following directions:
    • Dark blue or black ink only
    • 12 Font (or larger) only
    • No shading or highlighting
    • Include student names and ID
    • Include instructor’s name, course name and number (Ex: Math 0300-21237) and semester.

• Student Drops
  – The last day to drop students varies according to the amount of weeks in the semester. Check the academic calendar located on the EPCC website for the last day to drop with an automatic “W” (“W”’s are not calculated into the GPA).
  -- If a student drops a class, he/she cannot be reinstated. If an instructor drops a student, the instructor may reinstate the student. When reinstating a student, the paperwork must be completed by the instructor, not the student.
  – Instructors for Remedial Courses are the only ones that may drop students at the end of the semester.
  – Check with your division dean about your division’s drop policy.
• **Recording the Final Grades**
  – Grades must be submitted electronically (using the Banner System). In addition, a hard copy of grades may be submitted to any campus registrar or you can upload your grades at the MyEPCC website under the “My Classes” link in the “Grades” tab.

• **A Note About Banner**
  – The Banner System is accessed through the EPCC website [www.epcc.edu](http://www.epcc.edu). This system also allows you to view your most up-to-date class rosters.
  – Banner training is available through the Technology Resource Center.
  – It is recommended that you keep your own copies of class grade records for future use.

• **The Registrar’s Office locations are listed on the back cover.**
WHAT SHOULD I KNOW ABOUT INCOMPLETE GRADES AND DO I NEED TO ATTEND THE GRADUATION CEREMONY?

• What do I do if a student requests an incomplete grade?
  – There are many reasons you might consider giving a student a grade of Incomplete. Some of these include illness, family problems, military leave, etc.
  – Check with your division dean for your division’s policy on grades of Incomplete.

• How do I give the incomplete grade?
  – You and your student must fill out a Request for Assignment of Incomplete Grade form.
  – The student has 3 months from the date of the end of the semester for which he/she received the Incomplete to complete the required assignments.

• Request for Assignment of Incomplete Grade forms are available from the Registrars Office and your division office.

• The Graduation Ceremony
  – Full-time instructors are required, and adjunct faculty are encouraged to attend one graduation ceremony a year.
  – You may sign-up for the graduation ceremony at your division office.
    • There are two graduation ceremonies for the Fall and Spring semesters. Which one you attend depends on your discipline; check with your division office so you know which one (afternoon or evening) you need to attend. Let your dean know which ceremony you will be attending (spring or fall) so you will receive credit. Your division office keeps attendance of who and when faculty attend graduation ceremonies.
WHAT ARE SOME OF THE SERVICES AND ORGANIZATIONS THAT EPCC PROVIDES FOR ME AND MY STUDENTS?
IS THERE ANY KIND OF PROGRAM TO HELP NEW FACULTY?

• New Faculty Orientation & Information Expo
  – The New Faculty Orientation mission is to familiarize new faculty with the College, its mission and goals, instructional and student resources, and services available.
  – A series of instructional workshops are also provided.
  – **New Faculty Information Expo**
    • A networking fair where EPCC organizations & programs come together to share information with new faculty.
    • Held the evening of New Faculty Orientation

• On-line Training Modules
  – These training modules are learning tools that prepare faculty for teaching at EPCC and improve teaching in general. The instructor can access these 24 hours a day, 7 days a week, from any computer with an internet hookup.
  – Modules are also good for receiving Coordinating Board credit as ongoing Faculty Development workshops
  – Training modules are available at [https://start.epcc.edu/Training/Signln.aspx?ReturnUrl=%2fTraining%2fIndex.aspx](https://start.epcc.edu/Training/SignIn.aspx?ReturnUrl=%2fTraining%2fIndex.aspx)

**Faculty Development**
  – Coordinator, Celeste Favela  831-3368, cdelgad6@epcc.edu
  – Coordinator, Ruth Vise  831- 8841  rvise@epcc.edu
  – Administrative Associate, Ana Resendez  831-2201, anar@epcc.edu
WHAT ELSE IS AVAILABLE FROM THE OFFICE OF FACULTY DEVELOPMENT?

- **Faculty Development Week**
  - In-service usually takes place during the week prior to the start of classes for the fall and spring semesters. Activities are scheduled throughout the week with Thursday being the day that district-wide workshops are held. A new faculty orientation is held in conjunction with the program. See p.20 for more details.
  - **Ongoing Faculty Development Workshops**
    - Faculty Development workshops continue to be offered throughout the year.

- **Faculty Newsletter**
  - The Faculty Newsletter informs the faculty about the college, its support services, and general information of interest to faculty. The newsletter is distributed to all faculty quarterly. The newsletter contains information on upcoming conferences, seminars, book reviews, teaching tips, announcements, kudos, updates on programs, activities, etc.

- **Faculty Retreat**
  - The Faculty Retreat provides an opportunity for faculty and administrators to participate in an activity which fosters intellectual sharing and creative dialogue. In the process, communication between faculty and administrators produces a heightened degree of camaraderie and a positive attitude toward the College and one's profession.
  - An annual retreat is planned for each spring semester by an ad-hoc committee.

- **Southwest Seminar for Great Teaching**
  - This Seminar is based on the premise that college faculty are a rich resource that needs to be tapped via a format which encourages learning from each other. The Southwest Seminar for Great Teaching takes a participant-centered focus that allows those in attendance to determine much of the content.
  - A regional seminar on teaching is held every fall in various locations. The seminar attracts faculty from throughout the southwest. Around 90-100 faculty from over twenty colleges are in attendance. Award winners and a cross section of faculty are sent to the seminar.
• **Leadership Academy**
  - The Academy is a one-year training opportunity and program designed to enhance leadership qualities, strengths, and skills of College employees.
    - Track I, Fundamentals of Leadership, is open to all EPCC employees (full-time and part-time), by self-nomination.
    - Track II, Advanced Leadership, is open to all EPCC employees who currently hold positions of leadership, including employees who have supervisory responsibility for at least five employees, who serve as a Faculty Coordinator, who currently serve as officers in an EPCC employee association, or as advisors to student clubs. Entry into Track II can be gained by self-nomination or by supervisory nomination.
    - Fundamentals of Leadership graduates are also eligible to participate in the Track II, Advanced Leadership program.
• **Mini-Grants**
  - Mini-grants provide funding to support a project that meets one of the following criteria:
    -- The educational/professional development of the employee which supports the instructional mission of EPCC
    -- The development/implementation of new teaching techniques
    -- Addresses educational problems or issues faced by the College District employees, students or the greater community
  - Applications need to be completed and forwarded to the Professional Development Committee through your Dean. Upon committee review, applicants will be notified of the decision regarding their project. Application can be made anywhere from 45 days to a semester in advance of the project.

• **Shooting Star Program**
  - The Shooting Star Program is an employee appreciation and incentive program.
  - A Shooting Star is a person whose abilities and talents appear to extend “above and beyond” the parameters of their job description.
  - These talents very well may cause an employee’s “above and beyond” attitude and ultimately make this employee worth recognizing.

• **Teachership Academy**
  - The Teachership Academy is a ten-month professional developmental program designed to provide faculty a cohort experience while focusing on Teaching and Learning and providing them the opportunity to implement what they have learned through an Action Research Project conducted in their classes as the culmination of the Academy experience.
• **Spanish Immersion Program**
  - The program is designed to promote increased conversational skills through immersion in Spanish so as to have improved ability to communicate with Spanish dominant students. Applicants travel to Mexico for formal training and cultural immersion. Participants are put in situations where they are forced by circumstances to learn and use Spanish. **Available to:** All full & part-time faculty.

• **Wellness Program**
  - The Wellness Program mission is to discuss health and environmental issues and personal renewal concerns in a relaxed atmosphere; to provide an opportunity for faculty, staff, and administrators to become better acquainted
  - A wellness coordinator works with the faculty development office to plan and implement wellness activities. Activities include guest speakers, hikes, health screenings, fitness activities, etc... In addition, a wellness weekend is held each year.
WHAT SERVICES AND SUPPLIES ARE AVAILABLE AT THE ISC (INSTRUCTORS SERVICE CENTER) AND THE IMS (INSTRUCTIONAL MEDIA SERVICES)?

• ISC
  – Copies
    • Please allow 24 hours for copy requests
    • Copy requests can also be turned in on diskette, hardcopy or emailed
      – MDPISC@epcc.edu
      – NWISC@epcc.edu
      – RGISC@epcc.edu
      – TMISC@epcc.edu
      – VVISC@epcc.edu
  – Paper/Supplies
    • Reams and larger quantities of paper are available at the ISC. There is a different form for this, but you use the same account number you use for copies.
  – Typing
  – Word Processing
  – Transparencies
  – Binding
  – Message Center
  – Test Security
  – Mail Services
  – Fax Services

• IMS
  – Some of the Technical Equipment Available
    • Movies
    • VCRs
    • Televisions
    • Projectors
    • Laptops computers
    • Film projectors
    • Cassette & CD Players
    • Video camera
    • Portable screens
    • Public address system
    • Microphone with stand
    • Multi-media carts

Other Services
  • Transparencies
  • Lamination
  • Audio and video tape duplication to CD/DVD

ISC and IMS locations are listed on the back cover.
WHERE CAN I GO TO USE A COMPUTER, RECEIVE COMPUTER SKILLS TRAINING, OR GET HELP FOR MY COMPUTER BASED PROJECT?

- **Technology Resource Center**
  - The Technology Resource Center provides services and resources to assist faculty and staff in becoming more effective and creative employees. Individual instruction and assistance is available on a walk-in or appointment basis.
  - Locations and hours (Monday thru Friday): Valle Verde Campus (C201) from 7:30 am to 5 pm
    Rio Grande Campus (B500) from 8 am to 5 pm
    Transmountain Campus (1504) from 10 am to 4 pm
  - Arrangements can be made to use the facilities on weekends or evenings. Up-to-date equipment, hi-speed printer, scanners (including a deluxe slide scanner), webcams, and other peripherals make it easy to complete a project. It also has a fax machine, typewriter, and phones. Professionals are available to provide quick assistance.
  - Workshops are offered throughout the district during each semester on a wide variety of topics. All of the workshops are free to faculty and staff although reservations are highly encouraged. Special arrangements can be made to bring a workshop to your campus.
    - Internet Workshops, including Banner 7 for Grade Input
    - Microsoft Office 2010 (Excel, PowerPoint, and Word)
    - Workshop Reference Material
    - SharePoint: My Courses
  - Horizon Wimba technology provides live training from your desktop or home. Archives can also be viewed at the instructors convenience.
IS THERE ANY PLACE I CAN GO BETWEEN CLASSES IF I DON’T HAVE AN OFFICE?

• **Adjunct Faculty Office**
  
  – There are adjunct faculty offices on each campus. Some of these offices have computers, internet access, lockers and telephones.
  
  – You may schedule office hours and meet with students at the Adjunct Faculty Offices.
  
  – **Adjunct Faculty offices are listed on the back cover**

• **Technology Resource Center**
  
  – The Technology Resource Center is located on the Valle Verde campus (C202), the Rio Grande campus (B500), and the Transmountain Campus (1504).
  
  – You may **not** schedule office hours or meet with students at the Technology Resource Center.
  
  – See page 23 for more information about what is available from the Technology Resource Center.
WHAT ARE SOME STUDENT PROGRAMS I SHOULD KNOW ABOUT?

- **The Honors Program**
  - The program's main goal is to provide academically challenging course work and encourage higher levels of reasoning and critical thinking skills.
  - Contact the Honors Program for eligibility requirements.
    - [http://www.epcc.edu/HonorsProgram/Pages/default.aspx](http://www.epcc.edu/HonorsProgram/Pages/default.aspx)
- **Phi Theta Kappa (PTK) Omega Gamma Chapter**
  - The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa provides opportunities for the development of leadership and services, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.
  - Contact the PTK Program for eligibility requirements.
- **RISE to the Challenge Program**
  - To provide students with the tools to succeed in college, transfer to a four-year university, and pursue a biomedical research career and a Ph.D.
    - [http://www.epcc.edu/rise/Pages/default.aspx](http://www.epcc.edu/rise/Pages/default.aspx)
- **Service Learning Program**
  - The Service Learning Program at El Paso Community College encourages civic responsibility among students through community service. It provides resources and support for students, and faculty who are currently using or would like to integrate service learning into their course, and for community agencies who are interested in partnering with El Paso Community College.
    - [http://www.epcc.edu/ServiceLearningProgramPages/default.aspx](http://www.epcc.edu/ServiceLearningProgramPages/default.aspx)
- **Diversity Programs**
  - The Diversity Programs Office strives to foster and promote cultural awareness and respect among employees and students and the surrounding El Paso community. Their target is to educate and disseminate information that highlights and celebrates the numerous cultures which construct and impact our world.
    - [http://www.epcc.edu/diversityprograms/Pages/default.aspx](http://www.epcc.edu/diversityprograms/Pages/default.aspx)
• **Learning Communities**
  – Learning communities are groups of courses that are linked together by a common theme. Ideally, learning communities support learning to learn as a social act. Students enrolled will bring the confidence and social energy fostered by membership in the community into the classroom.
    • [http://www.epcc.edu/LearningCommunity/Pages/default.aspx](http://www.epcc.edu/LearningCommunity/Pages/default.aspx)

• **Career Services**
  -- The Career Services Offices are located at each campus and provide career planning and resources, cooperative education, job placement/post job, on-campus recruitment, and transfer services
    [http://www.epcc.edu/CareerServices/Pages/default.aspx](http://www.epcc.edu/CareerServices/Pages/default.aspx)

• **Tutorial Support Services**
  The Tutorial Services staff is dedicated to helping students become self-motivated, independent learners. They provide tutoring assistance for Math, Reading, Writing, Science and ESAL. In addition, Tutoring is also available for the ACCUPLACER, GED, and THEA Exams.
  --**Retention Action Program**
  The Retention Action Program (RAP) addresses the necessary skills to succeed in Career Technical Education studies. RAP provides tutoring in the core curriculum in courses in the Career Technical Education fields of study. In addition, other areas are also covered: basic skills reading, writing, and math. RAP also introduces students to several learning strategies that can be applied to all courses across the curriculum.
    [http://www.epcc.edu/tutorialservices/Pages/default.aspx](http://www.epcc.edu/tutorialservices/Pages/default.aspx)
• **Student Leadership and Campus life**
  - The mission of the Department of Student Leadership is to promote co-curricular opportunities that facilitate leadership development.
  - [http://www.epcc.edu/campuslife/Pages/LeadershipEPCC.aspx](http://www.epcc.edu/campuslife/Pages/LeadershipEPCC.aspx)

• **Athletics**
  - El Paso Community College is a member of the National Junior College Athletic Association competing in Region V and the Western Junior College Athletic Conference.
  - [http://www.epcc.edu/Athletics/Pages/default.aspx](http://www.epcc.edu/Athletics/Pages/default.aspx)

• **Intramural Sports**
  - Getting fit and having fun is the goal of the Intramural Sports Program. This program provides a comprehensive quality of recreational sports and activities designed to meet the diverse needs and interests of students, faculty, and staff members of El Paso Community College.
  - [http://www.epcc.edu/campuslife/Pages/IntramuralSports.aspx](http://www.epcc.edu/campuslife/Pages/IntramuralSports.aspx)

• **Leadership EPCC**
  - Leadership EPCC provides opportunities for students to develop leadership skills, encouraging them to become leaders on their campuses, in their communities, and in the workforce. Participants will explore, discover, and enhance the leader within themselves.
  - [http://www.epcc.edu/campuslife/Pages/LeadershipEPCC.aspx](http://www.epcc.edu/campuslife/Pages/LeadershipEPCC.aspx)

• **Student Clubs**
  - For a list of all the clubs available at EPCC, visit [http://www.epcc.edu/campuslife/Pages/StudentClubsOrganizations.aspx](http://www.epcc.edu/campuslife/Pages/StudentClubsOrganizations.aspx)

• **Student Government Association (SGA)**
  - The SGA provides resources and opportunities for students. Their number one goal is to serve students and be sensitive to their needs.
  - [http://www.epcc.edu/campuslife/Pages/StudentGovernmentAssociation.aspx](http://www.epcc.edu/campuslife/Pages/StudentGovernmentAssociation.aspx)
WHAT DO THE STUDENT COMPUTER LABS OFFER MY STUDENTS?

• Student Computer Labs
  -- Academic Computing Services
  Academic Computing Services (ACS) provides and maintains the computer labs located at each campus where any EPCC student can work on assignments and projects, access the internet, e-mail, Smart Start Net, and other online services.

• -- Americana Language Program
  This lab is equipped with current computer equipment and software so students can practice their oral/aural and reading comprehension/writing skills.

-- PREP Labs
  The PREP Program’s purpose is to help the student PREPare for college by helping students improve their college placement scores. PREP offers computerized assisted tutorials that aid the student in refreshing their Math, Reading, and Writing skills.

-- Computer labs for students are located at each campus and provide up to date software and processing abilities for students, as well as a place to print out their work.

• Student Technology Services
  -- component of EPCC Instructional area, comprised of students and student managers, supervised by a professional staff member. STS provides students with an opportunity to gain professional experience, while earning an income.
  http://www.epcc.edu/STS/Pages/default.aspx

Labs are located on the back cover
ARE THERE ANY PROGRAMS FOR STUDENTS IN THE MILITARY AND VETERANS?

- **GoArmyEd**
  - GoArmyEd is your virtual gateway for soldiers on active duty to request Tuition Assistance (TA) online for classroom and online college courses. GoArmyEd is used by soldiers to achieve their college goals. Colleges use GoArmyEd to show degree and course offerings to soldiers.

- **Veterans Affairs Office**
  - El Paso Community College enrolls over one thousand veterans and dependents every semester and provides support to help you in every step of your college experience. Dedicated Veterans Affairs staff are available on a full-time basis at the Valle Verde and Transmountain campuses and upon request at any of the other campuses.

- **EPCC Military Club**
  The purpose of this club is to (1) assist all veteran and active military students, including military affiliated students (spouses and children) in a smoother transition from a military life style into a civilian educational environment; (2) establish a military family type unity by encouraging and supporting student club members to pursue and achieve their future goals through an EPCC and/or university education; (3) directly support the college by uniting and recruiting new members to meet and discuss their opinions, suggestions and ideas on bettering the college environment; (4) achieve club goals through a "Vets Helping Vets" approach in order for members to become more involved in campus activities, as well as veteran social programs, therefore supporting school spirit and fellow club membership harmony.

- For more information about GoArmyEd and the Veterans Affairs Office, visit - [http://www.epcc.edu/military/Pages/default.aspx](http://www.epcc.edu/military/Pages/default.aspx)
HOW DO I COMMUNICATE WITH STUDENTS AND FACULTY?

• **Outlook**
  -- Outlook Web Access (OWA) provides you with a convenient method of accessing your EPCC E-mail when you are away from the office. Your EPCC email/network passwords remain the same for all email access.

• **Banner**
  -- The [Banner System](#) allows you to access/manage your online information such as looking up classes, registration, add/drops, view your schedule, grades, and as an employee, obtain payroll advice and history, and view tax forms.

• **Blackboard**
  – The Blackboard Learning System is the online course delivery portal. Login using your EPCC User Name and password. Your password is your EPCC Banner PIN number.
• Tejano Alert Emergency Notification System
  -- The Tejano Alert Emergency Notification System is used by EPCC to keep everyone immediately informed of emergencies or similar unexpected events that affect EPCC students, faculty and staff i.e., disasters, hazardous weather, police emergencies, or other unexpected events affecting the conducting of classes or college business.
  -- To register for Tejano Alert, visit http://www.epcc.edu/Alert/Pages/default.aspx

• SharePoint: My Courses
  -- My Courses is a Microsoft SharePoint template is an email application that helps students use the Internet for collaboration on campus, in the classroom, and in their daily lives.
  -- For training on how to use My Courses, visit http://www.epcc.edu/IT/TRC/Pages/SharePointCourses.aspx

• My EPCC: Live@edu
  -- My EPCC Live@edu is an email system between instructors and students.
HOW DO I FIND MY WAY AROUND CAMPUS?
**WHAT ARE SOME PHONE AND ROOM NUMBERS I SHOULD KNOW?**

Telephone numbers are in parentheses - all numbers use the 831 prefix

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