

Jacksonville College



Faculty Handbook

2019-2020

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JACKSONVILLE COLLEGE GUIDING STATEMENTS

STATEMENT OF FAITH

- The Bible is the inerrant, infallible word of God and is the final authority in all matters of belief and practice.
- There is one and only one living and triune God. He is Creator, Redeemer, Preserver, and Ruler of the Universe.
- Christ is the eternal Son of God. In His incarnation, Jesus was conceived of the Holy Spirit and born of the virgin Mary.
- Man is the special creation of God, who created us male and female.
- Salvation is the gracious act of God through faith in Jesus Christ and Him alone.
- Believers are to mature in the faith through discipleship and serve God and others through a New Testament church.
- Jesus Christ will return personally and visibly in glory to the earth.
- Christ will judge all men according to His will.

MISSION STATEMENT

Jacksonville College exists to provide a quality education from a biblical worldview that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning.

VISION STATEMENT

The Jacksonville College vision is to pray for a movement of God, to provide more room for growth, and to prepare students for a global tomorrow.

JACKSONVILLE COLLEGE INSTITUTIONAL GOALS

- Provide a Christ-centered quality education that prepares students for further educational endeavors. (*Colossians 3:23*)
- Prepare our students to demonstrate their Christian faith in every dimension of life. (2 *Timothy 2:2*)
- Promote lifelong learning for students, faculty, staff, and community. (2 *Timothy 2:15*)
- Pursue our vision for growth in operations, endowments, and capital improvements. (2 *Corinthians 8:21*)
- Produce students who are equipped for Christian servant leadership in the global community. (*Matthew 5:13-16; 28:19-20*)

GENERAL EDUCATION LEARNING OUTCOMES

- Information Literacy - Jacksonville College graduates should be able to apply principles of information literacy to engage in research, analyze evidence, and form conclusions/judgements to meet specific course requirements and develop skills for lifelong learning.

- Communication/Presentation Skills - Jacksonville College graduates should be able to formulate and organize ideas resulting in purposeful presentations, which increase knowledge, foster understanding, and affect the attitudes, values, and beliefs of themselves and others.
- Critical Thinking, Mathematics, Reading and Writing Collegiate Level Competencies - Jacksonville College graduates will demonstrate collegiate level competencies that meet or exceed the national norms as evidenced by scored responses on a standardized assessment.

GENERAL EDUCATION RUBRIC

Student name_____		Student ID#_____			Date _____		
Course Prefix and # _____		Assignment Title _____					
General Education Rubric							
0=not present 1 = not readily present 2 = Needs extensive revision 3=satisfactory 4=strong 5=outstanding							
Insights and ideas clearly presented		0	1	2	3	4	5
Addresses a target audience		0	1	2	3	4	5
Organizes and uses prescribed format		0	1	2	3	4	5
Word choice effectively and actively communicates the message		0	1	2	3	4	5
Integrates source materials		0	1	2	3	4	5
Attention given to grammar and mechanics		0	1	2	3	4	5
Sufficient collection and analysis of evidence		0	1	2	3	4	5
Draws conclusions/makes judgements		0	1	2	3	4	5
Increases knowledge for audience and/or fosters understanding		0	1	2	3	4	5
Promotes change in attitudes, values, beliefs, or behaviors		0	1	2	3	4	5
Comments							
Final Grade (multiply rubric total score by 2)							

JACKSONVILLE COLLEGE ACADEMIC CALENDAR 2019-2020

FALL 2019

Moodle Courses Viewable	August 1
Faculty Staff In-Service	August 7-8
Placement Testing	August 9 & 12
Registration	August 9 & 12
Move In 8 a.m.-4 p.m.	August 9 & 12
Student Orientation at 2 p.m.	August 13
Back to School Bash at 6 p.m.	August 13
Classes Begin at 8 a.m.	August 14
Late Registration Ends at 4 p.m.	August 20
Last Day to Add/Drop Ends at 4 p.m.	August 20
Labor Day Holiday	September 2
Classes Resume at 8 a.m.	September 3
Mid-Semester Exams	October 7-10
Mid-Term Grades Posted by 5 p.m.	October 15
Advising/Early Registration for Winter	October 16
Last Day to Withdraw with "W"	October 16
Last Day to Apply for December Graduation	November 8
Advising/Early Registration for Spring	November 18
Thanksgiving Holiday	November 25-29
New Student Early Registration for Spring	December 2
Final Exams	December 4-5
Official Close of Semester	December 5
Early Spring Registration Ends	December 6
Grades Posted by 5 p.m.	December 9
December Graduation	December 13
Last Day to Change an Incomplete	January 19

WINTER 2019-2020

Moodle Courses Viewable	November 27
Placement Testing	December 9
Registration	December 9-10
Classes Begin/Full Payment Due	December 11
Late Registration Ends at 4 p.m.	December 12
Last Day to Add/Drop Ends at 4 p.m.	December 12
Last Day to Withdraw with "W"	December 18
Final Exams/Last Day of Winter	January 3
Grades Posted by 5 p.m.	January 6
Last Day to Change an Incomplete	January 21

SPRING 2020

Moodle Courses Viewable	January 1
Faculty Staff In-Service	January 8
Placement Testing	January 9-10
Registration	January 9-10
New/Return Student Move In 8 a.m.-4 p.m.	January 9-10
Classes Begin at 8 a.m.	January 13
Martin Luther King Jr. Holiday	January 20
Classes Resume at 8 a.m.	January 21
Late Registration Ends at 4 p.m.	January 21
Last Day to Add/Drop Ends at 4 p.m.	January 21
Mid Semester Exams	March 2-5
Spring Break	March 9-13

Mid-Term Grades Posted by 5 p.m.	March 17
Classes Resume at 8 a.m.	March 16
Advising/Early Registration for Summer	March 18
Last Day to Withdraw with "W"	March 25
Last Day to Apply for May Graduation	March 25
Easter Break	April 10- 13
Classes Resume at 5:30 p.m.	April 13
Advising/Early Registration for Fall	April 16
New Student Early Registration for Fall	April 27
Final Exams	May 5-6
Official Close of Semester	May 6
Early Fall Registration Ends	May 7
Graduates Grades Posted by 5 p.m.	May 7
Graduation Rehearsal at 8 a.m.	May 9
Commencement at 10 a.m.	May 9
All Grades Posted by 5 p.m.	May 11
Faculty In-Service	May 11
Last Day to Change an Incomplete	June 20

MAYMESTER 2020

Moodle Courses Viewable	April 29
Placement Testing	May 12
Registration	May 12
Classes Begin/Full Payment Due	May 13
Late Registration Ends at 4 p.m.	May 14
Last Day to Add/Drop Ends at 4 p.m.	May 14
New Student Registration for Fall	May 16
Last Day to Withdraw with "W"	May 22
Memorial Day Holiday	May 25
Final Exams/Last Day of Maymester	May 27
Grades Posted by 5 p.m.	May 28
Last Day to Change an Incomplete	June 11

SUMMER I 2020 - 2 HOUR CLASSES *M-R

Moodle Courses Viewable	May 18
Placement Testing	May 28
Registration	May 28
Classes Begin/Full Payment Due	June 1
Late Registration Ends at 4 p.m.	June 2
Last Day to Add/Drop Ends at 4 p.m.	June 2
Walk In Registration for Fall	June 9 & 23
Last Day to Withdraw with "W"	June 19
Final Exams/Last Day of Summer 1	June 25
Grades Posted by 5 p.m.	June 29
July 4 th Holiday	July 3
Last Day to Change an Incomplete	July 15

SUMMER II 2020 - 2 HOUR CLASSES *M-R

Moodle Courses Viewable	June 22
Placement Testing	June 29
Registration	June 29-30

Classes Begin/Full Payment Due	July 6	Grades Posted by 5 p.m.	August 3
Late Registration Ends at 4 p.m.	July 7	August Graduation	August 4
Last Day to Add/Drop Ends at 4 p.m.	July 7	Last Day to Change an Incomplete	August 18
Last Day to Apply for August Graduation	July 17		
Walk In Registration for Fall	July 14 & 28	*M-R indicates Monday, Tuesday, Wednesday, Thursday Class Days	
Last Day to Withdraw with "W"	July 20		
Final Exams/Last Day of Summer 2	July 30		

International DFW Trip Dates

Fall 2019: New Students 8/8/19; Returning Students 8/11/19; **Drop Off** 12/6/19 **Spring 2020:** 1/9/20; **Drop Off** 5/11/20

BLACKOUT DATES

The days listed below are days faculty members are **REQUIRED** to be here unless special permission is granted by the Academic Dean

- August 7 - 14
- December 2 - 6
- January 8 - 13
- Homecoming Date TBD
- May 5 - 11
- *May 16
- *June 9 and 23
- *July 14 and 28

*See Academic Dean for more details regarding these dates.

ACADEMIC DEPARTMENTS AND DEPARTMENT CHAIRS

DEPARTMENT OF BUSINESS AND COMPUTER SCIENCE

Accounting, Business, Economics, Computer Science

Chair: Michael Creech

Degree: M.S.

Total Number in Department: 4

DEPARTMENT OF EDUCATION, PSYCHOLOGY, AND SOCIOLOGY

Education, Sociology, Psychology

Chair: Michelle Kearney

Degree: M.A.

Total Number in Department: 8

DEPARTMENT OF FINE ARTS

Art, Drama, Music

Chair: TBD

Degree: M.S.

Total Number in Department: 2

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Physical Education

Chair: Ken Hamilton

Degree: M.S.

Total Number in Department: 3

DEPARTMENT OF LITERATURE AND LANGUAGES

English, Speech, Spanish

Chair: Vanita Pettet

Degree: M.A.

Total Number in Department: 6

DEPARTMENT OF MATHEMATICS

Mathematics

Chair: Jodye Jay

Degree: M.Ed., Post Graduate Work

Total Number in Department: 4

DEPARTMENT OF RELIGION AND PHILOSOPHY

Religion and Philosophy

Chair: Dr. Mike Smith

Degree: M.Div., M.R.E., D.Min., Ph.D

Total Number in Department: 5

DEPARTMENT OF SCIENCE

Agriculture, Biology, Geology, Chemistry, Medical Terminology

Chair: Tina Lane

Degree: M. S.

Total Number in Department: 5

DEPARTMENT OF SOCIAL SCIENCE

Criminal Justice, Geography, Government, History, Humanities

Chair: Dr. Patricia Richey

Degree: M.S., M.Ed., Ed.D., Post graduate work

Total Number in Department: 4

FREEDOM OF EXPRESSION FOR ALL EMPLOYEES

Jacksonville College believes that an employee has the right to express what he or she believes is truth. However, freedom of expression carries with it a sense of responsibility to the College and to the community it represents. This includes inappropriate posts or criticism of the College on social media, failure to show patriotism by not standing for the national anthem, and refusing to salute the American flag. Public criticism of the College should never be engaged in until such matters have been presented to the President and the Board of Trustees for their consideration. If the criticism causes disrespect for the College, such expression will not be permitted, and the employee is subject to immediate termination.

ACADEMIC FREEDOM FOR FACULTY

The principle of academic freedom is approved by Jacksonville College. An instructor has the right to explore within his or her field of assignment and to express in or out of the classroom what he or she believes is truth. Academic freedom carries with it a sense of responsibility to the College and to the community it represents. Academic freedom of expression may not violate the mission or doctrinal statements of the College. Public criticism of the College should never be engaged in until such matters have been presented to the Board for consideration. If the criticism causes disrespect for the College, such expression will not be permitted, and the faculty member is subject to immediate termination.

Procedure for Reporting and or Appealing Issues Regarding Academic Freedom.

- a. An incident report is submitted to the Vice President of Academic Affairs. (See [“Reporting an Incident Involving Academic Freedom”](#) form.)

- b. The Vice President of Academic Affairs will hear the case. The faculty member can present counter-evidence, confront the accuser, and have legal counsel present. (Legal counsel may not speak.)
- c. The V.P. will render a decision and notify in writing the faculty member whose academic freedom is in question.
- d. If the faculty member finds the decision unsatisfactory, he/she may appeal the decision to an ad hoc committee appointed by the V.P. who will review the evidence. (See [“Appealing an Academic Freedom Decision”](#) form.)
- e. If the faculty member still finds the decision unsatisfactory, he/she may appeal the decision to The President. The President may choose to meet with the faculty member or to review the record of the matter. The President will render a decision in writing to the faculty member whose academic freedom is in question.
- f. The decision of the President is final.

EXPECTED STANDARDS OF ETHICAL AND MORAL BEHAVIOR

All employees are expected to exhibit ethical and moral behavior in keeping with biblical Christian standards. Such behavior extends to maintaining acceptable business practices, avoiding conflicts of interest, and exercising propriety in relationships with students. Employees are strictly prohibited from any form of dating or the pursuit of personal (that is, not related to College business) relationships with students. Failure to exhibit expected behavior may lead to administrative warning, employment probation, or dismissal on the basis of moral turpitude or renunciation of the orthodox Christian faith. Cohabitation with the opposite sex or same sex that violates biblical standards will result in dismissal.

CONTROLLED SUBSTANCE/ALCOHOL POLICY

JC’s controlled substance/alcohol policy may be found in *Personnel* and accessed by clicking the following link: [Controlled Substance/Alcohol Policy](#).

TITLE IX - SEXUAL HARASSMENT POLICY

JC’s Title IX Sexual Harassment Policy is located in *Personnel* and accessed by clicking the following link: [Title IX Policy/Prohibition of Harassment](#)

RIGHTS TO EMPLOYMENT SECURITY AND DUE PROCESS

Administration, faculty, and staff members may count on employment security as long as they faithfully discharge their responsibilities and a reasonable degree of competency is exhibited. Reasons for discharge would be conduct detrimental to the College, immorality, or deliberate infraction of the regulations determined by administrative policy. Reduction of students and/or finances may

necessitate a reduction in the number of employees. A terminated employee may appeal to the Board of Trustees.

GRIEVANCE PROCEDURE

Any College employee who has a grievance should feel free to discuss the grievance with the immediate supervisor, without fear of reprisal. If the grievance is not resolved, appeal can be made to the next level of supervision. The Board of Trustees has final authority to act.

POLICY REGARDING OUTSIDE EMPLOYMENT

Outside employment is permitted providing the administration is notified in writing. The outside employment should not interfere with duties at Jacksonville College and the outside employment upholds the same Christian values.

JURY DUTY/CIVIC PARTICIPATION POLICY

Employees are encouraged to fulfill their civic responsibilities by participating in jury duty; full-time employees will be excused with pay.

Administration, faculty, and staff members are encouraged to work with the local community in connection with civic matters and development activities. This work, however, should not interfere in any way with duties and responsibilities to Jacksonville College.

PROCEDURE FOR A LEAVE OF ABSENCE

Leaves of absence without pay may be granted to faculty members and administrators for study to advance professionally, provided such leaves do not place an undue hardship on the College. Requests for leaves of absence shall be filed with the President for consideration by the Board of Trustees. In some cases, a leave of absence might be granted with partial pay, should the leave result in a significant advantage for the College.

INSTRUCTOR NOTICE FORM FOR CANCELLED CLASS



Jacksonville College

Instructor Notice

_____ will ***NOT***

Course Name

meet today, _____.

Date

Check course instructions via Email
and/or Moodle from the
following instructor:

*Ask the Lord to bless your plans, and you will be
successful in carrying them out.—Proverbs 16:3*

COPYRIGHT POLICY

JC's copyright policy may be found in *Personnel* and accessed by clicking the following link: [Copyright Policy Statement](#)

PUBLIC NOTICES AND THE PROOFREADING PROCESS

JC's public notices and proofreading process may be found in *Personnel* and accessed by clicking the following link: [Public Notices and Proofreading Process](#)

PROCESS FOR INCLEMENT WEATHER CLOSINGS AND DELAYS

The Vice President for Academic Affairs will confer with the President concerning the weather situation and make the decision to cancel or delay starting times. Jacksonville College will usually follow Jacksonville ISD. The Chief of Security will be notified to send out a Rave Alert and contact news outlets. The Vice President for Academic Affairs will send an additional email alert to employees.

INSTITUTIONAL EFFECTIVENESS HANDBOOK

Jacksonville College's *Institutional Effectiveness Handbook* may be accessed by clicking the following link: <https://www.jacksonville-college.edu/ie-handbook>

PROCEDURE FOR PURCHASES AND REQUISITIONS

JC's procedure for purchases and requisitions may be found in *Personnel* and accessed by clicking the following link: [Purchase or Requisition of Equipment/Supplies and Maintenance Requests](#)

TRAVEL POLICIES AND PROCEDURES

JC's travel policies and procedures may be found in *Personnel* and accessed by clicking the following link: [Travel and Travel Expense](#)

COMPUTER USE/EMAIL COMMUNICATION EXPECTATION

Each full-time employee is provided a computer for his or her work. The network, software, and computer (unless special arrangements have been made) are owned by Jacksonville College. Employees are not to connect any computer peripherals or any other devices not approved by the Chief Information Officer. Employees are not to utilize their computer resources for personal business reasons, or games. Pornography, or any other illegal or questionable activities are prohibited. The College strives to maintain a secure network and does not monitor employee email; however, employees should remember that email via the College network and on College computers is neither confidential nor protected and is the property of Jacksonville College. It is the intent of the

administration of Jacksonville College to supply computer services to the administration, faculty, and staff personnel on an equitable basis as a need is indicated and as the financial resources are available. The administration is equally committed to providing computer services for students, through the College library and through the computer labs in Meadows and Weatherby.

JACKSONVILLE COLLEGE EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

Jacksonville College is committed to the basic right of all persons to have an equal opportunity for education and/or employment at this institution. Every effort will be made by the Board of Trustees, administration, and faculty to defend this right and vigorously seek to promote its implementation in all areas of the College. Jacksonville College conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. Jacksonville College strongly encourages women, minorities, individuals with disabilities, and veterans to apply to all of its job openings.

Jacksonville College will admit any person to the general curriculum of the College who can personally benefit from the instructional program offered.

Jacksonville College fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, national origin, age, disability status, Genetic Information Nondiscrimination, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. As an equal opportunity employer, Jacksonville College prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

The goal of Jacksonville College is to increase diversity in its workforce and to provide the best work environment possible. The Cabinet receives and reviews affirmative action reports and has the responsibility to monitor progress, reinforce policies, and hold the organization accountable to meet objectives.

The Human Resources Representative is designated as the affirmative action officer for Jacksonville College. Any inquiries concerning equal opportunity employment practices should be addressed to this representative.

PROBATIONARY PERIOD OF EMPLOYMENT

All new employees shall work the first sixty (60) days under probation to allow the employee to become acquainted with Jacksonville College and to allow the College time to evaluate the new employee's performance.

BASE SALARY

Base salary reflects the tier, position, and degree or certification.

Faculty compensation is determined by a base salary that may change from year to year. The base salary is set for full-time faculty members who have a Master's degree with 18 graduate hours in the teaching field.

DEFINITION OF AND COMPENSATION FOR LONGEVITY

Longevity is based on years of service at Jacksonville College:

- a. After 5 years, \$600.00 per year
- b. After 10 years, \$900.00 per year
- c. After 15 years, \$1200.00 per year
- d. After 20 years, \$1500.00 per year
- e. After 25 years, \$1800.00 per year
- f. After 30 years, \$2100.00 per year

SUPPLEMENTS

At the discretion of the administration, supplements may be paid for extra duties, workloads, responsibilities, and curricular activities assigned above regular job requirements. Overload will be paid at the same rate as adjunct. Upon the recommendation of the President, extra compensation may be paid for the following extra duties or qualifications:

- a. \$720.00/year for administrative or Department Chair responsibilities
- b. \$800.00/year for earned doctoral or dual teaching fields.

FACULTY BENEFITS

Benefits are for noted employees, designated by a compensation worksheet, and may include the following:

- a. 6% retirement on base amount
- b. Health insurance
- c. Worker's Compensation
- d. Professional development
- e. Social Security
- f. Holidays
- g. Vacation
- h. Leave due to illness
- i. Leave for funerals
- j. Family and medical leave
- k. Jury duty

- l. Reimbursement for personal vehicle for approved College use
- m. Travel expenses for approved College activities
- n. Equipment/resources to teach
- o. JC Personnel Scholarship
- p. College vehicle use for approved trips
- q. Advance degree/continuing education tuition assistance
- r. College approved conferences and/or conventions

SALARY SCHEDULE

- a. Salaries are normally reviewed annually, along with an evaluation meeting with the President. The administration reserves the right to give less than any maximum pay raise based on the performance of the employee and financial stability of the College.
- b. Compensation will be reviewed annually in June.
- c. The employee may terminate his or her employment by giving no less than a 45-day notice to ensure a favorable reference or to be considered for rehire. The College may terminate an employee at any time.
- d. Personnel are paid on the 15th of each month or weekly on Friday.
- e. Payroll checks are direct deposited.
- f. When payday falls on Saturday, payroll checks will be deposited on Friday. When payday falls on Sunday, checks will be deposited on Monday.

SOCIAL SECURITY

All employees are automatically covered by Social Security benefits.

WORKER'S COMPENSATION

The College participates in the Worker's Compensation program.

RETIREMENT PROGRAM

The College contributes six percent (6%) of the base pay for Tier A employees into a retirement fund. No matching funds are required by the employee; however, the employee may contribute additional funds, if he or she wishes. This six percent is in addition to the base pay shown in the agreement. The vesting schedule is on a graduated scale starting at 20% after two years and 100% after six years. The fund is handled by Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) and/or Southern Baptist GuideStone. Additional contributions are allowed through payroll deductions but subject to IRS rules.

No definite retirement age is demanded. After the age of 65, the general mental and physical health of the employee shall be carefully considered with regard to continuing service to the College. An employee who retires from full-time service may be employed on a part-time basis only if needed by the College. No benefits beyond those defined in this document shall be given.

HEALTH INSURANCE

Jacksonville College pays for a health insurance plan for Tiers A and B at a rate specified each year and makes available coverage for the employee's family.

COMPENSATION AGREEMENT

Jacksonville College Compensation Worksheet 2018-2019

EMPLOYEE INFORMATION

Employee Last Name: _____ First Name: _____
Social Security Number: _____ Personal Birthday: _____
Phone Number: _____ Mailing Address: _____
Employee Anniversary Date: _____
Position: _____

SUPERVISOR

Supervisor: _____ Department: _____
Hourly/Salaried: _____

COMPENSATION Full Time

Base

Base Salary _____
Department Head _____
Academic Achievement _____
Longevity _____
Supplement _____
Compensation Base Sub-Total \$0.00

Benetifs & Deductions

FICA _____
Retirement _____
Health _____
Housing _____
Workmans Compensation _____
Other _____
Benefits Sub-Total \$0.00

Total Compensation: \$0.00

Pay Frequency: Weekly Monthly

CONTINUE ON BACK

This compensation is awarded by the Board of Trustees of Jacksonville College and is under the administration of its President. This is conditional subject to the following:

1. Employee serves at the pleasure of the President. There are no tenured employees.
2. Employee is expected to uphold the Christian values, conduct, and beliefs of the college on and off campus.
3. Employee provides all necessary certifications, transcripts, and other records required. Employee also consents to a Background check. Any misrepresentation is grounds for dismissal.
4. Employee satisfactorily performs all employment duties as assigned and determined by administration.
5. Employee attends on an annual basis all in-service, committee, and employee meetings including: Chapel, Graduation, all Homecoming events, Awards Banquet, Christmas Fellowship, Birthday/Shower Fellowships, 1 Theater Production, 1 Choir Concert, 3 Athletic Games, the Region 14 Basketball Tournament (if local) and any additional requests at will from the President's office.
6. Employee, as a faculty instructor, provides outside of regular class time access to students. Times are to be posted on Faculty office door.
7. Employee will support the administration, staff, faculty and trustees. Employee agrees to abide by all municipal ordinances, federal and state laws and all Jacksonville College policies including the regulations listed in the course catalogue, Student Handbook, and the Policies and Procedures manuals. Employee will adhere to the philosophy and Christian principles of the college.
8. Employees will seek to present a Christian worldview in all disciplines, share the gospel with the lost, and disciple believers.
9. Employment is on an at-will basis. The College at any time terminates service of an employee for cause, or no cause at all.
10. Employee is not promised or guaranteed severance pay.

This compensation sheet supersedes all prior agreements.

Authorization is indicated by all signatures below.

_____ Employee Signature	_____ Date
_____ HR Representative Signature	_____ Date
_____ President of Jacksonville College	_____ Date

Please Sign and date this agreement. Please Return to:

Human Resources
Jacksonville College
105 B.J. Albritton Dr.
Jacksonville, TX 75766

*Serving Baptist and higher education since 1899. Owned and operated by the Baptist Missionary Association of Texas.
Affiliated with the Southern Baptist of Texas Convention.*

JACKSONVILLE COLLEGE COMMITTEES AND MEMBERS

Committees and committee members may be found in *Personnel* and accessed by clicking the following link: [List of Institutional Committee Members](#).

COMMITTEE/ORGANIZATION MINUTES FORM

Committee and organization member minutes form may be found in *Personnel* and accessed by the link provided below: [Committee/Organization Minutes Form](#).

CLASS OVERLOAD POLICY

At certain times during any given year, Jacksonville College may experience a large number of students requesting to take a course. These requests may serve to create an overload situation. Therefore, Jacksonville College has adopted a general overload policy for online and face-to-face class offerings that applies to full-time and adjunct/dual credit faculty.

The definition of a full class is thirty (30) students. Any number greater than 30 students will constitute an overload situation. In order to receive full overload compensation, the number of students above 30 must reach at least 7 students. If the number of students is greater than 7, the compensation rate remains the same. If the number of students is less than 7, a reduction of pay shall be prorated according to the number of students above 30 enrolled in the class.

Compensation rates shall be determined by whether the class is a 3-hour class or a 4-hour class.

ADJUNCT INSTRUCTOR AND OVERLOAD AGREEMENT FORM



Adjunct Instructor and Overload Agreement

Instructor

Semester

Course	Mode of Delivery	# of Students	X _____	Total Paid
	F2F ONLINE			
	F2F ONLINE			
	F2F ONLINE			
	F2F ONLINE			
	F2F ONLINE			
	F2F ONLINE			
	F2F ONLINE			

Instruction is contingent upon the enrollment of a sufficient number of students in the class. This is determined by the College administration.

An agreement is made with the College for the following:

1. Abide by all college regulations given in the *Faculty Handbook*, the *Jacksonville College Course Catalog*, and the *Jacksonville College Student Handbook*.
2. Provide reasonable access to the students outside of regular class time for the purpose of academic assistance.
3. Conduct affairs in such a manner as to be supportive of the purpose and philosophy of the school.
4. Complete and return to the Academic Dean all credentials required by the College.
5. Return all keys whenever employment is permanently terminated, or when requested by the Academic Dean.

The rate of pay is \$. Payment will normally be made at 2:00 p.m. on the 15th of the month, immediately following the completion of the class audit conducted by the Office of the Academic Dean. (4 equal payments for each fall and spring terms)

Instructor's Signature

Date

President's Signature

Date

Academic Dean's Signature

Date

JACKSONVILLE COLLEGE CAMPUS CARRY POLICY

Jacksonville College chooses to OPT OUT of Campus Carry. We do this because the majority of our students do not meet the minimum age requirement. Those who hold permits may still store weapons in their vehicles out of sight and locked up. (SB 1907. Z9/01/2013)

Should we have an incident or active shooter situation on the campus, we will respond with all of our available resources until the police arrive. The fewer persons we have in everyday dress with firearms, the easier it will be for law enforcement to identify the actor.

CERTAIN EMPLOYEES ALLOWED TO CARRY/POSSESS CONCEALED HANDGUNS ON CAMPUS SUBJECT TO THE FOLLOWING:

REQUIREMENTS AND TRAINING

1. Must complete or possess a Texas Handgun License
2. Must complete eight (8) hours of Active Shooter training (classroom)
3. Must complete four (4) hours of firearms safety training (classroom/range)
4. Must complete two (2) hours of Safe Storage training (classroom)
5. Must demonstrate proficiency in clearing misfires, jams, other malfunctions
6. Must successfully complete ten (10) hours of shooting scenarios
7. Must carry an approved firearm (.380 cal, .9mm cal, and .38 cal)
8. Must use approved carrying or holstering equipment
9. Must demonstrate proficiency in shooting, firearm operation, and safety a minimum of three times per calendar year
10. Must be prepared for unannounced inspection of firearms and ammunition that will be conducted by the Chief of Security (Firearms Instructor)
11. Must receive final approval by the Chief of Security

LIBRARY POLICIES AND PROCEDURES FOR FACULTY

LIBRARY PURCHASED RESOURCES

- Request for materials are solicited from the faculty and suggestions are welcome from the entire College community.
- Materials selection aids (Booklist, Resource Catalogs) are available in the library.
- Funds are budgeted for books, periodicals and audiovisual materials, and databases. Allocation of the funds is influenced by the selection and collection policies. These policy statements are available for review in the Office of the Director of Library Services.
- Major book orders are processed in September, December, and February as funds are available. Requests will be considered for inclusion in the next major order after their receipt.

- Periodical subscriptions are evaluated annually. Discussion of any desired subscription changes relative to the instructor's discipline with the Director of Library Services must occur prior to January 31.
- When several titles representing a large expenditure are requested, an indication as to priority of purchase is helpful.

BRINGING CLASSES

The library is available for use during posted hours. For the benefit of all its patrons, the library has policies of decorum which apply to all using the facility. Everyone is expected to observe library decorum policies.

An instructor is welcome to bring a class of students to use the library at one time. However, the instructor and the students need to remember that:

1. Other patrons may be using the library at the same time an instructor and his or her class are there.
2. House rules regarding quiet, order, etc. apply to classes as well as to individual users.
3. Because of limited space and computers, only one class at a time may be scheduled to use the reading room of the library. In addition:
 - a. If possible, library visits should be scheduled in advance by emailing library@jacksonville-college.edu.
 - b. The instructor must accompany the class to the library.
 - c. For maximum utilization of time, consider asking for a group orientation geared to the specific assignment for which the class is coming to the library.
 - d. Instructors should advise the library staff in advance of the topic so that they are prepared to assist.

BORROWING BOOKS

The regular library circulation policy applies to all College personnel. General collection materials circulate for two weeks with renewal if desired. The following exceptions are made to faculty members for materials related to their specific disciplines:

1. General collection materials may be borrowed for extended periods of time, not to exceed the end of a semester.
2. Reference books, audiovisual materials, and single issues of periodicals, depending on the format, may circulate overnight or for a short term.
3. Materials lost are the responsibility of the faculty member, and a replacement fee will be assessed. Materials that are damaged beyond repair are also the responsibility of the faculty member, and a replacement fee will be assessed.

The Norman Library is a member of TexShare and shares its resources with those members. Interlibrary loan is offered as needed. While greatly expanding resource capabilities of the library,

TexShare can have far-reaching circulation implications that affect the faculty. To guarantee materials are available for Jacksonville College students, library personnel as well as students need to be apprised of all specific assignments.

RESERVING MATERIALS

The library provides “reserve materials” service for the faculty. Any title, regardless of format, is eligible for reserve status. The item or items are kept behind the circulation desk, and the checking regulation is determined by the faculty member.

A variety of reserve options is available. In-house reserve items must be used in the library. While any title may be placed in this category, reference books, periodicals, and audiovisual materials are in this category. Other titles may be available for overnight, one-day, or three-day loan periods. To place materials on reserve, the instructor must come to the library and select the materials wished to be placed on reserve. The instructor then notifies the library staff which reserve option he or she wishes to use for the materials. Faculty may also complete the Jacksonville College Reserve Book Request Form.

REQUESTING SPECIFIC COMPUTER PROGRAMS

In order to place software on the network for students’ use in the library, an instructor must use the following guidelines before he or she makes an assignment:

1. The software and its license information must be presented to the IT Department for clearance and installation.
2. The instructor should verify that the program is accessible and working correctly on the library computers.
3. Any problems encountered while using the software should be resolved.
4. The instructor should provide the library staff with access instructions and any other pertinent information regarding the assignment.

If problems surface with any discipline-related program or access to it, circulation of the program will be discontinued and the instructor notified.

BIBLIOGRAPHIC AID PROVIDED

As time permits, the library staff will assist faculty in the preparation of bibliographies and in research projects.

FACULTY INVOLVEMENT IN COLLECTION DEVELOPMENT

If a library is to provide strong support for the curriculum, the faculty must be involved in collection development. Since the faculty member has expertise in his or her discipline and awareness of necessary emphasis pertaining to course content, the involvement of the instructor is invaluable to student success.

Faculty participation is two-fold. It includes the acquisition of new materials and the removal of obsolete materials. Instructors are encouraged to be actively involved in acquiring materials related to their respective disciplines and are invited to make suggestions regarding the collection in general.

WORKING COOPERATIVELY WITH LIBRARY STAFF

Optimum library services require good communication between library staff and the faculty. Students are inconvenienced when that communication is missing.

When unsure as to whether or not the library has a particular item, instructors should check with the library staff before announcing an assignment and sending students to the library to complete the assignment.

Upon request by a faculty member, the Director of Library Services will schedule and conduct orientation sessions.

LIBRARY DATABASES AVAILABLE

These databases are available by accessing the library home page at <http://www.jacksonville-college.edu/library>. Select Library Databases, available databases include TexShare (multiple databases are available through the TexShare link), World Book, Issues and Controversies, and American History Online.

When you select a database, you will be asked to provide your username and password. Faculty can typically use their Jacksonville College username and password. However, in the event this username fails faculty may call (903) 586-7116 or email library@jacksonville-college.edu during regular library hours for assistance in gaining access to the library databases.

The Faculty may also access the library online catalog from the library home page. Library hours of operation and other general library information are posted on the library page. Faculty are encouraged to contact the Director of Library Services to schedule their classes for library visits or to schedule an in-class library or database orientation by the Director of Library Services. The Director of Library Services and the library staff look forward to being of service to the faculty of Jacksonville College.

COMPLETE LIBRARY POLICIES AND PROCEDURES

Library Policies and Procedures may be found in *Personnel* and accessed by clicking the following link: [Library Policies and Procedures](#).

QUALIFICATIONS AND REQUIREMENTS FOR FULL-TIME FACULTY

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught. Where applicable, unique experience and demonstrated competence in the discipline area may substitute for academic preparation.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities for full-time faculty:
 - The faculty member teaches the number of classes per semester appropriate for the discipline (minimum 15 hours; minimum 16 hours for science/math faculty). However, JC faculty who are administrators or supervisors over departments, in addition to having teaching responsibilities, may be considered full-time faculty with less than the minimum hours required by full-time faculty whose only responsibility is instruction.
 - The faculty member integrates Christian faith within teaching.
 - The faculty member keeps records of daily attendance.
 - The faculty member keeps an accurate record of grades.
 - The faculty member reports attendance and grades as requested (generally twice per semester).
 - The faculty member writes, distributes, and adheres to a course syllabus.
 - The faculty member participates in planned in-service activities.
 - The faculty member advises during scheduled registration times.
 - The faculty member schedules, posts, and maintains ten (10) office hours per week, a portion of which may be virtual.
 - The faculty member requests approval from the Academic Dean before planned absences.
 - The faculty member requests approval from the Academic Dean before scheduling student activities that will affect the classroom.
 - The faculty member submits completed required forms immediately upon returning to school from any absence from duty.
 - The faculty member is highly encouraged to maintain active membership in the Jacksonville College Faculty Association and in at least one other professional organization (preferably in the field taught). Dues are the member's responsibility.
 - The faculty member completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - The faculty member attends and provides documentation of professional growth from a regional/national meeting in a supporting field at least once every three (3) years.

- The faculty member plans to serve on one (1) faculty committee, on no more than two (2) academic committees, and no more than two (2) administrative committees.
- The faculty member completes additional assignments necessary to maintain accreditation from the Southern Association of Colleges and Schools Commission on Colleges.
- The faculty member serves as an advisor of a student campus organization if/when asked.
- The faculty member follows guidelines for purchase orders, requisitions, reimbursement forms, and IT and maintenance requests.
- The faculty member fulfills other duties as assigned by the Cabinet.

QUALIFICATIONS AND REQUIREMENTS FOR A DEPARTMENT CHAIR

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and people skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Department Chair adheres to the same responsibilities as full-time faculty.
 - b. The Department Chair provides leadership and coordination among the faculty members of the department.
 - c. The Department Chair provides input for the administration with regard to hiring of instructors within the department.
 - d. The Department Chair provides input to the Scholarship Committee with regard to the awarding of scholarships related to the department or academic area.
 - e. The Department Chair provides an annual proposed departmental budget, participates in budget hearings, and monitors departmental expenditures relative to the budget.
 - f. The Department Chair leads in the development and implementation of departmental specific goals as a part of the institutional effectiveness process.
 - g. The Department Chair carries out other departmental duties as requested or needed.
 - h. The Department Chair reviews applications and essays for the Honors Program and recommends admission or denial.
 - i. The Department Chair ensures that all safety rules and regulations are carried out by those under his or her supervision. (See "Safety and Environmental Policy")
 - j. The Department Chair fulfills other duties as assigned by the Cabinet.

QUALIFICATIONS AND REQUIREMENTS FOR AN ADJUNCT/DUAL CREDIT FACULTY

1. Salary Classification: C - Adjunct Faculty
2. Immediate Supervisor: Academic Dean
3. Education: Master's degree with at least 18 graduate hours in the field taught. Work experience may be considered where appropriate.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Effective communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and appropriate social skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. Adjunct/Dual Credit Faculty members communicate with the Academic Dean regarding specific faculty responsibilities to which they are to adhere.
 - b. Adjunct/Dual Credit Faculty members communicate with their Department Chair regarding curriculum content and department protocol.
 - c. Adjunct/Dual Credit Faculty members send a copy of their syllabus to their Department Chair.
 - d. Adjunct/Dual Credit Faculty members post current syllabus and other pertinent course information on Moodle.
 - e. Adjunct/Dual Credit Faculty member complete and document at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - f. Adjunct/Dual Credit Faculty members attend Adjunct/Dual Credit In-service.
 - g. Adjunct/Dual Credit Faculty members become familiar with job specific sections in the *Personnel*.
 - h. Adjunct/Dual Credit Faculty members keep their employee file current.
 - i. Adjunct/Dual Credit Faculty members fulfill other duties as assigned by the Cabinet.

QUALIFICATIONS AND REQUIREMENTS FOR A TEACHING ASSISTANT

1. Salary Classification: C - Adjunct Faculty
2. Immediate Supervisor: Academic Dean
3. Education: A minimum of 18 graduate hours in the field taught. Work experience may be considered where appropriate.
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Effective communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Leadership ability and appropriate social skills
 - d. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Teaching Assistant communicates with the Academic Dean regarding specific faculty responsibilities to which he or she is to adhere.
 - b. The Teaching Assistant communicates with the Department Chair regarding department protocol.
 - c. The Teaching Assistant follows the curriculum content as developed in conjunction with the Department Chair.
 - d. The Teaching Assistant reports regularly to the Department Chair regarding classroom and course progress.
 - e. The Teaching Assistant follows the syllabus as developed in conjunction with the Department Chair and files a copy with the Department Chair and Academic Dean.
 - f. The Teaching Assistant posts current syllabus and other pertinent course information on Moodle.
 - g. The Teaching Assistant completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
 - h. The Teaching Assistant attends In-service.
 - i. The Teaching Assistant becomes familiar with job specific sections in the *Personnel*.
 - j. The Teaching Assistant keeps his or her employee file current.
 - k. The Teaching Assistant fulfills other duties as assigned by the Cabinet.

QUALIFICATIONS AND REQUIREMENTS FOR A FACULTY REPRESENTATIVE

1. Salary Classification: A - Faculty
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Degree appropriate for the content taught
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Administrative experience
 - c. Knowledge of the budgetary process
 - d. Ability to supervise people
 - e. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - f. Leadership ability and people skills
 - g. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Faculty Representative represents the faculty at the Administrative Committee meetings.
 - b. The Faculty Representative works closely with the Vice President for Academic Affairs in faculty concerns.
 - c. The Faculty Representative is responsible for other duties as assigned by the Cabinet.

QUALIFICATIONS AND REQUIREMENTS FOR A DIRECTOR OF LIBRARY SERVICES

1. Salary Classification: A - Administrative Staff
2. Immediate Supervisor: Vice President for Academic Affairs
3. Education: Master's Degree in Library Science
4. Expectations
 - a. Professed believer in Jesus Christ and an active member of a local church
 - b. Good communication skills; proficient in speaking, reading, writing, and computer skills
 - c. Conservative Christian decorum in conduct and appearance
5. Responsibilities
 - a. The Director of Library Services is responsible for the organization, operation, and development of the Norman Library. This includes policy formulation, responsibility for collection, development, and long range planning.
 - b. The Director of Library Services proposes budget recommendations and administers the adopted library budget.
 - c. The Director of Library Services supervises the library staff.
 - d. The Director of Library Services makes regular reports on the use of the library, including the total number of learning resource materials that are available and the circulation of these materials.
 - e. The Director of Library Services stimulates the use of the library and provides an orientation program for its patrons.
 - f. The Director of Library Services evaluates the library program and plans improvements accordingly.
 - g. The Director of Library Services serves as spokesperson for the library.
 - h. The Director of Library Services is a member of the faculty and participates on faculty committees as appointed or elected.
 - i. The Director of Library Services ensures that all safety rules and regulations are carried out by those under his or her supervision. (See "Safety and Environmental Policy")
 - j. The Director of Library Services maintains archives of all College committee minutes.
 - k. The Director of Library Services maintains a file of documents for public access.
 - l. The Director of Library Services is responsible for the printing and distributing of student ID cards.
 - m. The Director of Library Services is responsible for other duties as assigned by the Cabinet.

FACULTY CODE OF ETHICS

The faculty code of ethics is located in the compensation worksheet and is as shown in the following image:

- This compensation is awarded by the Board of Trustees of Jacksonville College and is under the administration of its President. This is conditional subject to the following:
1. Employee serves at the pleasure of the President. There are no tenured employees.
 2. Employee is expected to uphold the Christian values, conduct, and beliefs of the college on and off campus.
 3. Employee provides all necessary certifications, transcripts, and other records required. Employee also consents to a Background check. Any misrepresentation is grounds for dismissal.
 4. Employee satisfactorily performs all employment duties as assigned and determined by administration.
 5. Employee attends on an annual basis all in-service, committee, and employee meetings including: Chapel, Graduation, all Homecoming events, Awards Banquet, Christmas Fellowship, Birthday/Shower Fellowships, 1 Theater Production, 1 Choir Concert, 3 Athletic Games, the Region 14 Basketball Tournament (if local) and any additional requests at will from the President's office.
 6. Employee, as a faculty instructor, provides outside of regular class time access to students. Times are to be posted on Faculty office door.
 7. Employee will support the administration, staff, faculty and trustees. Employee agrees to abide by all municipal ordinances, federal and state laws and all Jacksonville College policies including the regulations listed in the course catalogue, Student Handbook, and the Policies and Procedures manuals. Employee will adhere to the philosophy and Christian principles of the college.
 8. Employees will seek to present a Christian worldview in all disciplines, share the gospel with the lost, and disciple believers.
 9. Employment is on an at-will basis. The College at any time terminates service of an employee for cause, or no cause at all.
 10. Employee is not promised or guaranteed severance pay.

CURRICULUM ESTABLISHMENT, REVIEW, AND EVALUATION

Curriculum is established, reviewed, and evaluated through a series of steps. Establishment can occur through changes proposed by individual or collective faculty requests, by the staff, or by the administration. Proposed changes can be made at any time. In preparation for publishing a new Course Catalog, the faculty, staff, and administration are formally asked by the Academic Dean to review and evaluate the current curriculum by considering such questions as:

- a. Do courses need to be deleted?
- b. Do course numbers, titles, or descriptions need to be modified?
- c. Do new courses need to be added?
- d. Do the College's courses compare properly with those taught by other similar junior colleges?
- e. Do the College's courses meet the needs of our students?
- f. Do the College's courses complement the College's mission, purpose, and Christian worldview?

All requests for changes in curriculum are then presented to the Curriculum Committee for evaluation. Any suggestions for modification by the Curriculum Committee will be sent back to the recommending party. After approval by the Curriculum Committee, proposed changes are forwarded to the

administration via the Academic Dean. Any suggestions for modification by the administration will be returned to the Curriculum Committee for consideration.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

As listed in the qualifications and requirements for full-time faculty, the professional development requirements are as follows:

- The faculty member is highly encouraged to maintain active membership in the Jacksonville College Faculty Association and in at least one other professional organization (preferably in the field taught). Dues are the member's responsibility.
- The faculty member completes and documents at least six (6) hours of professional growth (i.e. webinars, professional journal articles, conferences) each academic year.
- The faculty member attends and provides documentation of professional growth from a regional/national meeting in a supporting field at least once every three (3) years.

Employees should complete the Vacation and Personal Leave Request form when attending a Professional Growth and Development event not sponsored by Jacksonville College.

VACATION AND PERSONAL LEAVE REQUEST FORM

Jacksonville College Vacation and Personal Leave Request

Employees desiring leave from work must complete the following information and submit this form, well in advance of departure time, to the immediate supervisor, who will forward this form to the appropriate office. In case of emergencies, i.e. illness, family emergency, this form is to be completed upon return to JC.

Employee Name: _____ Date: _____

Emergency Telephone #: _____

Date(s) of Absence: _____ Number of Days: _____

REASON FOR ABSENCE:

- ☐ Vacation Time
- ☐ Personal Illness Leave
- ☐ Personal Growth and Development
- ☐ Jury Duty
- ☐ Funeral Leave
- ☐ Bereavement Leave
- ☐ Leave without Pay
- ☐ Other – Explain: _____

Employee Signature

Immediate Supervisor Signature

Human Resources Signature

Vice President Signature

Form must be signed by the Immediate Supervisor and then Human Resources before going for final approval to the Vice President.

Request is: APPROVED DENIED

DOCUMENTING PROFESSIONAL DEVELOPMENT REQUIREMENTS

Use the following report to document professional development. Please share or submit a copy of your report with the Academic Dean and include your name, department, and academic year in the title.

JACKSONVILLE COLLEGE PROFESSIONAL GROWTH AND DEVELOPMENT ACTIVITY REPORT

YOUR NAME: _____

DATE OF REPORT: _____

ACTIVITY: _____

- * Please provide a summary of the professional growth and development activity (meeting, conference, seminar, training, etc.) that you attended.
- * Please include a statement of your opinion of the benefit of the activity to you or to the College.
- * Please include any recommendations you have regarding your job or the College as a result of this activity.
- * Send a copy of this report to the Academic Dean.
- * Attach additional sheets if needed.

FERPA

In compliance with the Family Educational Rights and Privacy Act (FERPA), Jacksonville College gives notice that the following directory information may be released:

- Student's name
- Physical address
- Email address
- Telephone number
- Date and place of birth
- Degrees, certifications, and awards received
- Date of graduation
- Dates of attendance
- Major field of study at Jacksonville College
- Photographs
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

Students may have all Directory Information withheld by submitting a [Request to Release or Withhold Directory Information Form](#) to the Office of the Registrar. Requests for non-disclosure will be honored by the institution until the student submits a Request to Release or Withhold Directory Information Form to the Office of the Registrar.

No other information may be released without written consent of the student. Grades, social security numbers, student identification numbers, ethnic backgrounds, and student schedules may not be released to anyone other than the student. Any student requesting his or her own personal information must do so in writing. No information will be released over the phone.

Parents, guardians, spouses, and others may have an interest in the student's record; however, access to or release of the educational record is only by written student consent. Students may choose to complete and submit a [FERPA Education Record Access Change Form](#) to the Office of the Registrar to allow access or release of their educational record to specific individuals.

For more information to help parents or guardians understand how FERPA regulates access to their college student's information, visit the [U.S. Department of Education](#) website.

TRAINING ON FERPA

Training on FERPA can be found under "Employee Resources" on Moodle. It may also be accessed by using the following link:

http://moodle.jacksonville-college.edu/pluginfile.php/68853/mod_resource/content/1/Ferpa%20training%20guide.pptx.pdf.

RETENTION OF RECORDS POLICY

Our policy is posted on our College website and may be accessed by clicking on **About JC** and selecting **Records Management**. The policy may also be found by clicking the following link:

http://docs.wixstatic.com/ugd/0ec7a1_368db4c2d24849d99e2d2714ae33f411.pdf.

FACULTY MEETINGS/FACULTY ASSOCIATION ROLE

The Jacksonville College Faculty Association is concerned with the constant improvement of the teacher-learning process, the development and growth of professional abilities, the improvement of the general welfare and working conditions of the faculty, and promotion of pleasant association and concern among fellow workers. Membership in the Jacksonville College Faculty Association is open to the full-time and part-time teaching faculty. Dues are set by the Faculty Association. Though membership is not mandatory, full-time faculty are highly encouraged to be active in the Faculty Association. Regular Faculty Association meetings are normally held once every month.

The administration may call for special meetings of the faculty and other College personnel when necessary.

REQUIRED ACADEMIC CEREMONIES, IN-SERVICE, SCHOOL EVENTS, AND CALLED MEETINGS ATTENDANCE

Faculty is expected to attend on an annual basis the following:

- All in-service meetings and training (fall, spring and end of year)
- All committee and employee meetings
- All Chapel services
- Graduation
- Homecoming
- Spring Banquet/Award Ceremony
- Christmas fellowship
- Birthday/shower fellowships
- 1 Theater production
- 1 Choir concert
- 3 athletic games
- The Region 14 Basketball Tournament (if local)
- Any other meetings called at will by the President, VP for Academic Affairs/Academic Dean and/or VP for Executive Affairs.

RESPONSIBILITY REGARDING TEXTBOOKS/RESOURCES USED FOR COURSE(S)

Faculty are expected to select academically worthy textbooks and accompanying resources. In an effort to keep student costs down, faculty are encouraged to consider pricing in their selection process; therefore, open resources may also be an acceptable alternative to traditional publishers. Textbook resources must be updated at least every seventh academic year, unless approval to keep the existing textbook has been given by the Academic Dean. Faculty members should request from the publisher a complimentary desk copy of each text used for class purposes. Students must be provided information for ordering textbook resources in a timely manner.

PROCEDURE FOR THE DISCIPLINE OF STUDENTS

Members of the administration, faculty, and staff have the authority and are requested to reprimand any student who is disobeying rules. Administration, faculty, and staff are encouraged to report incidents of student misconduct to the Director of Security in writing by the end of the working day. Reports should be as descriptive as possible. When a student violates the Jacksonville College Honor Code in the classroom (whether face-to-face or online), faculty members shall report the incident(s) on the Academic Violation Report Form. This process is outlined in the [*Jacksonville College Course Catalog*](#) and [*Jacksonville College Student Handbook*](#).

ACADEMIC VIOLATIONS OF THE HONOR CODE REPORTING FORM

Academic Violation Report Form

_____ has violated the Jacksonville College Honor Code.
(Student name)

Date of violation: _____ Course: _____

_____ Explanation of the academic violation:

Instructor imposed penalty: _____

Instructor signature: _____ Date: _____

My signature indicates that I have read and understood the contents and purpose of this document.

Student signature: _____ Date: _____

REGISTRATION/ADVISING DUTIES/EXPECTATIONS FOR FACULTY

Members of the administration and faculty are expected to participate in the scheduled registration of students as needed. Assignment of duties will be coordinated by the Registrar. Each full-time instructor shall serve as an academic advisor unless the Academic Dean has given permission to do otherwise. Students indicate an area of concentration for studies when they apply and are assigned to an advisor with expertise in the area of the concentration or a related field. Details of the academic advising process and procedures can be found in the *Academic Advising Handbook*.

ACADEMIC ADVISING HANDBOOK

The *Academic Advising Handbook* may be found by clicking on **About JC** on the home page of the College website and selecting **Records Management**. The handbook may also be viewed by clicking the following link:

http://docs.wixstatic.com/ugd/0ec7a1_752ce841d5914784936b5abeca2fd2fcd.pdf.

REGISTERING STUDENTS IN EMPOWER

- 1) Log in to EMPOWER.
- 2) Under **Current Filter Settings**, click **Change**.
- 3) Under the drop-down box for **Term**, select the term for which you are registering the student. **2019FA**
- 4) Select application year from the drop down box.
- 5) Click on **Change Person**.
- 6) Type in either ID # or student name.
- 7) Click on **Start Search**. Select the student. Screen will appear with student's information.
- 8) Click on **Student Records**.
- 9) If student is a returning student, check his or her **Student Transcript (Detail)** under **Schedule Information** column. This is to assist you in knowing what courses the student still needs to take.
- 10) Choose **Course Registration** under **Course Tools** column.
- 11) Choose the Catalog from the drop-down box and select the year: **2019-20**
- 12) Screen will appear with multiple drop-down boxes for selecting courses. You can choose among options. The general option is to choose a **department**.
- 13) Click on **Search**.
- 14) Screen will appear with course options. Click on the appropriate course.
- 15) Screen will appear showing either a successful or pending registration. Click on **See Detail**.
 - a. If the screen shows pending, email the Registrar with the student's name, ID, and the course that is pending. The Registrar will force the course through. If the Registrar is not available, email the Academic Dean. Do NOT email both.
 - b. Course will show pending if the course requires a prerequisite or is conflicting with another course scheduled at same time.
- 16) Continue adding courses as applicable. Drop a course if needed.
- 17) Click on **View Schedule** when ready to print the student's schedule.
- 18) Print a copy to send with the student to the library as he or she will need it for a student ID.

PERSONAL DRESS AND CONDUCT FOR FACULTY

To assist Jacksonville College in carrying out its stated mission to provide a quality education from a biblical worldview that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning, and respecting the freedom and integrity of employees, the following description will provide the necessary framework to support this general philosophy.

Employees are expected to set high goals and standards in their personal behavior and conduct.

These high standards must be maintained both on campus and off campus if they are to impact the lives of our students. Employee dress must reflect that JC is a distinctively Christian institution.

Some of our students are already Christians, but many are not. Manner and style of dress should be of utmost concern to Christians. Employee dress will be business casual unless otherwise instructed and should be characterized by modesty, conservatism, appropriateness, and good taste.

The Christian spirit of Jacksonville College must be maintained at all times.

A. Definitions

i. Business Casual for Men

- a. **Appropriate:** presentable slacks (preferred) or dress jeans; open collar shirts (including polo type shirts) and JC logo shirts (preferred), or dress knit pullover shirts. Casual jeans may be worn on Friday.
- b. **Inappropriate:** casual t-shirts, shorts, cutoffs, tank tops, sports jerseys, ball caps, jogging-type pants and shirts/jackets, or flip-flops.

ii. Business Casual for Women

- a. **Appropriate:** presentable dresses or skirts of modest length (preferred); slacks (preferred) or dress jeans; and dress tops. Dress tops may include blouses, sweaters, dress t-shirts, open collar shirts (including polo type shirts), or JC logo shirts (preferred). Casual jeans may be worn on Friday.
- b. **Inappropriate:** casual t-shirts, shorts, cutoffs, articles of clothing with spaghetti straps, tank tops, halter tops, sports jerseys, jogging-type pants and shirts/jackets, flip flops (beach wear), stretch pants ("leggings")

iii. Athletic Staff

- a. Athletic Staff may wear attire that is appropriate to their sport provided it maintains the Christian spirit of Jacksonville College. JC logo attire is strongly encouraged for all athletic staff.

B. Dress Code

i. General

- a. Business Casual is the acceptable form of casual dress at JC. Casual dress does not mean "sloppy" dress such as may be worn while lounging or working at home. Clothing should be pressed, never torn, dirty, or frayed. All seams must be finished. Clothing must not have words, terms, or pictures that may be offensive to other employees. Emphasis should be on the business aspect, not on the causal.

- b. Even in a business casual work environment, clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.
 - c. Administration together with Human Resources will be monitoring compliance with the dress code policy and is responsible for reporting non-compliance to the employee and his or her supervisor.
- ii. Uniforms
 - a. Departments that have uniforms are exempt from the policies listed above, but are subject to the piercings and tattoos policy listed below. However, uniforms should be clean and neatly worn at all times.
- iii. Piercings and tattoos
 - a. In accordance with the professionalism and appropriate appearance expected at JC, male employees should not exhibit any visible body piercing, including earrings, or under skin decoration (tattoo), while performing job related responsibilities for JC. Similarly female employees also should not exhibit any visible body piercing, with the exception of earrings permitted in earlobes, or under skin decoration (tattoo), while performing job related responsibilities for JC.

COPY MACHINE

The copy machine in the Business Office is for administrative use unless arrangements are made otherwise. The copy machine in the faculty/staff lounge is for faculty/staff use only. Work study students may use these copiers in performing duties for their respective work assignments. Other students shall not use these copiers. Please see your department chair for a copier code if applicable.

INSTRUCTOR LOGIN INFORMATION FOR EMPOWER, MOODLE, AND JAGMAIL

You will get your username and initial password from IT once your employee file is complete.

EMPOWER PORTAL FOR JACKSONVILLE COLLEGE

Go to www.jacksonville-college.edu and click **JagNet Logins**.

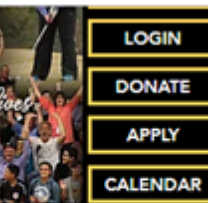




The image is a screenshot of the Jacksonville College website homepage. At the top left is the college's logo, a stylized 'JC' in purple and yellow. To its right is a large banner image featuring a collage of students and the text 'WE ARE JACKSONVILLE' and 'Challenging Minds Transforming Lives'. Below the banner is a navigation bar with links: ABOUT JC, ADMISSIONS, ACADEMICS, FINANCIAL AID, ONLINE LEARNING, ATHLETICS, STUDENT LIFE, and QUICK LINKS. On the right side of the banner, there is a vertical menu with buttons: HOME, LOGIN, DONATE, APPLY, and CALENDAR. A large yellow arrow points from the 'LOGIN' button towards the center of the page. Below the navigation bar, the main content area features the text 'DON'T GET LOST IN A CROWD. Join the family at Jacksonville College! CHRIST-CENTERED, QUALITY, AFFORDABLE EDUCATION'. To the left of this text are three yellow buttons: Textbooks, Courses, and Transcripts. Below the main text are three purple boxes, each representing a program: ONLINE DEGREES, ALLIED HEALTH, and HONORS PROGRAM. Each box contains a brief description and a 'LEARN MORE' link.

ONLINE DEGREES
You can now earn your Associate's degree fully online with our accredited program.
LEARN MORE

ALLIED HEALTH
Jacksonville College now offers all prerequisites for several Allied Health Programs.
LEARN MORE

HONORS PROGRAM
Provides students with opportunities to develop higher level thinking skills.
LEARN MORE

Then click on the **EMPOWER** link.



[LOGIN](#)
[DONATE](#)
[APPLY](#)
[CALENDAR](#)

[ABOUT JC](#) [ADMISSIONS](#) [ACADEMICS](#) [FINANCIAL AID](#) [ONLINE LEARNING](#) [ATHLETICS](#) [STUDENT LIFE](#) [QUICK LINKS](#)

JAGNET LOGINS

The Information Technology (IT) Department oversees all aspects of technology at Jacksonville College, including phone service, email, and computer hardware and software. For questions about access to these resources or to report issues of logging in, please send a help ticket to help@jacksonville-college.edu.


Instructions for Logging into your JagNet Accounts

Forgot your username or password?


Mike Creech
Chief Information Officer
903.589.7118
mcreech@jacksonville-college.edu

David Anderson
IT Support Specialist
903.589-7138
danderson@jacksonville-college.edu


[Video Tutorials](#)
[IT System Status](#)
[IT FAQs](#)




Moodle
Online learning management system used for viewing class resources, submitting class assignments, and communicating with instructors and classmates.



EMPOWER
Self-service portal for accessing class schedules and viewing grade reports, transcripts, and account and billing information.

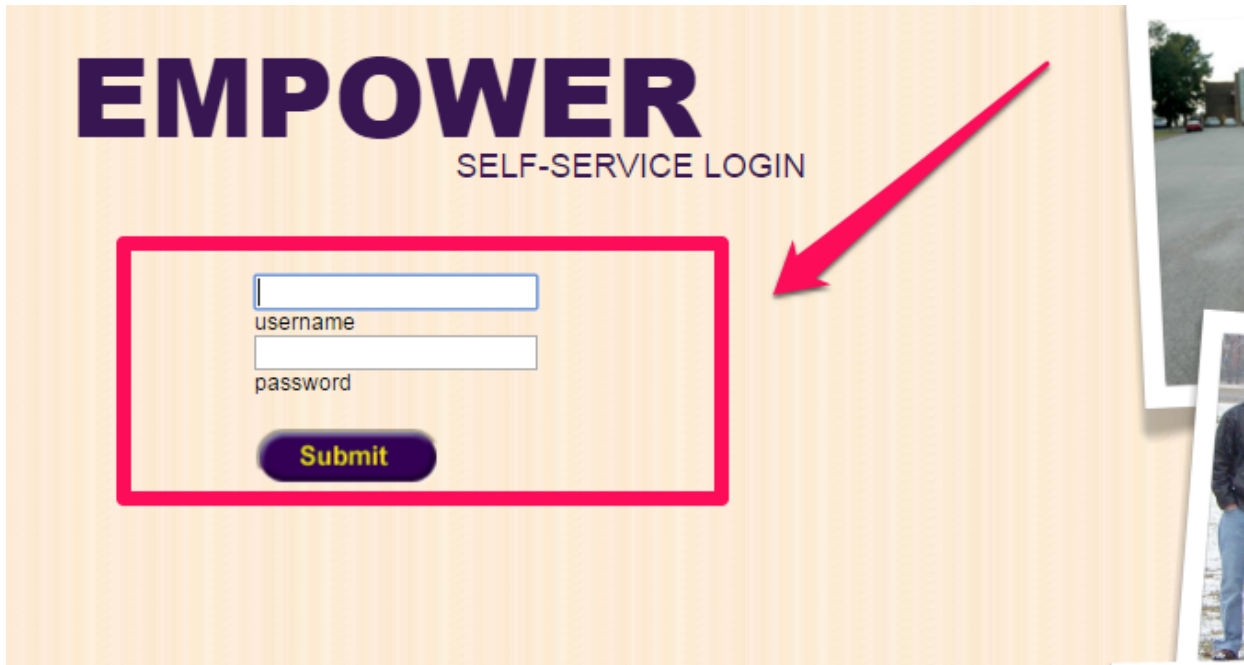


JagMail
The official communication channel of Jacksonville College used for accessing student email through Google.



JagAlert
Emergency notification system that quickly sends emergency notifications and important announcements, such as campus closures, via text message and email.

Enter your username and password, then submit.



The image shows a login interface for 'EMPPOWER SELF-SERVICE LOGIN'. The title 'EMPPOWER' is in large, bold, dark blue letters, with 'SELF-SERVICE LOGIN' in smaller, dark blue letters below it. The background is a light beige with vertical stripes. A red rectangular box highlights the login fields: a text input for 'username', a text input for 'password', and a dark blue 'Submit' button with yellow text. A large red arrow points from the top right towards the login fields. To the right of the main interface, there are two small, tilted photographs: the top one shows a street scene with trees and a building, and the bottom one shows a person in a dark jacket and blue jeans standing outdoors.

EMPPOWER
SELF-SERVICE LOGIN

username

password

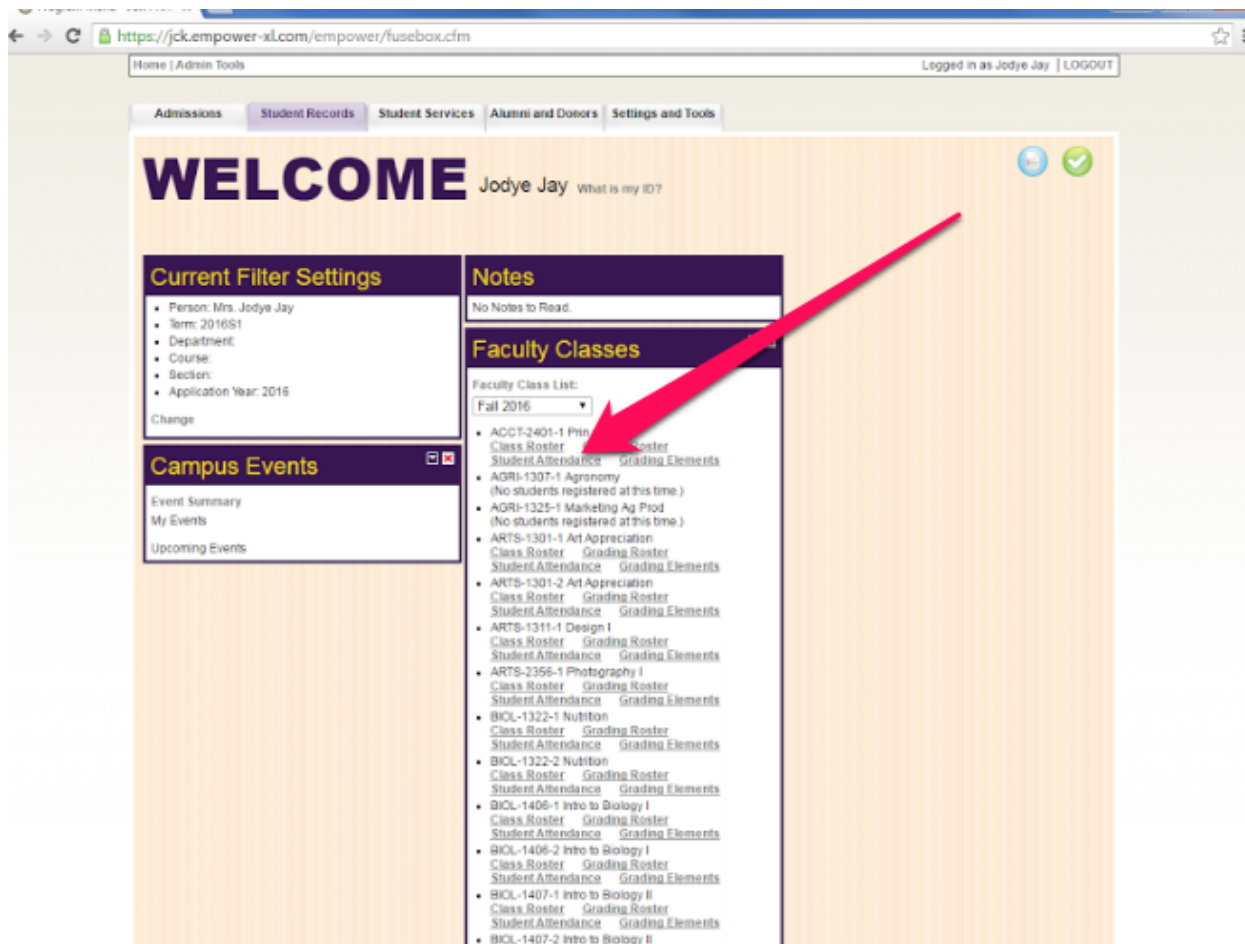
Submit

TAKING ATTENDANCE FOR FACE-TO-FACE COURSES

1. Log in to EMPOWER.
2. Open Course by clicking **Class Attendance**
3. Choose **Date** (if needed)
4. Take attendance for face-to-face courses using the following guidelines:
 - a. From the drop-down menu select **P: Present** for all students who are in your class for the date chosen.
 - b. From the drop-down menu select **A: Absent** for any student who is not in your class for the date chosen.
 - i. From the drop-down menu select **E: Absent -Excused** for those students this applies to for the date chosen.
 - ii. From the drop-down menu select **T:Tardy** depending on your classroom policy.
5. Click **Save**.
 - a. You must click **Save** for each date whether you change anything or not. If you have it set to a default attendance, you must click **Save**!
6. Repeat for all courses you teach.

TAKING ATTENDANCE FOR ONLINE COURSES

Follow the sequence for accessing the instructor portal, then choose **Student Attendance**.



The screenshot shows the EmpowerXtreme instructor portal interface. The browser address bar displays <https://jck.empower-xl.com/empower/fusebox.cfm>. The user is logged in as Jodye Jay, with a 'LOGOUT' link in the top right corner. The navigation menu includes 'Admissions', 'Student Records', 'Student Services', 'Alumni and Donors', and 'Settings and Tools'. The main content area features a 'WELCOME Jodye Jay' message with a 'What is my ID?' link. On the left, there are sections for 'Current Filter Settings' (showing filters for Person, Term, Department, Course, Section, and Application Year) and 'Campus Events'. The 'Notes' section on the right indicates 'No Notes to Read'. The 'Faculty Classes' section is highlighted, showing a 'Faculty Class List' with a dropdown menu set to 'Fall 2016'. A red arrow points to the 'Student Attendance' link for the first class, 'ACGT-2401-1 Principles of Accounting I'. The list of classes includes various courses such as AGR-1307-1 Agronomy, AGR-1325-1 Marketing Ag Prod, ARTS-1301-1 Art Appreciation, ARTS-1301-2 Art Appreciation, ARTS-1311-1 Design I, ARTS-2356-1 Photography I, BIOL-1322-1 Nutrition, BIOL-1322-2 Nutrition, BIOL-1406-1 Intro to Biology I, BIOL-1406-2 Intro to Biology I, BIOL-1407-1 Intro to Biology II, and BIOL-1407-2 Intro to Biology II. Each class entry provides links for 'Class Roster', 'Grading Roster', 'Student Attendance', and 'Grading Elements'.

Select the **Date**, select **Course Meet**, and in the **Default Attendance Code**, select one of two options from the drop-down menu:

- **Accessed online course** to indicate present and active in the course for that date, or
- **Absent** to indicate the student's inactivity.
- Click **Save** when finished.

Attendance for distance learning courses should be taken once a week to reflect that the student is active in the course. Do this for each course you teach for JC.

Verify that all the students listed on the EMPOWER Attendance roster are correct for the students in your course. If the student's name does not appear for you to submit attendance for him or her, the student is NOT enrolled in the college course with JC. All students whose names ARE on the roster ARE enrolled in the college course with JC. **If there are any discrepancies, at any point in time, please notify the Registrar and student immediately so that the appropriate action can be taken.**



The screenshot shows a web browser window with the URL <https://jck.empower-xl.com/empower/fusebox.cfm?fuseaction=ECSSRG90&instructor=INSTHE&GetList=Y>. The page header includes the Jacksonville State University logo and the date Friday, July 08, 2016. The user is logged in as Jodye Jay. The main navigation bar includes links for Admissions, Student Records, Student Services, Alumni and Donors, and Settings and Tools. The central heading is "Student Attendance". Below this, the current filter settings are displayed: Person: Mrs. Jodye Jay, Term: 2016FA, Fall 2016, Dept: ACCT, Crse: 2401, Sect: 1, App. Year: 2016. A "Faculty Class List" button is present. The "Recording Scheduled Attendance" section shows the Instructor as Kris Chen, with dropdown menus for Date (08/23/2016), Course Meet (T 05:30-08:30), and Default Attendance Code (***). A "Default Attendance code" button is also visible. Below this is a table with columns for ID, Name, # of Absence, and Attendance Code. The table currently shows one row with ID 0 and Attendance Code ***. There are "Save" buttons at the bottom right of the form and table sections. A footer note states: "This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this Website through a..."

ENTERING GRADES FOR COURSES

Follow the sequence for accessing the instructor portal, then choose **Grading Roster**.

WELCOME

Michael Creech [What is my ID?](#)



Current Filter Settings

- Person: Michael P Creech
- Term: 2016S2
- Department:
- Course:
- Section:
- Application Year: 2016

[Change](#)

Campus Events

[Event Summary](#)

[My Events](#)

[Upcoming Events](#)

Holds

No Holds to Display.

Schedule

Click on a day to display/hide schedule.

Today, 07.29.2016

- No Scheduled events.

Tomorrow, 07.30.2016

Sunday, 07.31.2016

[Schedule Query...](#)

Notes

- FA Rollover
- FA Rollover

[Show/Hide non-open notes](#)

Advisors

You have no advisors for the currently set Term.

[Advisor Query...](#)

Faculty Classes

Faculty Class List:

Summer 2 2016

- BIOL-1322-1 Nutrition
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- BIOL-1407-1 Intro to Biology II
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- BIOL-2402-1 Human Anat/Phys II
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- BIOL-2420-1 Microbiology
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- CHEM-1412-1 General Chem II
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- COSC-1301-1 Microcomputer App (No students registered at this time.)
- DRAM-1310-1 Theater Appreciation (No students registered at this time.)
- ENGL-1301-1 Comp & Rhetoric I
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- ENGL-1302-1 Comp & Rhetoric II
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)
- ENGL-2308-1 Creative Writing II (No students registered at this time.)
- ENGL-2323-1 Survey of Eng Lit II
 - [Class Roster](#)
 - [Grading Roster](#)
 - [Student Attendance](#)
 - [Grading Elements](#)

Midterm and final grades must be posted by the dates on the Academic Calendar, which may be located on the College website under Academics.

To enter grades, select **Interim** for midterm grades or **Final** for final grades.

Input Grade will appear.

Choose the letter grade from the drop-down arrow.

Submit grades when finished.

Be advised—Once you click **Submit Grades**, you may not make any changes. All changes will have to be requested from the Registrar at JC by emailing registrar@jacksonville-college.edu.

Class Grade List

Change Current filter settings: Person: Mrs. Jodye Jay Term: 2016FA: Fall 2016 Dept: ACCT Crse: 2401 Sect: 1 App. Year: 2016

Faculty Class List
Student Attendance Summary
Competency Grading
Preliminary Grading

There are 1 students (Final Grade) not Graded

Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Dept	Crse	Sec	Descr	Crhrs	Instr	Days	Start	End	Location	Bldg	Room
JACK	1	ACCT	2401	1	Prin of Acct I	4	KCHEN	T	05:30PM	08:30PM	Jacksonville College Campus	MEAD	M-5

Select type of grading, then enter grades
Type of Grading: Select Interim / Final ***

Printable Version

Type	Class/Div	Degree	ID	Name	Interim Grade	Final Grade	Last Date Attendance	Submit Grades
1 CR	Freshman	Expected Date	1097679	Guzman, Amanda Rochelle				Submit Grades

Signatures

Professor: _____ Dean: _____

Date: _____

Competency Grading

This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this Website through a


11:01 AM 7/8/2016

ACCESSING MOODLE

Go to www.jacksonville-college.edu and click **JagNet Logins**.

The screenshot shows the Jacksonville College website. At the top left is the college's logo, a stylized 'JC' in blue and yellow. To its right is a banner image with the text 'WE ARE JACKSONVILLE' and 'Challenging Minds Transforming Lives'. Below the banner is a navigation bar with links: ABOUT JC, ADMISSIONS, ACADEMICS, FINANCIAL AID, ONLINE LEARNING, ATHLETICS, STUDENT LIFE, and QUICK LINKS. On the right side of the banner, there are social media icons for Instagram, Facebook, and Twitter, and a vertical menu with buttons: HOME, LOGIN, DONATE, APPLY, and CALENDAR. A large yellow arrow points from the 'LOGIN' button to the 'JagNet Logins' link in the instructions above. Below the navigation bar is a large section with the text 'DON'T GET LOST IN A CROWD. Join the family at Jacksonville College! CHRIST-CENTERED, QUALITY, AFFORDABLE EDUCATION'. To the left of this section are three yellow buttons: Textbooks, Courses, and Transcripts. Below the main text are three purple boxes, each with a program name, a description, and a 'LEARN MORE' link: ONLINE DEGREES (You can now earn your Associate's degree fully online with our accredited program.), ALLIED HEALTH (Jacksonville College now offers all prerequisites for several Allied Health Programs.), and HONORS PROGRAM (Provides students with opportunities to develop higher level thinking skills.).

Click the **Moodle** link.



The banner features the Jacksonville College logo on the left, a central image of students and faculty with the text "JACKSONVILLE" and "Challenging Minds", and a group of students on the right with the text "Transforming Lives" and "Jaguars".

[LOGIN](#)
[DONATE](#)
[APPLY](#)
[CALENDAR](#)

[ABOUT JC](#) [ADMISSIONS](#) [ACADEMICS](#) [FINANCIAL AID](#) [ONLINE LEARNING](#) [ATHLETICS](#) [STUDENT LIFE](#) [QUICK LINKS](#)

JAGNET LOGINS


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Mike Creech
Chief Information Officer
903.589.7118
mcreech@jacksonville-college.edu
David Anderson
IT Support Specialist
903.589-7138
danderson@jacksonville-college.edu

[Video Tutorials](#)
[IT System Status](#)
[IT FAQs](#)




Moodle

Online learning management system used for viewing class resources, submitting class assignments, and communicating with instructors and classmates.




EMPOWER

Self-service portal for accessing class schedules and viewing grade reports, transcripts, and account and billing information.



JagMail

The official communication channel of Jacksonville College used for accessing student email through Google.



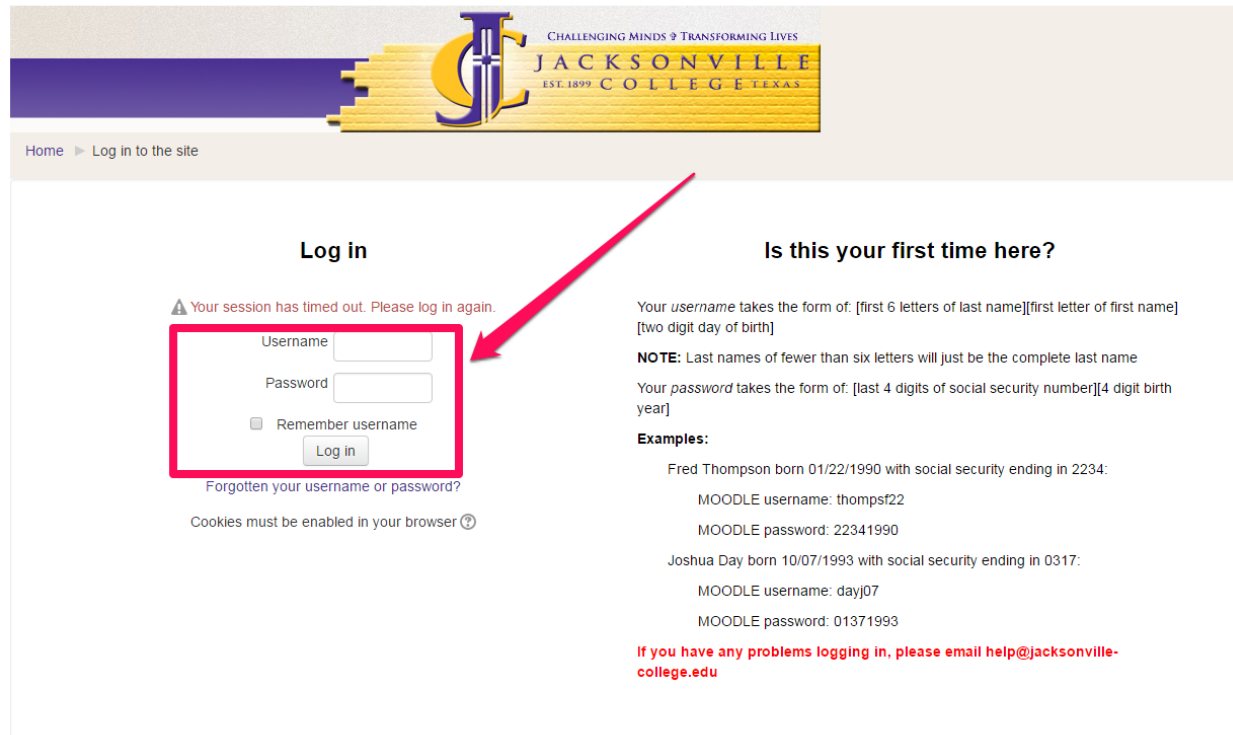
JagAlert

Emergency notification system that quickly sends emergency notifications and important announcements, such as campus closures, via text message and email.

Enter username and password, then click the **Login** button.

Moodle

You are not logged



Home ► Log in to the site

Log in

⚠ Your session has timed out. Please log in again.

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Is this your first time here?

Your *username* takes the form of: [first 6 letters of last name][first letter of first name]
[two digit day of birth]

NOTE: Last names of fewer than six letters will just be the complete last name

Your *password* takes the form of: [last 4 digits of social security number][4 digit birth year]

Examples:


Fred Thompson born 01/22/1990 with social security ending in 2234:
MOODLE username: thompsf22
MOODLE password: 22341990

Joshua Day born 10/07/1993 with social security ending in 0317:
MOODLE username: dayj07
MOODLE password: 01371993

If you have any problems logging in, please email help@jacksonville-college.edu

To view your courses, click on the **My courses** link.

Moodle



CHALLENGING MINDS & TRANSFORMING LIVES
JACKSONVILLE
EST. 1899 COLLEGE TEXAS

NAVIGATION

Home

- ▶ My home
- ▶ Site pages
- ▶ My profile
- ▶ **My courses**

ADMINISTRATION

LATEST NEWS


Add a new topic...

Login Instructions for New Users
2:04 PM, Jun 3 Admin User

Older topics ...

Moodle is a web-based tool which facilitates and supports online education at Jacksonville College.

ANNOUNCEMENTS




[JagMail](#)

[EMPOWER](#)

[Student Housing Sign In Form](#)

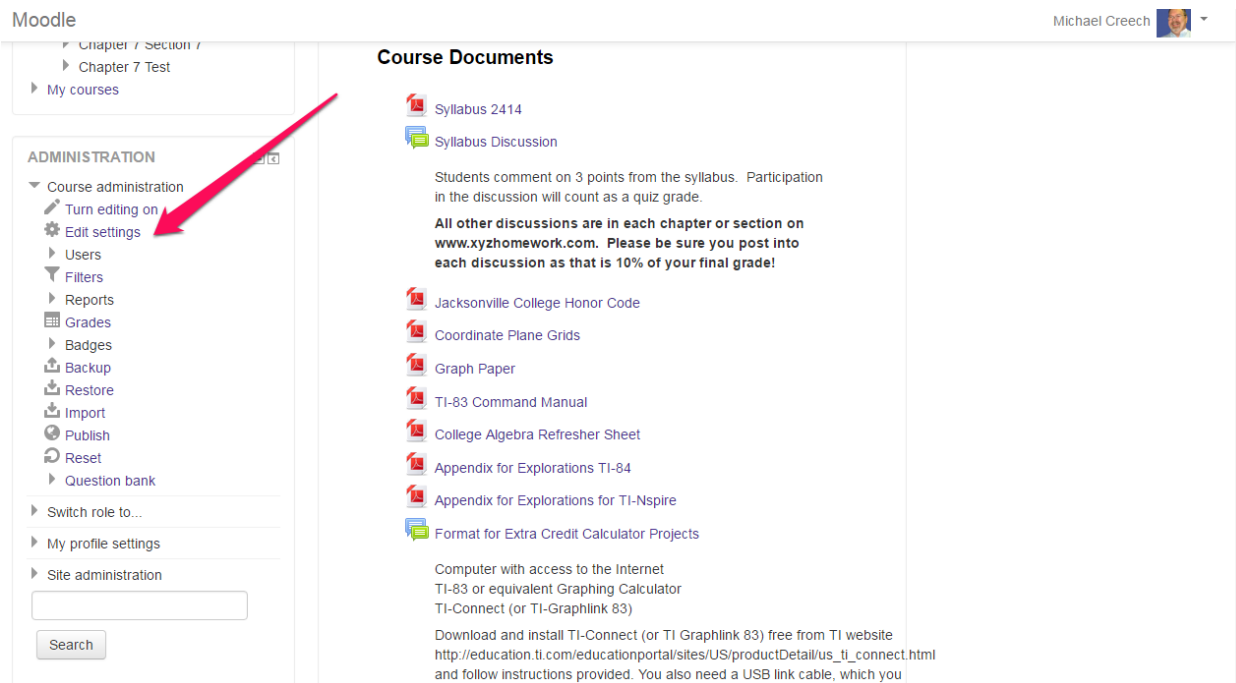
[Student Housing Sign Out Form](#)

 Jacksonville College Honor Code

Moodle Status Updates

MAKING COURSE INVISIBLE TO STUDENTS ON MOODLE

After logging into Moodle, go to the course that you wish to make invisible and click **Edit settings** under **Course administration**.



The screenshot shows the Moodle course administration interface. On the left, the 'ADMINISTRATION' menu is expanded, showing 'Course administration' with sub-items: 'Turn editing on', 'Edit settings' (highlighted with a red arrow), 'Users', 'Filters', 'Reports', 'Grades', 'Badges', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', and 'Question bank'. Below this are 'Switch role to...', 'My profile settings', and 'Site administration'. The main content area is titled 'Course Documents' and contains a list of documents: 'Syllabus 2414', 'Syllabus Discussion', 'Jacksonville College Honor Code', 'Coordinate Plane Grids', 'Graph Paper', 'TI-83 Command Manual', 'College Algebra Refresher Sheet', 'Appendix for Explorations TI-84', 'Appendix for Explorations for TI-Nspire', and 'Format for Extra Credit Calculator Projects'. Below the list, there is a section for 'Computer with access to the Internet' and 'TI-83 or equivalent Graphing Calculator' with instructions on how to download and install TI-Connect.

Moodle

Michael Creech

Chapter 7 / Section 7
Chapter 7 Test
My courses

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings**
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore
 - Import
 - Publish
 - Reset
 - Question bank
- Switch role to...
- My profile settings
- Site administration

Search

Course Documents

- Syllabus 2414
- Syllabus Discussion
 - Students comment on 3 points from the syllabus. Participation in the discussion will count as a quiz grade.
 - All other discussions are in each chapter or section on www.xyzhomework.com. Please be sure you post into each discussion as that is 10% of your final grade!**
- Jacksonville College Honor Code
- Coordinate Plane Grids
- Graph Paper
- TI-83 Command Manual
- College Algebra Refresher Sheet
- Appendix for Explorations TI-84
- Appendix for Explorations for TI-Nspire
- Format for Extra Credit Calculator Projects

Computer with access to the Internet
TI-83 or equivalent Graphing Calculator
TI-Connect (or TI-Graphlink 83)

Download and install TI-Connect (or TI Graphlink 83) free from TI website
http://education.ti.com/educationportal/sites/US/productDetail/us_ti_connect.html
and follow instructions provided. You also need a USB link cable, which you

Change the **Visible** option from **Show** to **Hide**. You will want to make this change at the beginning of each semester for the previous semester's courses.

Edit course settings

Expand all

General

Course full name* ?

MATH 24141 Calculus II - 2016FA

Course short name* ?

2016FA-MATH-2414-1

Course category ?

2016FA / Mathematics

Visible ?

Show ▾

Course start date ?

16 ▾

August ▾

2016 ▾

📅

Course ID number ?

2016FA-MATH-;

Description

Course summary ?

Click the **Save changes** button at the bottom of the page.

▸ Course format

▸ Appearance

▸ Files and uploads

▸ Completion tracking

▸ Guest access

▸ Groups

▸ Role renaming ⓘ

Save changes

Cancel



There are required fields in this form marked *.

ACCESSING JAGMAIL

Go to www.jacksonville-college.edu and click **JagNet Logins**.

The image is a screenshot of the Jacksonville College website. At the top left is the college's logo, a stylized 'JC' in purple and yellow. To its right is a large banner image with the text 'WE ARE JACKSONVILLE' and 'Challenging Minds Transforming Lives'. Below the banner is a navigation bar with links: ABOUT JC, ADMISSIONS, ACADEMICS, FINANCIAL AID, ONLINE LEARNING, ATHLETICS, STUDENT LIFE, and QUICK LINKS. On the right side of the banner, there are social media icons for Instagram, Facebook, and Twitter, followed by a vertical menu of buttons: HOME, LOGIN, DONATE, APPLY, and CALENDAR. A large yellow arrow points from the bottom right towards the LOGIN button. Below the navigation bar is a large section with the text 'DON'T GET LOST IN A CROWD. Join the family at Jacksonville College! CHRIST-CENTERED, QUALITY, AFFORDABLE EDUCATION'. To the left of this section are three yellow buttons: Textbooks, Courses, and Transcripts. Below this section are three purple boxes, each with a title and a 'LEARN MORE' link: 'ONLINE DEGREES' (You can now earn your Associate's degree fully online with our accredited program.), 'ALLIED HEALTH' (Jacksonville College now offers all prerequisites for several Allied Health Programs.), and 'HONORS PROGRAM' (Provides students with opportunities to develop higher level thinking skills.).

Click the **JagMail** link.



[LOGIN](#)
[DONATE](#)
[APPLY](#)
[CALENDAR](#)

ABOUT JC ADMISSIONS ACADEMICS FINANCIAL AID ONLINE LEARNING ATHLETICS STUDENT LIFE QUICK LINKS

JAGNET LOGINS

The Information Technology (IT) Department oversees all aspects of technology at Jacksonville College, including phone service, email, and computer hardware and software. For questions about access to these resources or to report issues of logging in, please send a help ticket to help@jacksonville-college.edu.


Mike Creech
Chief Information Officer
903.589.7118
mcreech@jacksonville-college.edu

David Anderson
IT Support Specialist
903.589-7138
danderson@jacksonville-college.edu


[Video Tutorials](#)
[IT System Status](#)
[IT FAQs](#)

Instructions for Logging into your JagNet Accounts


Forgot your username or password?




Moodle
Online learning management system used for viewing class resources, submitting class assignments, and communicating with instructors and classmates.



EMPOWER
Self-service portal for accessing class schedules and viewing grade reports, transcripts, and account and billing information.



JagMail
The official communication channel of Jacksonville College used for accessing student email through Google.



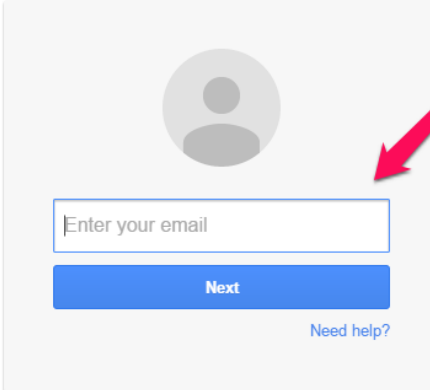

JagAlert
Emergency notification system that quickly sends emergency notifications and important announcements, such as campus closures, via text message and email.

Enter your complete Jacksonville College email address for your username.

Google

One account. All of Google.

Sign in to continue to Gmail



The sign-in form contains a grey circular profile picture placeholder at the top. Below it is a text input field with the placeholder text "Enter your email". Underneath the input field is a blue button with the word "Next" in white. To the right of the "Next" button is a blue link that says "Need help?".

[Create account](#)

One Google Account for everything Google



Click the **Next** button.

Enter your password.

Click the **Sign in** button.

COURSE SYLLABUS REQUIREMENTS

Each instructor must prepare a syllabus for each course that is taught. The syllabus must follow the syllabus template provided by the Academic Dean. The syllabus template is located on Moodle in the Employee Resources section. This syllabus must be reviewed and updated by the instructor prior to the beginning of the class. A copy must be submitted to the Office of the Academic Dean and the appropriate department chair prior to the first class of the semester. A copy of the syllabus must be provided to each student through his or her Moodle course at the beginning of the semester and be posted by the opening of Moodle courses dates listed on the Academic Calendar.

COURSE SYLLABUS TEMPLATE

Syllabus Template

Course Title

Semester

Time:

Classroom:

Instructor:

Office Hours:

Phone:

E-Mail:

COURSE PREREQUISITES, COREQUISITES, AND/OR OTHER RESTRICTIONS:

COURSE DESCRIPTION:

REQUIRED TEXTBOOK AND MATERIALS: Jacksonville College Bookstore no longer provides textbooks for purchase. Students are responsible for acquiring the necessary resources for this course.

SUGGESTED COURSE MATERIALS: (if any)

STUDENT LEARNING OBJECTIVES:

COURSE PHILOSOPHY:

COURSE TOPICS:

COURSE ASSIGNMENTS/ACTIVITIES:

GRADING PROCEDURE:

COURSE POLICIES: (Note: The following categories are suggestions. You may have other policies you wish to include, especially those policies that pertain to online courses.)

ABSENCES:

TURNING IN ASSIGNMENTS:

ATTENDANCE:

PARTICIPATION:

RESPONDING TO STUDENT MESSAGES: All student inquiries will be responded to within 24 hours, with the exception of weekends and holidays.

ONLINE STUDENT SUPPORT SERVICES: (Note: This statement is mandatory in all syllabi for online courses.)

Support services and resources are available to all online students and may help you succeed in this course. Find out what services are available and how to access them by visiting our [Online Student Support Services](#) page.

LIBRARY COURSE ON MOODLE: (Note: This statement is mandatory in all syllabi for online courses.)

The Norman Library provides many online resources to students. To access these resources, or to request assistance with using these resources, you may visit the Library course on Moodle. Just sign into Moodle and then in the navigation block on the left side of the page click the current term and then the link to the Library course.

ACADEMIC HONESTY: (Note: If you do not want to include the entire Honor Code document in your syllabus as included below, you may provide a link to the code from your Moodle course page. However, the Honor Code Student Pledge must be in your syllabus. The complete Honor Code is under the Academics tab on the JC homepage. It is also located on the Moodle home page.)

Jacksonville College Honor Code

Each person of the Jacksonville College community is expected to uphold the Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student. Therefore, “. . . whatever you do, do it heartily, as to the Lord and not to men” Colossians 3:23 (NKJV).

A violation of the Honor Code consists of but is not limited to the following defined actions:

DEFINITIONS:

- A. **Lying:** making a false statement made with the deliberate intent to deceive. Lying includes but is not limited to the following:
 - 1. Substituting for another student, or permitting another student to substitute for oneself, in taking a quiz or test.
 - 2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)
 - 3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.
- B. **Stealing:** taking the property of another, including College property, without permission or right.
- C. **Cheating:** dishonest behavior including, but not limited to, the following acts:
 - 1. **Plagiarism:** the act of taking or closely imitating another individual's thoughts or words and using them as one's own, whether by paraphrase or direct quotation, without giving credit through proper documentation; the submission of an assignment written by another student, commercial organization, or anyone other than the student.
 - 2. **Unauthorized Assistance or Collaboration:** students working together on any tests, quizzes, assignments, or exams without the instructor's permission.

3. **Use of Unauthorized Materials:** using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without instructor's permission.
4. **Unauthorized Dual Submission of Previous Academic Work:** using any work from a previous course or another course for an assignment unless a student has received prior permission from an instructor.
5. **Other Academic Misconduct:** including, but not limited to, stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student's electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.

DISCIPLINARY CONSEQUENCES OF ACADEMIC VIOLATIONS:

- A. **First Offense:** The student will be given a zero or "F" on the test, exam, course paper, or class assignment.
- B. **Second Offense** (whether in same class or another class): The student will receive an "F" in the course in which the second offense occurred.
- C. **Third Offense** (whether in same class or another class): The student is subject to being withdrawn from the College by the Academic Dean.

REPORTING ACADEMIC VIOLATIONS:

- A. The instructor and student will sign the Academic Violation Report Form. The instructor will send copies of the Report Form to be filed in the Office of the Academic Dean as long as the student attends Jacksonville College.
- B. The Academic Dean may talk with the student regarding the academic violation. (See the *Student Handbook*.)
- C. The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.
- D. For a second offense, the Academic Dean will notify the student regarding an "F" in the course in which the second and subsequent violation occurred.
- E. For a third offense, the Academic Dean will notify the student of his or her due process in the withdrawal procedures from the College.

APPEALS: The student may refer to the "Student Grievance Procedure" section in the *Course Catalog*.

JACKSONVILLE COLLEGE HONOR CODE STUDENT PLEDGE:

As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students.

Having read and understood the contents and purpose of this document, my signature indicates my commitment to abide by the Jacksonville College Honor Code.

Student Signature:

Printed Name:

Course Name:

Date:

TECHNICAL SUPPORT: If you experience any technical problems with your Moodle account, Jagmail, or other technology needs, you may send an email to: help@jacksonville-college.edu

(REQUIRED Notice on all syllabi)

STUDENTS WITH DISABILITIES

504 Accommodations Statement

Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This compliance is pertaining to the provision of reasonable accommodations for students with a disability. In accordance with Section 504 and ADA guidelines, Jacksonville College strives to provide reasonable accommodations to students who request and require them. The Federal regulations that deal with implementing Section 504 and the ADA establish that reasonable and appropriate academic accommodations must be provided to students with disabilities to allow equal access to educational opportunities. While providing accommodation, however, institutions of higher education are not required to lower academic standards or compromise the integrity of the school, department, or program. The Office of Disability Services recommends accommodations for students with disabilities in compliance with these Federal and State mandates. If you believe that you have a disability requiring accommodations, please contact the Office of Disability Services (counselor.504@jacksonville-college.edu; 903-586-2518 ext. 7103; Direct Line 903-589-7103).

GOOGLE DOCS GUIDE

Google Drive Training In-service January 9, 2019

Upload a file to a shared folder from your computer

1. Open Drive
2. Click the "Shared with me" link
3. Open the folder that you want to upload into
4. Click the "New" button
5. Choose "File upload"
6. Select the file that you want to upload
7. Click the "Open" button

Move a document into a shared folder from google drive.

1. Open Drive
2. Click the item you want to move.
3. On your keyboard, press Shift + z.
4. Choose the folder you want to place the document into.
5. Click Add here.

Team drives

Team Drives is a shared space where teams can easily store, search, and access their files anywhere, from any device.

Unlike files in My Drive, files in a Team Drive belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and get work done.

Not sure whether to use My Drive or Team Drives?

Ask yourself these questions:

- Are the files of interest to most or all members of a particular project team?
- Do the files share a consistent theme?

If you answered "yes" to both questions, creating a new Team Drive is a good idea. If the files are for a variety of projects, create multiple Team Drives.

EVALUATIONS

CLASSROOM ACADEMIC OBSERVATIONS/FACULTY EVALUATIONS

Classroom Observations are conducted annually by the Academic Dean or appropriate department chair for instructors who have taught less than five years at the College. Instructors who have taught at the College for more than five years are observed every other year. After classroom observations are conducted, a copy of the Academic Classroom Observation Review form is returned to the instructor. A personal interview to address instructional concerns is arranged, if needed or requested. Results of the interview are documented and placed with the original observation form into the instructor's personnel file.

FACULTY SELF EVALUATION FORM

JACKSONVILLE COLLEGE FACULTY SELF EVALUATION

Name _____ Date _____

Position: (Circle as many as apply.) full-time adjunct teaching assistant dual credit

Course/s: _____

Mode of Delivery: (Circle one.) face-to-face online both

Overall Rating: 1 2 3 4 5 (Highest Rating = 5)

Responsibility/Commitment

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Execution of job duties | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Attendance at meetings | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Keeping of work/office hours | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Fulfillment of extra/committee assignments | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Participation in institutional effectiveness | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Attitude

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 6. Contribution to good morale | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Promotion of College purpose | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Demonstration of enthusiasm and interest in job | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Willingness to go "above and beyond" | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Adaptability/Flexibility

- | | | | | | | | | | |
|--|---|---|---|---|---|-----|---|---|-----|
| 10. Acceptance of constructive criticism/direction | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 11. Acceptance of additional responsibilities | | | | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Judgement under pressure | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 13. Execution of tact, discretion, self-control | 1 | 2 | 3 | 4 | 5 | N/A | | | |

Comments:

Innovation

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 14. Informed of current trends/theory/technology | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. Seeking of ways to improve | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Contribution of new ideas | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Administrative Skills

- | | | | | | | |
|----------------------------------|---|---|---|---|---|-----|
| 17. Organization of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Efficiency of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Motivation of others | 1 | 2 | 3 | 4 | 5 | N/A |
| 20. Initiation of action | 1 | 2 | 3 | 4 | 5 | N/A |
| 21. Spoken communication skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 22. Written communication skills | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Fulfillment of Course Responsibilities

23. Has course ready for viewing on Moodle by required calendar date	1	2	3	4	5	N/A
24. Follows current syllabus template	1	2	3	4	5	N/A
25. Posts syllabus on Moodle	1	2	3	4	5	N/A
26. Provides "Welcome/Introduction to Course" on Moodle	1	2	3	4	5	N/A
27. Utilizes Moodle for course instruction	1	2	3	4	5	N/A
28. Utilizes Moodle for submission of student assignments	1	2	3	4	5	N/A
29. Records attendance in EMPOWER	1	2	3	4	5	N/A
30. Submits "Official Course Roster" to Registrar on time	1	2	3	4	5	N/A
31. Responds to student inquiries in no less than 48 hours.	1	2	3	4	5	N/A
32. Submits midterm and final grades on time.	1	2	3	4	5	N/A
33. Integrates faith-based components within course	1	2	3	4	5	N/A

Comments:

What innovations would you like to bring to your course?

What goals do you have for your personal growth?

What has been your greatest challenge or success this year?

ADMINISTRATOR EVALUATION OF ON-CAMPUS FACULTY RESPONSIBILITIES FORM

JACKSONVILLE COLLEGE Administrator Evaluation of Faculty Responsibilities For On-Campus Faculty

Name _____ Date _____

Position: (Circle as many as apply.) full-time adjunct teaching assistant dual credit

Course/s: _____ Mode of Delivery: (Circle one.) face-to-face online both

Evaluated by: _____

Overall Rating: 1 2 3 4 5 (Highest Rating = 5)

Responsibility/Commitment

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Execution of job duties | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Attendance at meetings | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Keeping of work/office hours | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Fulfillment of extra/committee assignments | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Participation in institutional effectiveness | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Attitude

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 6. Contribution to good morale | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Promotion of College purpose | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Demonstration of enthusiasm and interest in job | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Willingness to go "above and beyond" | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Adaptability/Flexibility

- | | | | | | | | |
|--|---|---|---|---|---|-----|-----|
| 10. Acceptance of constructive criticism/direction | 1 | 2 | 3 | 4 | 5 | N/A | |
| 11. Acceptance of additional responsibilities | | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Judgement under pressure | 1 | 2 | 3 | 4 | 5 | N/A | |
| 13. Execution of tact, discretion, self-control | 1 | 2 | 3 | 4 | 5 | N/A | |

Comments:

Innovation

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 14. Informed of current trends/theory/technology | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. Seeking of ways to improve | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Contribution of new ideas | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Administrative Skills

- | | | | | | | |
|----------------------------------|---|---|---|---|---|-----|
| 17. Organization of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Efficiency of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Motivation of others | 1 | 2 | 3 | 4 | 5 | N/A |
| 20. Initiation of action | 1 | 2 | 3 | 4 | 5 | N/A |
| 21. Spoken communication skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 22. Written communication skills | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Fulfillment of Course Responsibilities

23. Has course ready for viewing on Moodle by required calendar date	1	2	3	4	5	N/A
24. Follows current syllabus template	1	2	3	4	5	N/A
25. Posts syllabus on Moodle	1	2	3	4	5	N/A
26. Provides "Welcome/Introduction to Course" on Moodle	1	2	3	4	5	N/A
27. Utilizes Moodle for course instruction	1	2	3	4	5	N/A
28. Utilizes Moodle for submission of student assignments	1	2	3	4	5	N/A
29. Records attendance in EMPOWER	1	2	3	4	5	N/A
30. Submits "Official Course Roster" to Registrar on time	1	2	3	4	5	N/A
31. Responds to student inquiries in no less than 48 hours.	1	2	3	4	5	N/A
32. Submits midterm and final grades on time.	1	2	3	4	5	N/A
33. Integrates faith-based components within course	1	2	3	4	5	N/A

Comments:

ADMINISTRATOR EVALUATION OF ONLINE FACULTY RESPONSIBILITIES FORM

JACKSONVILLE COLLEGE Administrative Evaluation of Faculty Responsibilities For Online Faculty

Name _____ Date _____

Position: (Circle as many as apply.) full-time adjunct teaching assistant dual credit

Course/s: _____ Mode of Delivery: (Circle one.) face-to-face online both

Evaluated by: _____

Overall Rating: 1 2 3 4 5 (Highest Rating = 5)

Responsibility/Commitment

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Execution of job duties | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Keeping of online office hours | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Participation in institutional effectiveness | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Attitude

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 4. Contribution to good morale | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Promotion of College purpose | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Demonstration of enthusiasm and interest in job | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Willingness to go "above and beyond" | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Adaptability/Flexibility

- | | | | | | | | | | |
|---|---|---|---|---|---|-----|---|---|-----|
| 8. Acceptance of constructive criticism/direction | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 9. Acceptance of additional responsibilities | | | | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Judgement under pressure | 1 | 2 | 3 | 4 | 5 | N/A | | | |
| 11. Execution of tact, discretion, self-control | 1 | 2 | 3 | 4 | 5 | N/A | | | |

Comments:

Innovation

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 12. Informed of current trends/theory/technology | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Seeking of ways to improve | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. Contribution of new ideas | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Administrative Skills

- | | | | | | | |
|----------------------------------|---|---|---|---|---|-----|
| 15. Organization of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 16. Efficiency of work | 1 | 2 | 3 | 4 | 5 | N/A |
| 17. Motivation of others | 1 | 2 | 3 | 4 | 5 | N/A |
| 18. Initiation of action | 1 | 2 | 3 | 4 | 5 | N/A |
| 19. Spoken communication skills | 1 | 2 | 3 | 4 | 5 | N/A |
| 20. Written communication skills | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Fulfillment of Course Responsibilities

21. Has course ready for viewing on Moodle by required calendar date	1	2	3	4	5	N/A
22. Follows current syllabus template	1	2	3	4	5	N/A
23. Posts syllabus on Moodle	1	2	3	4	5	N/A
24. Provides "Welcome/Introduction to Course" on Moodle	1	2	3	4	5	N/A
25. Utilizes Moodle for course instruction	1	2	3	4	5	N/A
26. Utilizes Moodle for submission of student assignments	1	2	3	4	5	N/A
27. Records attendance in EMPOWER	1	2	3	4	5	N/A
28. Submits "Official Course Roster" to Registrar on time	1	2	3	4	5	N/A
29. Responds to student inquiries in no less than 48 hours	1	2	3	4	5	N/A
30. Submits midterm and final grades on time.	1	2	3	4	5	N/A
31. Integrates faith-based components within course	1	2	3	4	5	N/A

Comments:

ACADEMIC CLASSROOM OBSERVATION FORM

Academic Classroom Observation Form

Instructor _____ Course _____

Date _____ Evaluator _____

Behavior	Does not meet expectation	Meets expectation	Exceeds Expectation	Behavior not observed
Explains objectives for the lesson presentation				
Provides learning situations to meet the objectives of the lesson presentation				
Uses various instructional methods				
Encourages relevant student participation				
Responds appropriately to student questions and comments				
Encourages critical thinking and analysis				
Uses class time effectively				
Exhibits enthusiasm for the subject matter				
Communicates content clearly and effectively				
Demonstrates knowledge of the subject matter				
Integrates faith and learning				

Comments:

ONLINE COURSE OBSERVATION FORM

Online Course Evaluation Rubric

The purpose of this rubric is to provide documentation of quality online courses at Jacksonville College.

Course Title:

Term:

Instructor:

Non-Existent (0 points) - Not Present, but should be, based on course design and content, or present, but not appropriate for this course.

Developing (2 points) - Some evidence of this criterion, but it needs to be presented more clearly or better developed.

Meets (3 points) - Evidence of this criterion is clear and is appropriate for this course. More could possibly be added.

Exceeds (5 points) - Evidence of this criterion is clear, appropriate for this course, and demonstrates best practices in a manner that models its use.

N/A - Not applicable based on course design and content.

Course Overview and Introduction	Points	Notes:
1.1 Instructions make clear how to get started and where to find various course components.		
1.2 Students are introduced to the purpose and structure of the course.		
1.3 Etiquette expectations (sometimes called "netiquette") for online discussions, email, and other forms of communication are stated clearly.		
1.4 Course and/or institutional policies with which the student is expected to comply are clearly stated, or link to current policies is provided.		
1.5 Prerequisite knowledge in the discipline and/or any required competencies are clearly stated.		
1.6 Minimum technical skills expected of the student are clearly stated.		
1.7 The self-introduction by the instructor is		

appropriate and available online.		
1.8 Students are asked to introduce themselves to the class.		
1.9 The course integrates faith and learning.		
Learning Objectives		
2.1 The course learning objectives describe outcomes that are measurable.		
2.2 All learning objectives are stated clearly and written from the students' perspective.		
2.3 Instructions to students on how to meet the learning objectives are adequate and stated clearly.		
2.5 The learning objectives are appropriately designed for the level of the course.		
Assessment and Measurement		
3.1 The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources.		
3.2 The course grading policy is stated clearly.		
3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation and are tied to the course grading policy.		
3.4 The assessment instruments selected are sequenced, varied, and appropriate to the student work being assessed.		
3.5 Students have multiple opportunities to measure their own learning progress.		
Instructional Materials		
4.1 The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.		
4.2 The purpose of instructional materials and how the materials are to be used for learning activities are clearly explained.		
4.3 All resources and materials used in the		

course are appropriately cited.		
4.4 The instructional materials are current.		
4.5 The distinction between required and optional materials is clearly explained.		
Learner Interaction and Engagement		
5.1 The learning activities promote the achievement of the stated learning objectives.		
5.2 Learning activities provide opportunities for interaction that support active learning.		
5.3 The instructor's plan for classroom response time and feedback on assignments is clearly stated.		
5.4 The requirements for student interaction are clearly articulated.		
Course Technology		
6.1 The tools and media support the course learning objectives.		
6.2 Course tools and media support student engagement and guide the student to become an active learner.		
6.3 Navigation throughout the online components of the course is logical, consistent, and efficient.		
6.4 Students can readily access the technologies required in the course.		
6.5 The course technologies are current.		
Learner Support		
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.		
7.2 Course instructions articulate or link to the institution's accessibility policies and services.		
7.3 Course instructions articulate or link to an explanation of how the institution's student support services can help students succeed and how students can access the services.		

Total:		
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Notes:

CONDUCTING DUAL CREDIT EVALUATIONS

Evaluation forms will be provided by JC. The Academic Dean will evaluate the performance of dual credit instructors on the following criteria:

1. Submission of updated resume, if requested
2. Timely submission of grades through EMPOWER
3. Timely submission of syllabus, final assessments, and other instructional materials as requested by the Academic Dean and/or Department Chair
4. Incorporation of Moodle for posting syllabus and other pertinent course information
5. Evaluation of classroom management and teaching strategies during on-campus observations
6. Content and rigor of course comparable to on-campus courses

CONDUCTING ONLINE EVALUATIONS

Distance education instructors will have at least one online course evaluated annually. The Director of Distance Education will be responsible for conducting this evaluation and will submit the results to the Academic Dean. The following criteria will be used for the online course evaluation:

1. Incorporation of Moodle for posting syllabus and other pertinent course information
2. Course design
3. Student-to-student interaction
4. Instructor-to-student interaction
5. Content and compatibility to Institution's mission
6. Content and rigor of the course comparable to on-campus courses

CONDUCTING STUDENT EVALUATIONS OF COURSES

Student Course Evaluation forms are used by students at the end of the semester to evaluate a specific class. These forms are supplied by the Academic Dean to the selected classes on a rotating basis. The completed forms are to be collected by a student and taken to the Office of the Academic Dean.

The Director of Distance Education will provide electronic Online Course Evaluation by Students forms to students in selected classes. These forms will be completed anonymously and returned to the Director of Distance Education. The results will be shared with the Academic Dean and returned to the

instructor for evaluation. If results require a personal review with the instructor, a meeting is arranged by the Academic Dean.

STUDENT COURSE EVALUATION FORM

Jacksonville College Student Course Evaluation

TO THE STUDENT: This is a confidential questionnaire – do not sign your name. The purpose is to assist the instructor and the college in a continuous improvement of the educational quality of our classes. Thank you!

NOTE: For your thoughts on various aspects of the course to be taken into account, be sure to include as many constructive comments as possible.

INSTRUCTOR:_____ CLASS:_____ SEMESTER:_____ DATE:_____

(Lowest Rating = 1 Highest Rating = 5)

1. Syllabus made available by instructor that included class objectives, content, testing, and grading Yes / No

Comments -

2. Explanation by instructor of any other class policies 1 2 3 4 5

Comments -

3. Instructor was prepared and knowledgeable 1 2 3 4 5

Comments -

4. Instructor was available during posted office hours Yes / No

Comments -

5. Instructor made appropriate assignments as stated in syllabus 1 2 3 4 5

Comments -

6. Instructor graded according to grading policy in course syllabus 1 2 3 4 5

Comments -

7. Course was interesting 1 2 3 4 5

Comments -

8. Course was informative 1 2 3 4 5

Comments -

9. Instructor integrated Christian faith within the learning process Yes / No

Comments -

10. My effort as a student in this class 1 2 3 4 5

Comments -

11. Would you recommend this class/course to another student? Yes / No

Please include any positive/negative comments or suggestions of improvement for this course in the section below:

ONLINE COURSE EVALUATION BY STUDENT FORM

Online Course Evaluation by Student

TO THE STUDENT: This is a confidential questionnaire. The purpose is to assist the instructor and the college in a continuous improvement of the educational quality of our courses. Thank you!

CLASS INTRODUCTION

1. Did you purchase the textbook for this course?

Mark only one.

Yes

No

2. Did you read the required material in the textbook

Mark only one.

Yes

No

3. The instructor provided clear instructions on how to proceed

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

INSTRUCTION

4. The instructor clearly communicated the expectations for me to be successful in the course.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

5. Assignments and/or tests were relevant to the course content and instruction.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

6. The instructor provided feedback for assigned work in a timely manner so I was able to effectively track my progress through this course.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

7. The instructor effectively answered questions about content, assignments, and/or procedures in a timely manner. *Mark only one.*

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

8. The instructor made appropriate assignments.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

9. The instructor tested fairly.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

10. The instructor graded fairly.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

11. The instructor was prepared.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

12. The instructor was knowledgeable.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

13. The instructor was accessible.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

14. The instructor created an environment that promoted learning.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

15. The instructor used technology effectively to facilitate learning.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

GENERAL

16. As a result of this course, I am more confident in my knowledge of this field of study.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

17. I have a better understanding of God, the world, others, or myself as a result of this course.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

18. This course helped me make connections between the subject matter and the Christian faith.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

19. My effort in this class.

Mark only one.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree

20. What specific activities did the instructor do that positively contributed to your learning experience?

21. What could the instructor have done to improve your learning experience in this class?
22. If you were to make an honest assessment of yourself, what are things you did, or could have done better, to succeed in this course?
23. What tips would you provide to future students of this course to help them succeed?
24. Do you have comments of praise?
25. Do you have specific suggestions for improvement of this class?