



2020 Strategic Plan

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◎ **Vision**

SLCC will excel in providing innovative educational solutions to empower learners. Know and know how at SLCC, a great place to work and learn.

◎ **Mission**

SLCC's mission is to transform and enrich the lives of individuals and communities. SLCC commits to providing skills and knowledge through a dynamic learning environment where students realize their potential, compete in today's global economy and perpetuate to solve the complex problems of tomorrow.

◎ **Strategic Imperatives**

Student Success

Economic Development

Internal Relationships

Community Partnerships

Educational Programs

Heads that Know. Hands that Know How.

◎ Core Values

◎ Accountability

The value of **accountability** occurs when we create a work environment that supports employees reaching their highest potential, and sets the stage for building a culture of excellence, and continuous improvement.

◎ Collaboration

The value of **collaboration** occurs when we champion partnerships with our students, colleagues and communities that include communicating and partnering with programs, departments, business and industries, educational institutions, and communities.

◎ Excellence

The value of **excellence** occurs when we are passionate and deliberate about developing quality programs; recruit and retain high performing leaders, faculty and staff; and graduate students that will successfully take their next step into the workforce or continue their education.

◎ Innovation

The value of **innovation** occurs when we aim to be relevant and build creative and efficient solutions in the core institutional areas (academic/technical, student affairs/enrollment services, adult education, operations/finance), knowing that “place” and “community” are important to students and residents and are what drive us.

◎ Integrity

The value of **integrity** occurs when we commit to being honest by saying what we mean, matching our behaviors to our words, and taking responsibility for our actions.

◎ Respect

The value of **respect** occurs when we nurture a safe workplace environment of mutual respect and shared decision-making with opportunities for all employees to be engaged.

◎ Service

The value of **service** occurs when those we serve achieve their goals by taking the “next step” toward their future. It means we focus on what is best for those we serve, including a focus on processes, decisions, operational structures, quality instruction, and student success.

◎ Trust

The value of **trust** occurs when our employees, students and communities work toward common goals, show respect toward each other, and fulfill our commitments; it is a choice we make toward someone when we are inspired that they have earned our confidence.

COLLEGE REQUIREMENTS

Updated August 2016

South Louisiana Community College

Syllabus Checklist

- Course Prefix, Number, Title
- Course Description & Prerequisites
- Course Meeting Details
- Course Outcomes
- Textbooks/Materials
- Office Hours
- Instructor Name and Contact Information
- Assignment Schedule
- Teaching and Learning Methods

Examples

- Essays
- Quizzes
- Exams

Grade Scale & Grade Breakdown

- Attendance & Participation
- Course Content/Schedule
 - Daily, Weekly, by Unit
 - Lesson/Learning Outcomes
 - Readings/Activities/Assignments
 - Assessment/Test/Exam

- Policies & Procedures

Examples:

- Late Assignments
- Make-up Work
- Class Management

- Academic Integrity/ Plagiarism
- Disability Assistance
- College Policies

- Grade Appeal
- Student Concern

Syllabi – Must be submitted to the department chair by August 10th. Please verify you have met the course syllabus checklist before submitting your syllabi.

Master Syllabi are provided for every SLCC course. The syllabi should guide you in making your course syllabi. Do not copy and paste the master syllabus into your course syllabus.

Contact Information/Office Hours – submit contact information and office hours to your department chair by August 10th.

Rosters – you are required to verify rosters on day one, the day after Add/Drop, and the day after the last day to Withdrawal. All inconsistencies should be reported to the registrar. Students not on the roster should not be permitted to stay in the class. **NO EXCEPTIONS.**

Grades – instructors must **continually** record all course grades using Canvas. Ongoing grade categories (e.g. quizzes, journals) should be updated weekly. (If you need help setting up grade percentages or categories, please check out the canvas faculty help page.)

Canvas – you must upload your course syllabus, list your office hours and contact information, as well as **post all** course grades.

Attendance - Faculty members, in the majority of courses within the College, shall generally develop and implement their own absence policies. The determination of what constitutes "excessive absences" rests with the instructor (with the exception of authorized and approved College sponsored events) but generally must not be more stringent than the College recommended minimum of 10% of the total class meetings. This translates into five (5) class periods for classes meeting on a three (3) day-a-week schedule, three (3) class periods for classes meeting two days a week and two (2) class periods for classes meeting once a week.

All Faculty members are required to state in writing and explain to their students their expectations in regard to both class attendance and makeup work due to all absences prior to the close of the first week of classes during a regular semester and the third day of classes during a summer session.

Requests for excused absences must be submitted to each instructor within three days after the student returns to classes for classes meeting on a three (3) day-a-week or two (2) day-a-week schedule. For classes meeting on a one (1) day-a-week schedule, documentation must be submitted at the next class meeting following the absence. However, if the student has prior knowledge that s/he will miss certain classes, justification should be submitted to these Instructors in advance of the absences.

Absences for sanctioned school activities will be excused when the student presents a confirmation signed by an appropriate College official

LoLA – you must post final course grades to LoLA by the assigned due date. (<https://my.lctcs.edu/cp/home/displaylogin>).

COLLEGE REQUIREMENTS

Updated August 2016

Contact Information

IT Department

itsupport@solacc.edu
337-521-8940

Canvas Issues

jenifer.gauthier@solacc.edu

Distance Education/VC/Online

Dr. Stasia McZeal
<stasia.herbert@solacc.edu>

Disability Services

337-521-6915

Library (Lafayette)

337-521-8927

Library (New Iberia)

337-373-0164

Security (Lafayette)

337-521-8914

Security (New Iberia)

337-373-0104

Student Success Center

337-521-6983

Human Resources

337-521-9057

Front Desk

Lafayette – 337-521-9000
Contact Department Chair

New Iberia 337-373-0172
Nicole.lopez@solacc.edu

Acadian 337-788-7521
shelia.charles@solacc.edu

C.B. Coriel – 337-363-2197
carleen.jones@solacc.edu

Evangeline – 337-394-6466
TBD

Franklin – 337-413-8746
TBD

Gulf – 337-893-4984
TBD

T.H.Harris – 337-943-1518
erika.milton@solacc.edu

Email – you will be required to use the SLCC email. Please check your email frequently.

Cancelling Class – If you need to cancel class please contact your department chair.

If you cancel class to hold conferences/visit the library please send an email to the department chair indicating conference time(s) and room. Please note: If you cancel class to hold conferences you must hold conferences on the day of the canceled class(es). Please limit the number of classes you cancel for conferences.

Please note: The instructor, due to scheduled or emergency absences, may not miss more than 10% of the course meetings.

Copying is available on the first, second, and third floors in the Devalcourt building. Please check the main office for all other sites for printing options. Campus coordinators can assist you with any printing, faxing, copying needs.

Supplies – contact your department chair for supplies.

Office Space – Adjunct office space, including computers, is available on the first floor of Devalcourt. It is also available in New Iberia in room 113A. Please contact campus coordinators at the remaining campus for office space.

Office Hours – at least 1 hour per class (Adjunct) 2 hours per class (Full-time)

Mailboxes – the college is no longer providing individual faculty mailboxes. A department mailbox will be available.

Room Assignments – Please let your department chair know if you have an ADA issue, experience problems with the technology, or find your room doesn't provide enough desks or chairs.

Dress Code – Please see official SLCC policy.

Assessment: Please check with your department chair regarding course assessments.

Financial Aid Attendance – you will be required to complete the financial aid attendance worksheet for each class. Instructions for this will be sent at the beginning of each semester.

SRI – Every semester you are required to have the students complete a Student Rating of Instruction for each of your classes. The institutional effectiveness office will contact you when the forms are ready for distribution. Please contact your department chair if you are missing forms or experience a problem distributing them.

DIVISION REQUIREMENTS

Updated August 2016

Vice Chancellor of Academic Affairs

Willie Smith

Dean of Business and IT/Workforce

Sam Harb

Department Chairs

Business & IT – Nancy Kinchen

Dean of Liberal Arts and Humanities

John Wright

Department Chairs

Arts & Humanities –

Sandy Humphries

English - Mary Patrick

Learning Foundations -

Daniel Patterson

Social Science-

Delana Prudhomme –

Dean of STEM

Darcee Bex

Department Chairs

Mathematics – Rebecca Eckhoff

Applied Engineering – Tanya St. Julian

Science – Celeste Regino

Dean of Nursing

Kathleen Quinn

Department Chairs

Allied Health – Margaret Lazard

PN– Donna Doucet

RN-- TBD

Assistant Dean of Instruction

Courtney Schoolmaster

Distance Education Officer

Stasia Hebert McZeal

Title IX

Solomon Tention

Professional Development – you are required to attend at least one professional development, on or off campus, a semester.

Student Concerns –(Must be included word for word in the Syllabus) If there is a concern about the class or the instructor, the following should occur:

- 1.) The student should first make an appointment to speak with the instructor.
- 2.) If the student has continued questions or concerns, the student should meet with the department chair (Insert chair name, email, and phone number here).
- 3.) If the student is still in need of assistance, after speaking with the instructor and department chair, the student may contact the Dean of (insert Dean name, email, and phone number here).

Time Sheets – time sheets are not required for adjuncts on contract. Hourly adjuncts and Full Time faculty must complete time sheets using LoLA.

Grade Appeals – A student who believes that the final grade, which has been recorded in a course does not reflect a fair and accurate assessment of the student's work may appeal the grade. The grade being appealed is the final grade; individual test scores in any course are not subject to this appeal procedure.

1. Should a student believe that the grade they received was in error, or not representative of their effort, they should within **ten (10) business days of the grade posting** make an appointment to meet with the Instructor. This meeting ideally be scheduled as soon as possible and must occur within **five (5) business days** after the student request.
2. If the case cannot be resolved through the informal process, the student has the option to follow the formal grade review and appeal process. To proceed, a student within **five business (5) days**, of the last scheduled informal meeting with the Instructor, the student is required to compile and submit a complete written petition.
3. A formal grade appeals must be lodged within **twenty (20) business days of final grade postings**. Please note that while an informal meeting is desirable to resolve a grade issue, students can move directly to the formal process. Formal grade appeals lodged after this time period must demonstrate extenuating circumstances that precluded preparation and submission.

End of Semester Requirements

You are required to submit to the Department Chair:

- a copy of each course syllabus
- grade book(s) with explanations, point values, and dates of major assignments
- Required assessment materials

Adjunct Review Form

Name: _____

Semester: _____

Overall Rating : ____ / 25

| Checklist: | 1 | 0 | Notes |
|---|---|---|--------------------------|
| Met deadlines and submitted all required materials | | | |
| No substantive student complaints | | | X5 |
| Observation Rating Average 3 or above | | | X 5 |
| Timely response to student and college emails | | | |
| Followed SLCC policies, Demonstrated professionalism – followed dress code, treats colleagues and students with respect | | | |
| Timely submission of end of semester grades and materials. | | | X5 |
| Attended at least one professional development session | | | |
| The instructor, due to scheduled or emergency absences, missed no more than 10% of the course meetings. | | | ____ Number missed X5 |
| Held at least 1 office hour per week per class | | | |

Why Violence Against Students MATTERS

The actions you take to empower bystanders, to create safe and cohesive campuses characterized by civility and accountability have never held more influence, as these national statistics indicate:

1
out of
4

College Women will be the victim of a sexual assault by an acquaintance during her academic career.

48% of college women who were attacked and met the study's definition of rape did not consider what happened to them as rape.

On average, at least **50%** of college student sexual assaults are associated with alcohol.

74% of perpetrators

55% of rape victims had been drinking prior to the assault.



In a survey of high school students (some of whom may be incoming college freshmen)



76%

believed forced sex was acceptable under some circumstances.

56%

Learn about Title IX

1

Title IX prohibits sex discrimination in education programs that receive federal funding (e.g. nearly all colleges and universities)

6

In cases of sexual violence, schools are prohibited from encouraging or allowing mediation (rather than a formal hearing) of the complaint.

2

Harassment, attempted or completed rape or sexual assault, stalking, voyeurism, exhibitionism, intimate partner violence, and sexuality-based threats or abuse are examples of the types of sexual discrimination banned by Title IX

7

A student may use the school's grievance procedure (i.e. make a report to the Title IX Coordinator on campus) to make a report.

3

Title IX applies to male, female, and gender non-conforming students, faculty, and staff.

8

Victims also have the right choose whether or NOT they want to report to the police.

4

Schools must not retaliate against someone filing a complaint and must keep complainants safe from retaliation.

9

Professional counselors are not required to report any information regarding an incident of alleged sexual violence. This is also consistent with the CLERY Act.

5

Schools can issue "no contact" directives to prevent accused abusers from interacting with victims.

10

Not all employees of SLCC are required to report, without the student's consent, incidents of sexual violence to the school in a way that identifies the student.

Take the Course!

Go to ➡ http://app.getinclusive.com/register_course?code=SOULACC16



South Louisiana
Community College

Title IX Coordinator, Solomon Tention
solomon.tention@solacc.edu

There are two models of Tandberg remotes that are currently being used.



Usable buttons

PC INPUT

Auxiliary Camera

Presentation Mode

Zoom

Mic On and Off

Volume Control

For this model, please do not use the four buttons at the bottom.

If you have any issue during your video conferenced class, please call IT Support at (337) 521-8940.



Usable buttons

PC INPUT

Auxiliary Camera

Presentation Mode

Mic On and Off

Zoom

Volume Control