

2022-2023

Office of Instruction Orientation

Vice President of Instruction
Donna C. McDaniel, Ph.D.

Nelson Administration Building 2nd Floor Right Side of Stairs



TEXARKANA COLLEGE



CONNECTING THE WORK TOWARD PERSISTENCE & COMPLETION

Dr. Donna McDaniel, Vice President of Instruction

Quality Enhancement Plan



Faculty advising



Learning Frameworks
course



Early alert system



QUALITY ENHANCEMENT PLAN

Faculty advising



Learning Frameworks Course





Early alert system

FERPA

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT



- Federal law to protect privacy of students' education records.
- When a student enters college or turns 18, FERPA rights transfer from parent to student.
- Student record information is not typically shared unless student is a dependent, gives written permission if there's a health/safety emergency.
- **STUDENT INFORMATION RELEASE AUTHORIZATION FORM**
 - Must be completed here onsite or in the Office of Enrollment Services. Cannot be turned in as signed by the student without a witness.

TRADITIONAL (TRA)



TRA indicates the course will be delivered through face-to-face instruction in the classroom. While some accommodations may be made on occasion as indicated by the College's Covid protocols, students taking traditional classes are required to regularly attend class in person.

TRA—indicates the course is a traditional course. You will attend class at the designated times listed on your course schedule.

Course delivery and instruction will be face to face in the classroom. The instructor may choose to add content online for the student to review.

ONLINE ANYTIME



Take your classes online, at any time! This self-paced option is our most flexible offering. It allows you to work on coursework whenever your schedule allows.

With this option, you will not come onto campus at any point.

WEB—indicates the course is a web based, asynchronous class. This means the class is a self-paced class in which students are not required to meet at designated times. Course delivery will be entirely online without regular interaction with the instructor or classmates. This is Texarkana College's traditional web/online course.

HYBRID (HYB)



"HYB" indicates the course combines face-to-face and online course delivery. A majority of the course will be delivered through online instruction. Students will also be expected to attend in person at regularly scheduled times.

HYB—This course delivery method is designed for students to come to class for a shorter amount of time and students do a large percent of their work online on their own time.

Virtual meetings and face to face meetings are required for attendance.

ONLINE ON A SCHEDULE



If you like the structure of a routine, this option is for you! All coursework will be completed online, but the lectures and virtual instruction will happen at specific times on certain days.

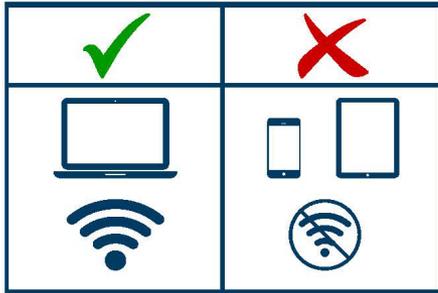
You will use a webcam, making this option comparable to a typical face-to-face course.

OOS—indicates the class is a web-based, synchronous class. This means the class will meet virtually through Microsoft Teams according to the class schedule. This is like a face-to-face course except that students will attend virtually. Students will need to turn their camera on and participate in active learning. Portions of course delivery and content will also be through Moodle or Jenzabar.

Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – **smart phones, iPads, Androids, Chromebooks, etc., are not acceptable** substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Computer systems requirements:

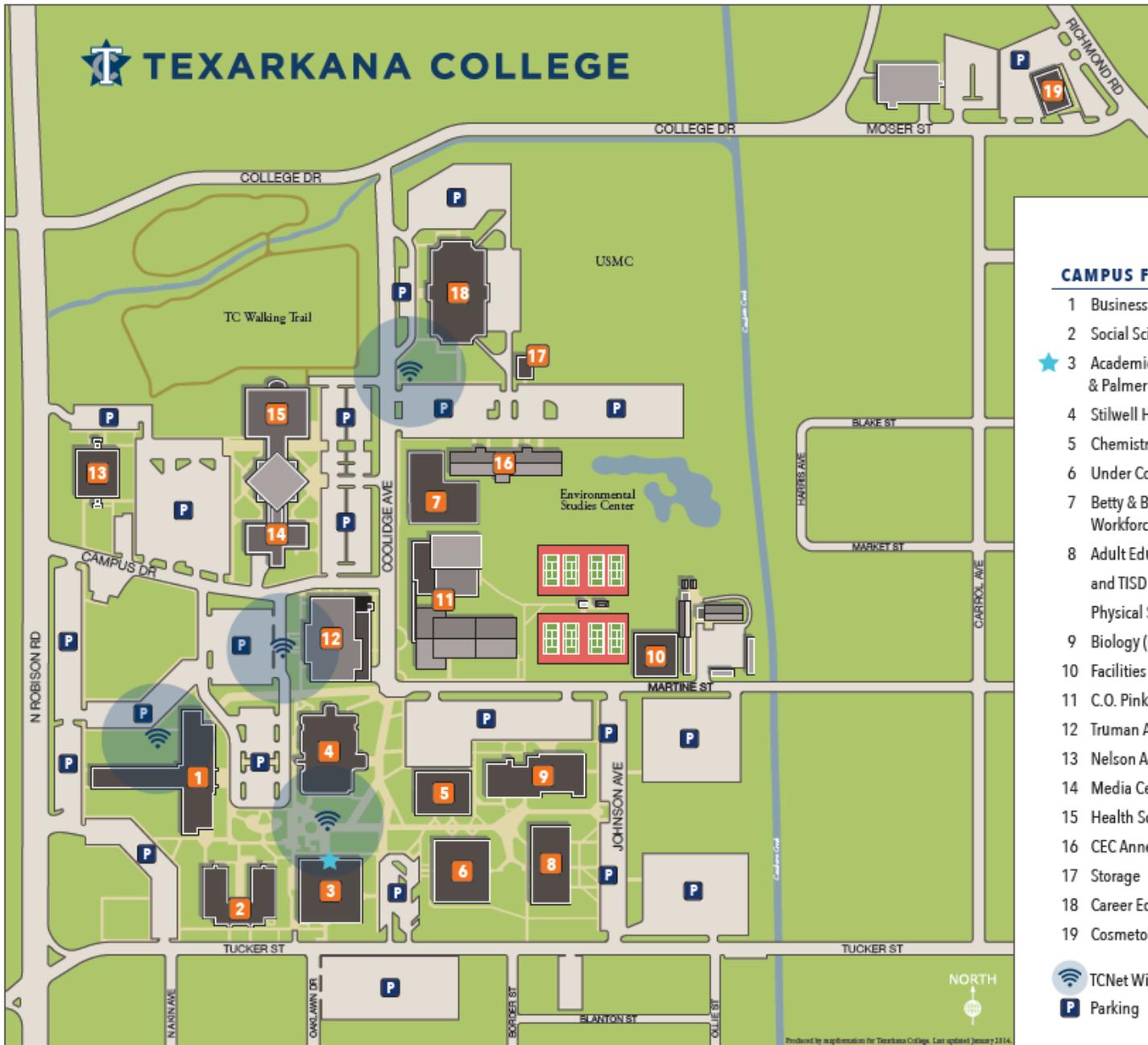


- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers will not work
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:
<https://www.texarkanacollege.edu/coronavirus/>.



CAMPUS FACILITIES

- 1 Business & Computer Technology (BCT)
 - 2 Social Sciences (SS)
 - ★ 3 Academic Commons & Palmer Memorial Library (LIBR)
 - 4 Stilwell Humanities Center (HUM)
 - 5 Chemistry and Physics (CHEM)
 - 6 Under Construction
 - 7 Betty & Buddy Ledwell Workforce Training Center
 - 8 Adult Education & Literacy (GED & ESL) and TISD Options High School / Physical Sciences (PS)
 - 9 Biology (BLGY)
 - 10 Facilities Services
 - 11 C.O. Pinkerton Fitness Center Complex (PRC)
 - 12 Truman Arnold Student Center (TASC)
 - 13 Nelson Administration Building
 - 14 Media Center/KTXK Radio (MEDIA)
 - 15 Health Sciences Center (HLTH)
 - 16 CEC Annex (CECA)
 - 17 Storage
 - 18 Career Education Center (CEC)
 - 19 Cosmetology (COSM)
-  TCNet Wifi Hot Spot
 Parking

Produced by mapmakers for Texarkana College. Last updated January 2014.

What does the first day look like?



Instructor will send
Email Communication
with Instructions



Check TC Campus
Map for Building
Location



Check Student
Schedule for Class
location



Come to Campus
Early to find Parking
Spot



Check TC Emails Regularly



Faculty Advisor
Communication



Faculty Instructional
Communication



RAVE – Urgent
Communication



TC Alerts Important
Information



TC Today – General
TC Activities &
Information



Financial Aid
Communication



Contact Information



Dr. Donna McDaniel

Vice President of Instruction

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