TCC Site Architecture: Faculty Portal NEW // October 20, 2009

GLOBALS
Header
• Home
• Feedback
• Search (will include TCC Directory)
• Photo Gallery (Links to Student Portal)
• Sign Out
• Site Map

Footer
• Emergency Operations Plan
• FAQ-Basic Information??
• Online Privacy & Security Policy Statement

TOP-LEVEL OVERVIEW (see following pages for navigation details)

• Top Level Home Page
• Employees
• Campus Services
• Human Resources
• Resources for Our Students
• Faculty
HOME OVERVIEW

Content & links to include:

- TCC Bulletin [News & Events]
- Campus Events Calendar
- Facts About TCC
- Critical Contacts [Phone/Email/Office for Campus Safety, Sheriff & City Police, Local Hospital / EMS, Poison Control]

Home Page Applications:

- E-Learning
- E2 Campus-Pending
- My Classes
- My E-Services
- Portal Announcements
- Student / Class Home Folders
- Weather Portlet
Employees

(Content to include info / links to: Online Services; HR/Employment Opportunities; Information Systems & Services; Business Office)

▸ Academic Calendar Kari Twogood, April Reid

▸ Forms & Publications
  ◦ E-Forms
  ◦ Forms
    ▪ Duplication Services Form APP
    ▪ Business Office Online Forms
    ▪ Travel Forms
  ◦ Publications
    (by department)
    ▪ Policies & Procedures
      • Academic Review Policy and Procedures
      • Acceptable Use of Information Systems and Services
      • Administrative Procedure for Academic Dishonesty
      • Alcohol and Other Drugs Student/Staff Guidelines
      • Campus Safety Guide/Campus Crime Statistics
      • Code of Student Rights and Responsibilities
      • Confidentiality of Student Records
      • Equity in Athletics Disclosure Report
      • Financial Aid Satisfactory Academic Progress Policy
      • Grievance Procedure - Sexual Harassment, Sex Discrimination, and Disability Discrimination
      • Hazing Policy
      • Loss of Eligibility - Student Athletic Participation
      • Privacy & Security Policy (Global Footer)
      • Sexual Harassment
• Student Grievance Procedure for Final Course Grades
• Student Grievance Procedures (Other)
• Student Right to Know/Completion and Graduation Rates
• Whistleblower Program

■ College Administrative Manual (PDF)

■ Holiday Schedule Agnieszka Pederson, Leanne Foster, Paula Sheldon

■ HR Policies / Procedures Agneskia Pederson/Paula Shelson/Leanne Foster
  ■ Washington Administrative Code
  ■ Volunteer Information
  ■ Guidelines

■ Information Systems Policies Eric Domazlicky
  ■ Acceptable Use Policy
  ■ Mobile Computer Policy

■ Position Budgeting Agnieszka Pederson, Leanne Foster, Paula Sheldon

■ Recruitment Agneskia Pederson/Paula Shelson/Leanne Foster

■ Revised Code of Washington Agneskia Pederson/Paula Shelson/Leanne Foster

■ Supervisor’s Guide Agneskia Pederson/Paula Shelson/Leanne Foster
  Topics: Attendance / Leave, Bargaining Agreements, Benefits, Disability, Discipline, Employee Advisory Services, Ethics, Flex Schedule / Telework Information, Hiring / Recruitment, Hours of Work / Overtime, Human Resources Staff, I-9 Eligibility Verification, Leave Without Pay / Shared Leave information & reporting, Payroll, Performance Review,
Policies / Procedures, Position Description, Safety, State / Federal Laws, Training, Volunteers, Workplace Violence

- Workplace Posters Agneskia Pederson/Paula Shelson/Leanne Foster
  - WA Department of Labor & Industries
  - WA Employment Security Department
  - US Equal Employment Opportunity Commission
  - US Department of Labor

- Campus Classified Ads (Phase 2)

- Critical Contacts (Link from home)

- Research & Planning Becky Sproat, Michelle Jayhoon, Carly Haddon, Marie Harris, Jame Palermo
  - Accreditation
  - Instructional Assessment
  - Institutional Effectiveness
    - Institutional Effectiveness APP
  - Institutional Research
  - Strategic Planning Alan Waugh

- Instructional Support
  - Academic Computing
    - Academic technology Committee David Strayer
    - Excel Template for Grades
    - Excel Basics
    - OIS/Grade A Setup
  - Teaching Learning Ctr/Prof Develop. Alan Waugh
    - Tuition Exemptions / Waiver
    - University of Washington Human Resources Training & Development workshops
    - Faculty
- Conferences & Workshops
- Teaching and Learning Resources
- TCC Foundation Supported Activities

**Committees (APP)**

- College Committees
  - Academic Calendar Committee
  - Academic Technology Committee
  - Access Services Committee
  - Auxiliary Services Committee
  - Budget Committee
  - Facilities Master Planning Committee
  - Classified Staff Prof. Development Committee
  - College Council, Curriculum Committee
  - Safety Committee
  - Institutional Effectiveness Council
  - Instructional Council
  - Legislative Task Force
  - Parking Appeals Committee
  - President’s Council on Cultural Diversity
  - Substance Abuse Task Force
  - Web Advisory Committee
  - Wellness Committee
  - Joint Advisory Group (JAG)
  - Student Services Council

**Teaching & Administrative Tools (APP)**

- Advisor Dashboard
- Advisor Message
- All Student E-Mail Approval Tool-pending
- Class Open Administration
o Degree Audit
o EAP Entry Codes
o Early Alert
o Earnings History
o Educational Planner
o End of Course Surveys
o eTutoring
o Instructor Briefcase
o Leave / Hours Worked Reports-Pending
o OIS GradeA
o PAU Submissions
  o PAU Submission Approval System
    o PAU Status Report (PW Protected)
    o PAU Approval (PW Protected)
    o PAU Administration Pages
      o PAU Links
      o Reports (ALL are PW Protected)
        o Selectable User Report
        o PAU Activity Status per Employee
        o PAU Activities Awaiting Dean’s Approval
        o Total PAU Credits Earned - Summary
        o Total PAU Credits Earned - Detail
        o Approved PAU Credits
      o PAU Submission (PW Protected)
        o PAU Submission System User Manual-Faculty
        o PAU Approval System User Manual-Deans
  o Program Outcomes
  o TCC Wiki Remove?
  o Time Cards
  o TutorTrac-Pending
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Human Resources

- **Adjunct Faculty**
  - General Information / Helpful Tools
  - Faculty Negotiated Agreement and Memoranda of Understanding
  - New Adjunct Faculty Processing

- **Bargaining Agreements / Seniority Lists**
  - Classified Staff
    - Bargaining Agreements
    - Seniority Lists
    - Memoranda of Understanding
      - *WPEA Data Sharing Agreement*
    - Union Shop Stewards (Emails)
  - Faculty
    - Negotiated Agreements
    - Seniority & Layoff Unit Lists
    - Memoranda of Understanding
    - Memoranda of Understanding (WCCW)

- **Benefits**
  - Health Benefit Information for 2008
  - Family Medical Leave Act
  - Medical Coverage information
  - Retirement Coverage Information
  - Other Employee Benefits

- **Employee Earnings History** (Links to Separate Log in Screen)
HR Calendar
HR Events
HR Staff/Mission Statement
Hourly Individuals
Job Openings
  • HR Job Postings APP
Campus Services

↓ Business Office Mary Ann Brummond, Corrine Dudschsus
  o Budget track
  o Budget Development Modules APP
  o Management Info
  o Sub-SubObject Table
  o Fee Code Table
  o Financial Aid Program Code (FAPC) Table
  o Signature Authority
  o 2009-10 Tuition

↓ Facilities
  o Conference Services Christyanna Dawson
  o Facilities Clint Steele
    ▪ Construction Clint Steele
    ▪ Custodial Eddie Aubrey
      • Administrative/Offices/Clerical
      • Children’s Center
      • Instructional
      • Student/Food Services
      • Other Services
      • Supplies
      • Shift Assignments
    ▪ Facilities Clint Steele
      • Energy Conservation
      • Facilities Forms
- Facilities Work Request Scheduling
- Facility Procedures
- Flag Display Policy
- HelpLine
- Key Information
- Transportation
  - Grounds Clint Steele
  - Maintenance Clint Steele
  - Resources Clint Steele
  - Work Order Clint Steele
  - Room Request Christyanna Dawson

⇒ Information Systems Eric Domazlicky
  - Help Line
  - Emergency Operations Plan (Global Footer)
  - Multimedia Classrooms
  - Technical Support [OR Computer Support ]
    - About Passwords
    - Add a Network Printer
    - Computer Replacement Program
    - Email Help
    - Employee Technology Services
    - General Computer Tips
    - Outlook Setup for XP
    - Outlook Tip of the Week (Broken Link)
    - Spam Tutorial
    - Supported Software
    - Voicemail Help
    - VPN (How to use the VPN)
  - Reporting Developer Resources
- Resources for e.Spreadsheet developers
  - Reset Home Page

\[\text{Maps & Directions} \quad \text{Eric Domazlicky}\]
  - Gig Harbor Campus
  - TCC Directory (Global Header)
  - Campus Maps

\[\text{Parking & Public Transportation} \quad \text{Eddie Aubrey and Tim Wright}\]
  - Parking Application APP

\[\text{Security} \quad \text{Eddie Aubrey and Tim Wright}\]
  - About Security
  - Campus Safety Happenings
  - Crime information / Prevention
  - Emergency Procedures
  - FAQ
  - Lost and Found
  - Meet the Staff
  - Staff / Faculty IDs
  - Services
Resources for Our Students

- Credit Education Should we duplicate this from the student portal?
  - Educational Departments / Divisions
  - Student Services
    - “Everything they need to be successful”
      - Advising
      - Career Support Program
      - Center for Academic Supp./Achievement
      - Counseling
      - Disabled Student Programs/Services
      - Diversity/Multi Ethnic & Cult. Affairs
      - Early Learning Center
      - International Students
      - Running/Fresh Start
      - Student Services
      - Transfer/Career Counseling Services
      - Veterans Programs
  - Academic Resources
    - “Everything they need for the classroom”
      - Academic Policies & Procedure
      - Academic Calendar
      - Class Schedule
      - College Catalog
      - Current Students
      - eLearning
      - Email Help
      - Evaluations/Degrees & Certificates
      - Graduation Application
      - Learning Support Centers
- Library
- Program Overview & Curriculum
- Student Handbook
- Textbooks/Bookstore
- Transcripts
  - Student Life Dave Pelkey, Christannya Dawson
    “Everything they need to have fun”
    - Cafeteria/Dining
    - Athletics
    - PTK Internet. Honor Society
    - Newspaper
    - Student Government
    - Clubs/Activ.
    - Student Life

Faculty Web Pages

Information for New & Prospective Students [[OR New Students]]
  - Scholarships
  - Ways to Pay
  - Online Admissions Chat
  - Tuition & Fees
  - Assessment/Placement Testing
  - Registration
  - Financial Aid
  - Admission & Enrollment Services
  - Orientation
  - High School Parents / Families

Library Becky Sproat and Rachel Goon
  - Research
    - Catalog
      - Academic Search Premier
- ProQuest
- Magazine or Journal
- Basic internet
- Evaluating Sources
- Research Strategy
- Choosing Search Words
- Primary vs. Secondary Sources
  - Research Resources
  - Periodical List
  - Citing Sources
    - MLA Style
    - APA Style
    - Plagiarism
    - What Needs to be Cited
  - Internet Search Tools
  - Other Libraries
  - Research Help
  - By Subject
    - Services
      - Computers
      - Research help
      - Wireless
      - Library Cards
      - Distance Learners
      - Interlibrary Loan
      - Reserves
      - LRC Help Desk
    - Tutorials
      - Citing Sources
        - MLA Style

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• Plagiarism
• What Needs to be Cited
  ▪ Using the Library
    • Reference Desk
    • Finding a Book
    • Borrowing Materials
  ▪ Computer Tips for Paper Writing
    • Setting Margins and Line Spacing
    • Hanging Paragraphs for Bibliographies
    • Creating Footnotes or Endnotes
    • Sending Your Paper Via Email
  ▪ Copyright
    o About
      ▪ Collection
      ▪ Hours
      ▪ Contact Us
      ▪ Mission
      ▪ Who is Pearl A. Wanamaker
Faculty

- Instructor Briefcase Eric Domazlicky